



## Configure Policies

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## Add a Policy

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- Step 1** Select the **Policy Editor** tab.  
The **Policy List** appears to the left and the **Action List** appears at the right of the **Policy** screen.
- Step 2** Under **Policy List** select **Add**.  
The new policy appears at the top of the list of existing policies.
- Step 3** Enter a unique name for the policy.
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### What to do next

To add actions for this policy, see [Add Actions to a Policy, on page 1](#)

## Add Actions to a Policy

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- Step 1** Select the **Policy Editor** tab.  
The **Policy List** appears to the left and the **Action List** appears at the right of the **Policy Editor** screen.
- Step 2** Under **Policy Name** select the policy to which you want to add actions.
- Step 3** To add actions, select **Add** under **Action List** on the right of the screen.  
The **Action Editor** screen appears.
- Step 4** Select a policy action from the **Action Tag Name** list.
- Step 5** Select **Save**.
- Step 6** Repeat Steps 3-5 until all of your policies have actions assigned to them.
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# Policy Actions in Webex

By default, a newly provisioned Webex organization has all the capabilities granted to all the users.



**Note** The end-to-end encryption policy is not enabled by default. The Organization Administrator can enable this policy. Administrators can create policies when specific capabilities for all the users or specific groups of users need to be disabled.

Policy actions cannot be enforced on users using third-party XMPP IM applications.

No more than ten VoIP conference attendees can be connected to the same VoIP conference simultaneously.

External users are users who do not belong to the Webex organization. They can still use Webex to communicate with users who belong to the Webex organization.

| Policy Action          | Description   | Impact  |
|------------------------|---|---|
| External File Transfer | Controls file transfer in an IM session between organization users and users outside the organization.            | <b>Disabled</b> —Stops all file transfers between organization users and users outside the organization. This includes multiparty IM sessions with external users.  |
| Internal File Transfer | Controls file transfer in an IM session between users within the organization.                                    | <b>Disabled</b> —Stops all internal file transfers between users within the organization.<br><b>Enabled</b> —All the users within the organization can transfer files.  |
| External IM            | Controls IM sessions between users in the organization and users outside the organization.                        | <b>Disabled</b> —Stops all IM sessions between users in the organization and users outside the organization. This stops all dependent services like file transfers and video.   |
| External VoIP          | Controls VoIP communications in IM sessions between users in the organization and users outside the organization. | <b>Disabled</b> —Stops all VoIP communications between users in the organization and users outside the organization. IM sessions and file transfers are available.  |
| Internal VoIP          | Controls VoIP communications in IM sessions between users within the organization.                                | <b>Disabled</b> —Stops all VoIP communications between users within the organization. However, other services like text-based IM and file transfers are available.<br><b>Enabled</b> —All the users within the organization can have VoIP sessions. |
| External Video         | Controls video services in IM sessions between users in the organization and users outside the organization.      | <b>Disabled</b> —Stops all video services between users in the organization and users outside the organization. IM sessions and file transfers are available.   |
| Internal Video         | Controls video services in IM sessions between users within the organization.                                     | <b>Disabled</b> —Stops all video services between users within the organization. However, other services like text-based IM and file transfers are available.<br><b>Enabled</b> —All the users within the organization can have video sessions.     |
| Local Archive          | Controls the ability of the user to locally archive IM text messages.   |   |

| Policy Action                                     | Description   | Impact   |
|---|---|--|
| External Desktop Share                            | Controls the ability of users within the organization to share their desktop with users outside the organization.   | <b>Disabled</b> —Prevents users within the organization from sharing their desktop with users outside the organization.<br><b>Enabled</b> —Users can share their desktop with users outside the organization.  |
| Internal Desktop share                            | Controls the ability of users within the organization to share their desktop with other users within the organization.  | <b>Disabled</b> —Users within the organization cannot share their desktop with other users within the organization.<br><b>Enabled</b> —Users can share their desktop with other users within the organization.   |
| Support End-to-End Encryption For IM              | Specify support for end-to-end Encryption for IM sessions.  | <b>Enabled</b> —Support end-to-end encryption for IM sessions. End-to-end encryption is not supported for IM sessions.<br><b>Disabled</b> —End-to-end encryption is not supported for IM sessions.   |
| Support NO Encoding For IM                        | Controls whether applications with end-to-end encryption enabled can start an IM session with applications that do not have end-to-end encryption enabled or with 3rd party applications that do not support end-to-end encryption. | <b>Disabled</b> —Prevents applications with end-to-end encryption enabled from starting an IM session with applications that do not have end-to-end encryption enabled or with 3rd party applications that do not support end-to-end encryption.<br><b>Enabled</b> —Encryption level negotiation is supported for IM sessions.   |
| Internal IM (including White Listed domains)      | Controls IM communication between users within the organization and specific domains on the white list.   | <b>Disabled</b> —Prevents users within the organization from communicating with users in the domains specified in the white list. Also disables File Transfer.<br><b>Enabled</b> —Users within the organization can communicate with users in the domains specified in the white list. File Transfer is supported.   |
| Upload Widgets                                    |   |  |
| Allow user to edit profile                        | Controls the ability to restrict users from editing their profile information.  | <b>Disabled</b> —Prevents users from editing their profile information.<br>This policy action impacts the <b>Profile Settings</b> tab in the <b>Configuration</b> tab.<br><b>Enabled</b> —Users can edit their profile information.  |
| Allow user to edit the view profile setting       | Controls the ability to restrict groups of users from changing their user profile view settings.  | <b>Disabled</b> —Prevents users from changing their user profile view settings.<br>This policy action impacts the <b>Allow users to change the view profile setting</b> checkbox in the <b>Profile Settings</b> screen in the <b>Configuration</b> tab.<br>The <b>Allow users to change the view profile setting</b> checkbox is selected if it is selected.<br><b>Enabled</b> —Users can change their user profile view settings. |
| Internal Screen Capture                           | Controls users' ability to send a screen capture to users within the organization.  | <b>Disabled</b> —Prevents users within the organization from sending a screen capture to users within the organization.<br><b>Enabled</b> —Users can send a screen capture to users within the organization.   |
| External Screen Capture                           | Controls users' ability to send a screen capture to users outside of the organization.  | <b>Disabled</b> —Prevents users within the organization from sending a screen capture to users outside of the organization.<br><b>Enabled</b> —Users can send a screen capture to users outside of the organization.   |
| Send Internal Broadcast Message                   | Controls users' ability to send broadcast messages to users within the organization.  | <b>Disabled</b> —Prevents users within the organization from sending broadcast messages to users inside the organization.<br><b>Enabled</b> —Users can send broadcast messages to users inside the organization.   |
| Send External Broadcast Message                   | Controls users' ability to send broadcast messages to users outside of the organization.  | <b>Disabled</b> —Prevents users within the organization from sending broadcast messages to users outside of the organization.<br><b>Enabled</b> —Users can send broadcast messages to users outside of the organization.   |
| Allow user to send broadcast to a directory group | Controls users' ability to send broadcast messages to a directory group within the organization.  | <b>Disabled</b> —Prevents users within the organization from sending broadcast messages to a directory group within the organization.<br><b>Enabled</b> —Users can send broadcast messages to a directory group within the organization.   |

| Policy Action | Description  | Impact                                 |
|---------------|--|--|
| HD Video      | Controls the HD Video feature on computer to computer calls when External Video or Internal Video policies are enabled | <b>Disabled</b> —Prevents HD Video for |