

Job Aid: Webex Meetings App Preferences

What is the Cisco Meeting App?

The City of Chandler uses the Cisco Webex Meetings app for remote and internal conference calls. The app integrates with Outlook, so users can Webex meetings directly from their calendars. This document outlines how to change the personal room name, the contact phone numbers, and the PIN using the preferences setting.

Note: The Webex Meeting app is not the same as the Webex desktop client. The app has a calendar icon on the logo (see Figure 1).

Install the Cisco Webex Meetings App

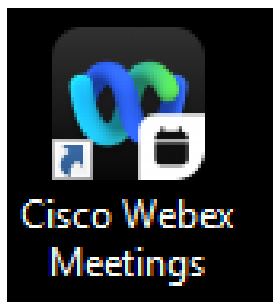
If the app is already installed skip to the [Setting Preferences](#) section.

1. Open a browser and go to <https://chandleraz.webex.com/>.
2. Locate **Cisco Webex Meetings Desktop app**. Click **Download**.
3. The install begins to process. Follow to the prompts to install.

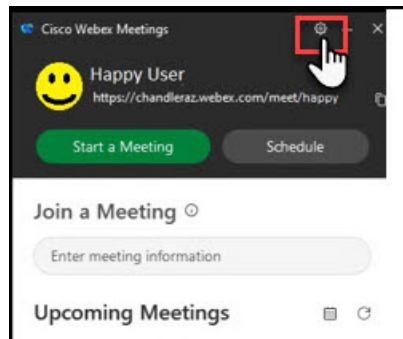
Setting Preferences

Follow these steps to set the user preferences for the room name, phone numbers and PIN.

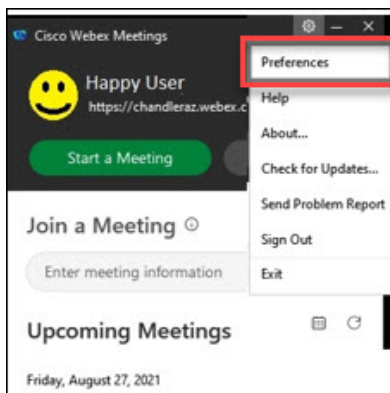
1. Click the **Cisco Webex Meetings** icon as shown in Figure 1.



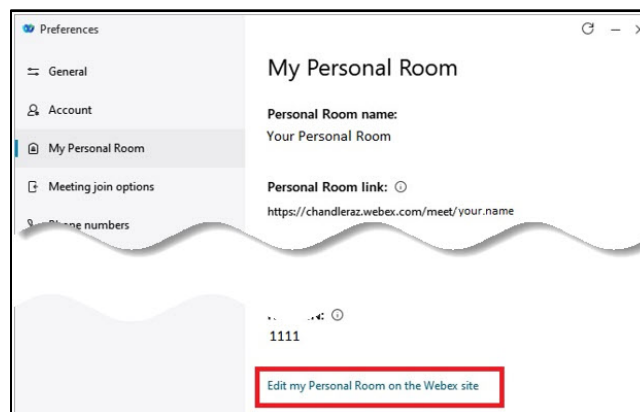
- The **Cisco Webex Meetings App** opens. Click the **settings** icon.



- Select **Preferences**.



- The **Preferences** window opens, select **My Personal Room**. Click **Edit my Personal Room on the Webex site** on the bottom of the window (See Figure 4).



- The Webex settings open in your default browser. To change your Personal Room name, select the **My Personal Room** tab. Enter a custom name in the corresponding field. Click **Save**.

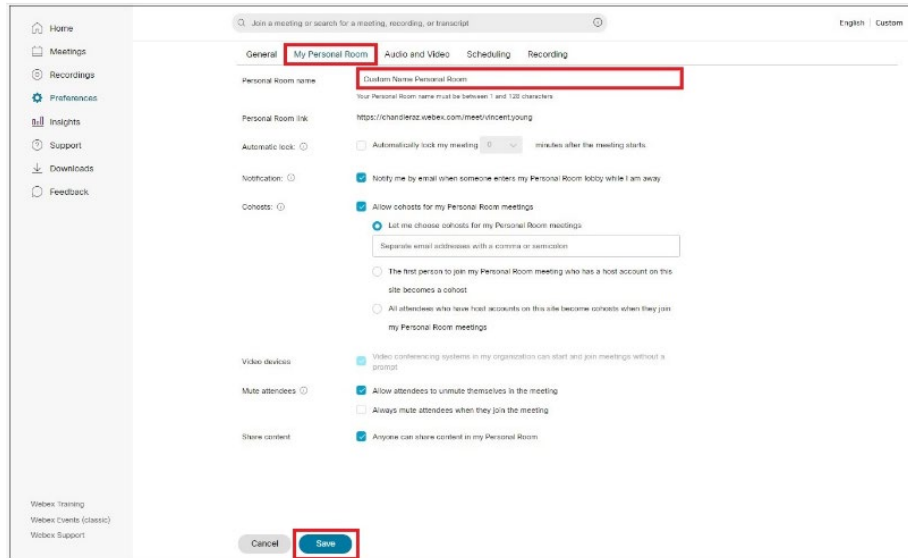


Figure 5

- To change the phone number and PIN, select the **Audio and Video** tab. Enter your preferred contact phone number(s) and preferred PIN for video and audio.

