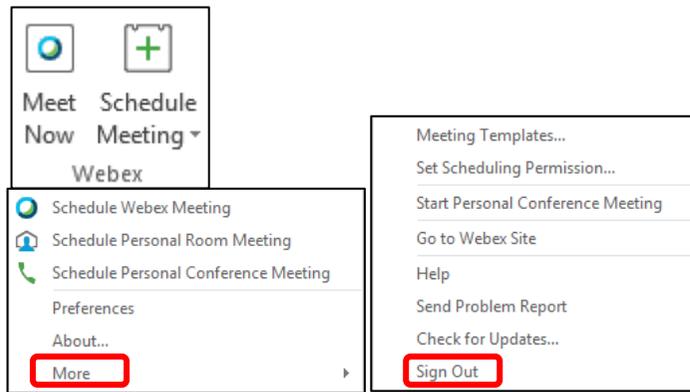# Cisco Webex upgrade

Update your Webex details

With the upgrade, there are changes to your dial in numbers and access codes. To ensure that your new details populate to meeting invites, please follow these steps.

Update the Webex Productivity Tools

1. Sign out of your current account

2. Complete the wizard to sign back into your account with your e-mail address, site information (e.g. company.webex.com) and password.
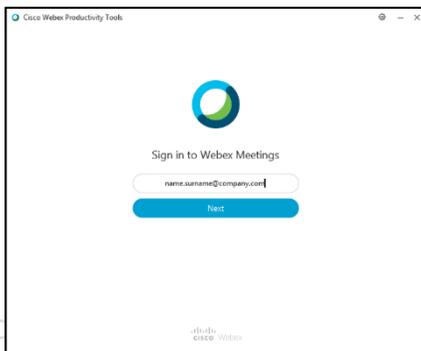
Set your preferred call-in numbers that appear on meeting invites

1. Log into your Webex site (e.g. company.webex.com)

2. Click on 'Preferences' and then 'Audio and video'

3. You can select up to 2 call-in numbers from the drop down menu

4. Scroll to the bottom of the page and click 'Save'
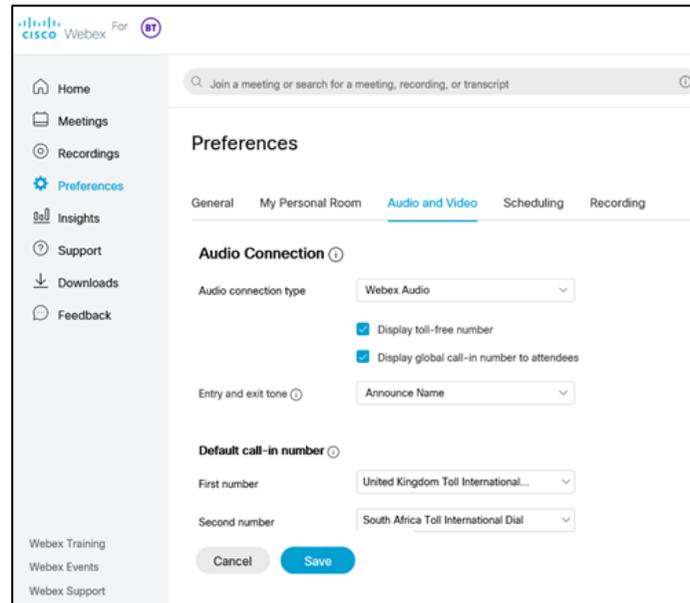
Update your meetings

All the future dated meetings should be cancelled and re-scheduled. Remember to copy the meeting information (attendees, date, time etc.) to a new invite before cancelling.

1. Cancel the existing Webex Meeting invite – Open the existing invite and click 'Cancel Meeting', click send update to notify recipients

2. Open a new invite and click 'Add Webex Meeting'

3. Select the Meeting Type – Webex Meeting, Personal Room Meeting.

4. Complete the invite and click 'Send'

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