

Job Aid: Webex Meetings from Microsoft Teams

Schedule, start and join Cisco Webex meetings directly from Microsoft Teams

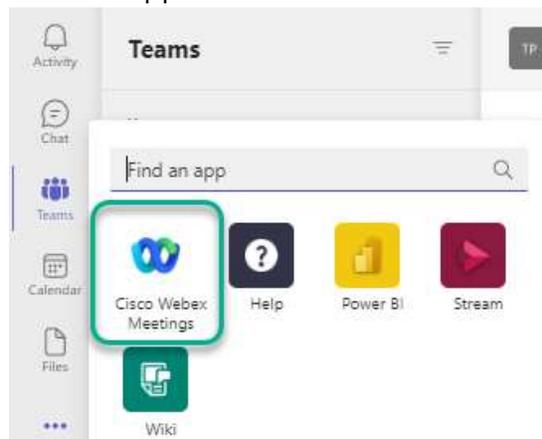
The Cisco Webex Meetings integration makes it easy to add a link for your Webex meeting or Personal Room meeting to your message in your team channel in Microsoft Teams. With the Webex tab, you can schedule a Webex meeting and invite channel members so that it appears in their upcoming meetings lists and in their Microsoft Office 365 calendars. You and the members of your team can start or join the video meeting easily by clicking the link within the channel or tab. You must have a Cisco Webex Meetings host account to use this app.

Install the Cisco Webex Meetings App

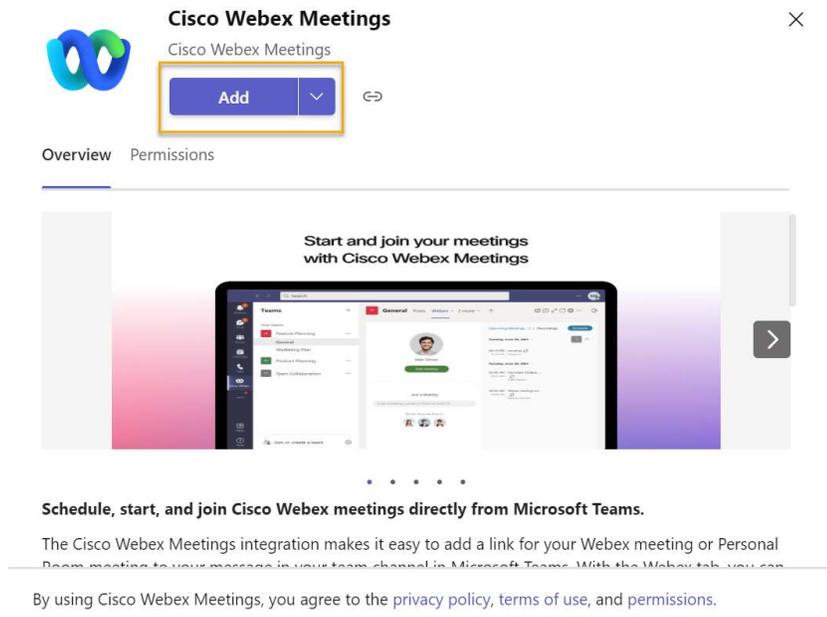
1. Open the Microsoft Teams app
2. Click the ellipsis on the left side menu



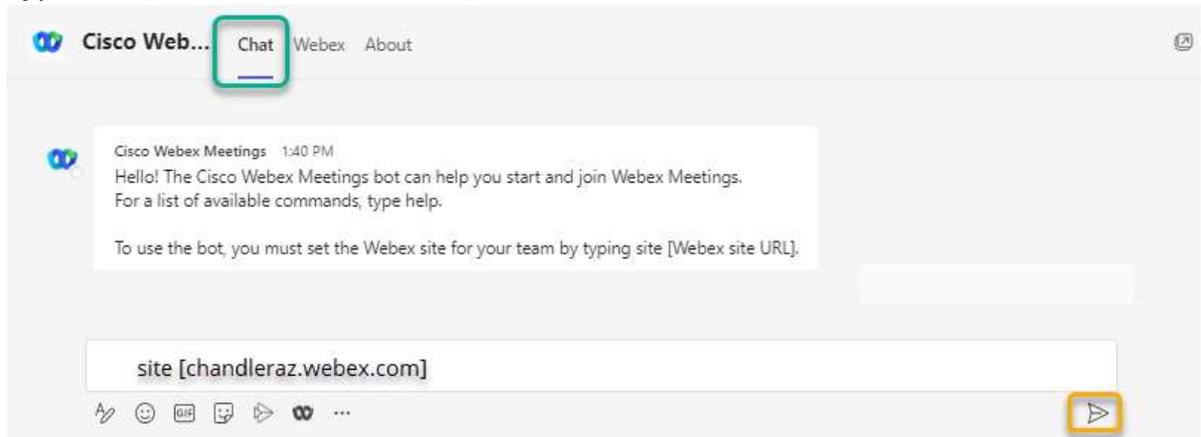
3. Click **Cisco Webex Meetings** icon
 - a. If it doesn't appear use the search bar and type "Cisco Webex Meetings" and then click the magnifying glass to search for the app



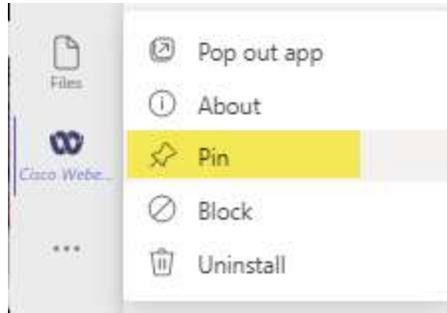
- Once you find and click on the app click **Add**.



- The chat bot will prompt a request to set your Webex site
 - Type "site [chandleraz.webex.com]" and hit enter or click the send arrow



- Right click on the "Cisco Webex Meetings" app icon appearing on the left side menu and select **Pin**. This will keep the app in view.



7. Click the **Webex** tab located at the top of the window. This opens a space for you to start a meeting from your personal room, join a meeting, view upcoming meetings and quickly schedule a meeting.

NOTE: There may be a delay when your webex information loads for the first time.