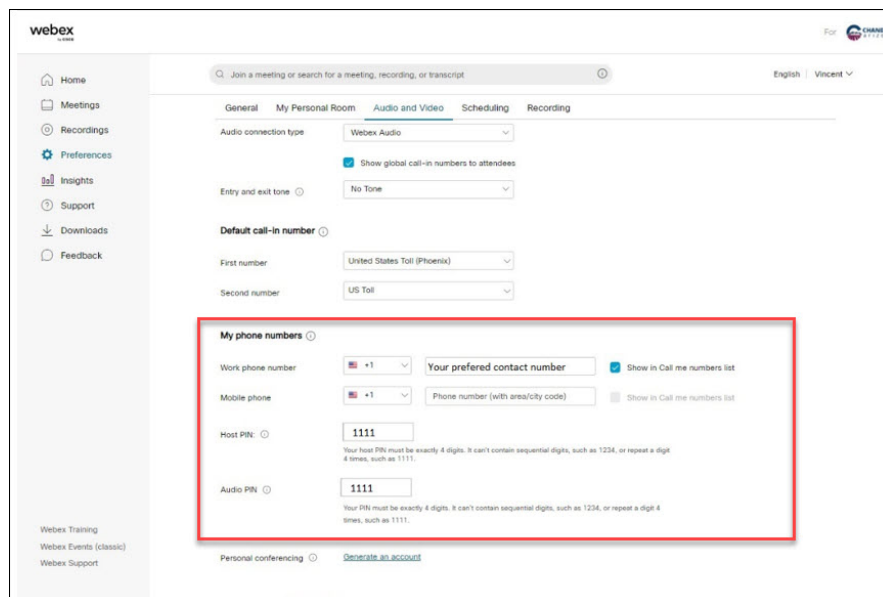


Figure 6

- You may also enter preferred **Video Systems** names lower on this page as shown in Figure 7. Click **Save** when all setting changes are complete.

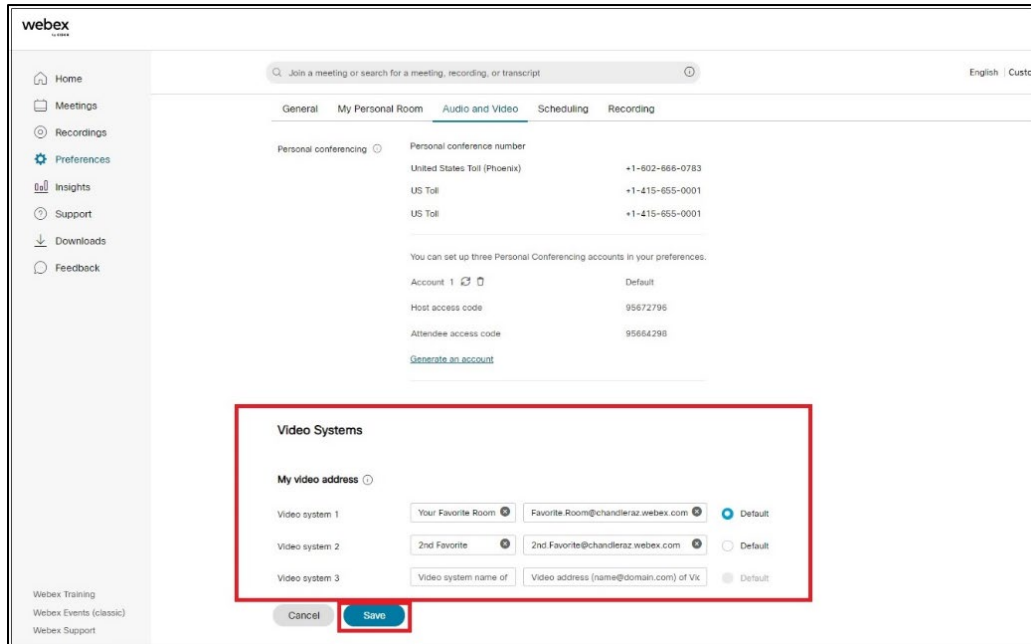


Figure 7

- To finalize the settings, click the **Cisco Webex Meetings App** (Figure 1). Click the **settings icon** and then click **Sign Out** as shown in Figure 8.

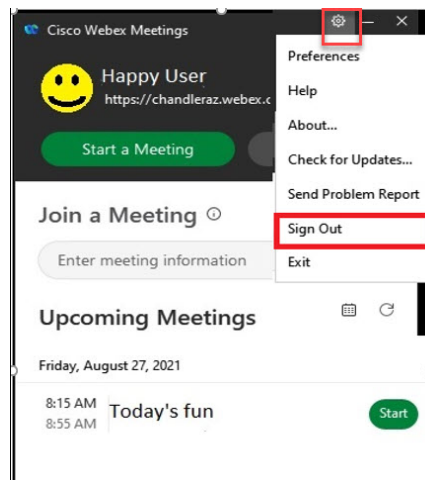


Figure 8

- Upon reopening the application, all setting changes will be as saved.