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



Meeting Templates... Set Scheduling Permission... Start Personal Conference Meeting Go to Webex Site Help Send Problem Report Check for Updates... Sign Out

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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'

Sisco Webex For BT							
G Home	Q. Join a meeting or search for a meeting, recording, or transcript						
Meetings Recordings	Preferences						
Preferences	General My Personal Roo	m Audio and Video	Scheduling	Recording			
③ Support	Audio Connection ()						
 ✓ Downloads ○ Feedback 	Audio connection type	Webex Audio	~ ,				
		 Display global call-in nu 	mber to attendees				
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	Default call-in number ()						
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Webex Training Webex Events	Cancel Save)					
Webex Support							

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 Meetina
- 3. Select the Meeting Type Webex Meeting, Personal Room Meetina.

1 Complete the invite and click (Cond)

4. Complete the invite and click send										
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	То	name.surname@company.com								
Send Update	Subject	Team Meeting								
	Location	Please join onlir	ne							
	Start time	Fri 04/09/2020			16:00	/	All day event			
	End time	Fri 04/09/2020		•	16:30	-				

