



# Overview of Cisco Webex Meetings

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## Feature Highlights

With Cisco Webex Meetings, you can collaborate more efficiently with your contacts and colleagues. Here are some highlights of what you can do:

- Host meetings in your dedicated Personal Room.
- Select **Meet Now** to start an instant meeting.
- Select **Schedule** to schedule a meeting.
- Join a meeting from your invitation email message or from the **Meetings** page on your Webex site.
- Select **Recordings** to find a meeting recording.
- Schedule, start, and join meetings from Microsoft Outlook using the Cisco Webex Meetings desktop app, without signing in to your Webex site.

To download the Cisco Webex Meetings desktop app, sign in to your Webex site and select **Downloads**.

To ensure the best possible meetings experience, download the latest release of Java software for your favorite web browser. For further assistance, contact your administrator.

- To download the Cisco Webex Meetings mobile app, visit the App Store for iOS or the Google Play Store or Amazon Appstore for Android.



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**Attention** Cisco Webex Meetings Server supports all Webex Meetings mobile app features, unless otherwise noted. For information about Webex Meetings mobile app features, see [Explore the Webex Meetings Mobile App for iOS and Android](#).

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For more information about the mobile app, see [Cisco Webex Meetings Mobile App Resources](#).

- When you are away from your computer, you can schedule, start, and join meetings on your Apple or Android mobile device.
- Join PCN and Blast Dial meetings at the touch of a button using your Apple or Android mobile device. Optionally, you can join a web conference.



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**Note** You must enable cookies in your browser. You cannot sign in to your Webex site if your browser settings don't allow cookies.

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## Modern View and Classic View

You can use your Webex site in Modern View or Classic View. Modern View, which provides you with a personal dashboard, is the default view. You can start Webex Personal Room meetings, join upcoming meetings, and schedule new meetings.

### Modern View

To switch to Classic View from Modern View, select **Classic View** next to your name, at the top of the page.

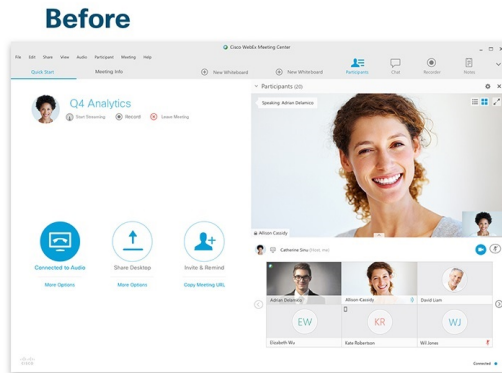
### Classic View

To switch to Modern View from Classic View, select **Modern View** next to your name, at the top of the page.

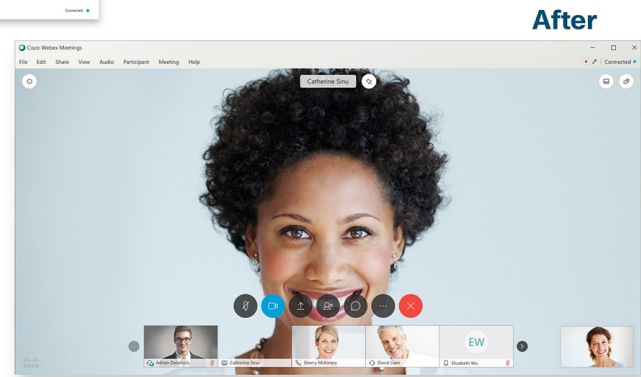
## Video-Centric Experience for Meetings

We've made your meetings more engaging by maximizing the space for video collaboration. Meet face-to-face and see colleagues' expressions as if you're sitting at the same table.

Figure 1: Video Centric Layout



We've maximized real estate for video meetings, added new layouts, and simplified your meeting controls.



You also have more control of who and what you see using new video and video + sharing layouts. Lock focus on one person, keep content and video views side-by-side, or move panels to another monitor. Choose what works best for you.

Figure 2: Video Layouts



Figure 3: Share Content

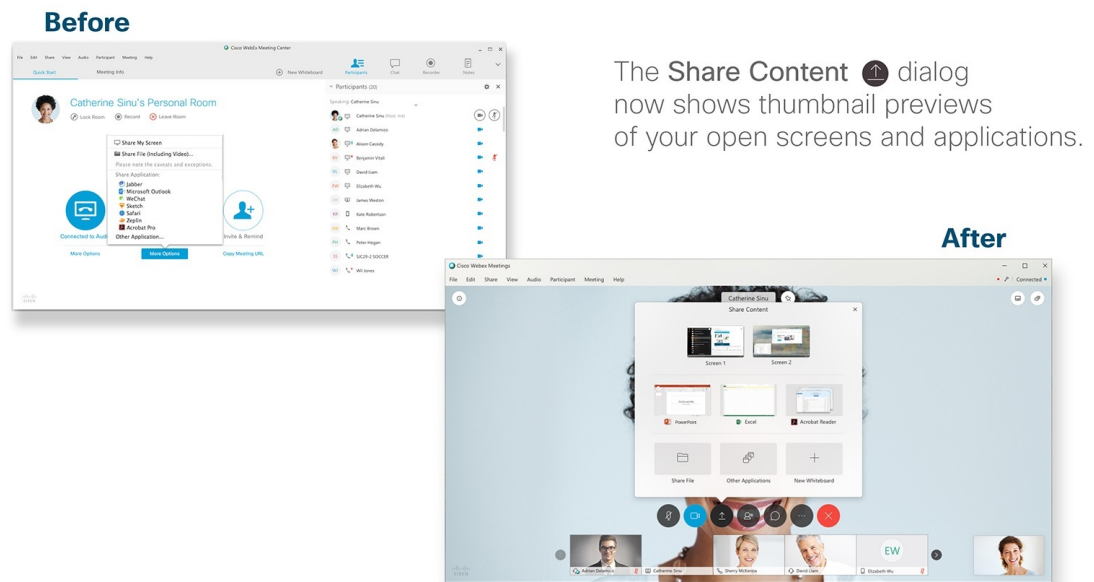
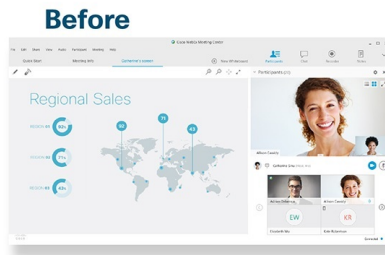
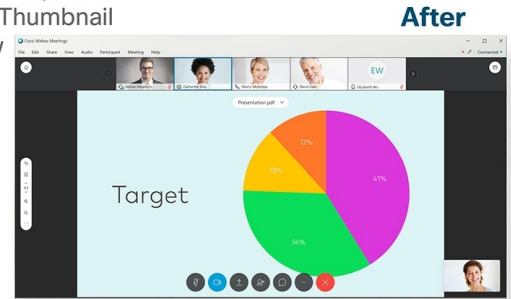


Figure 4: Video + Share Content



New sharing layouts let you choose how to view content.

Active Speaker and Thumbnail View

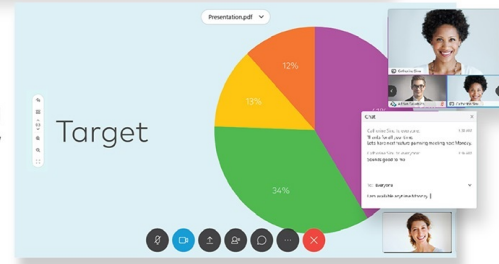


After



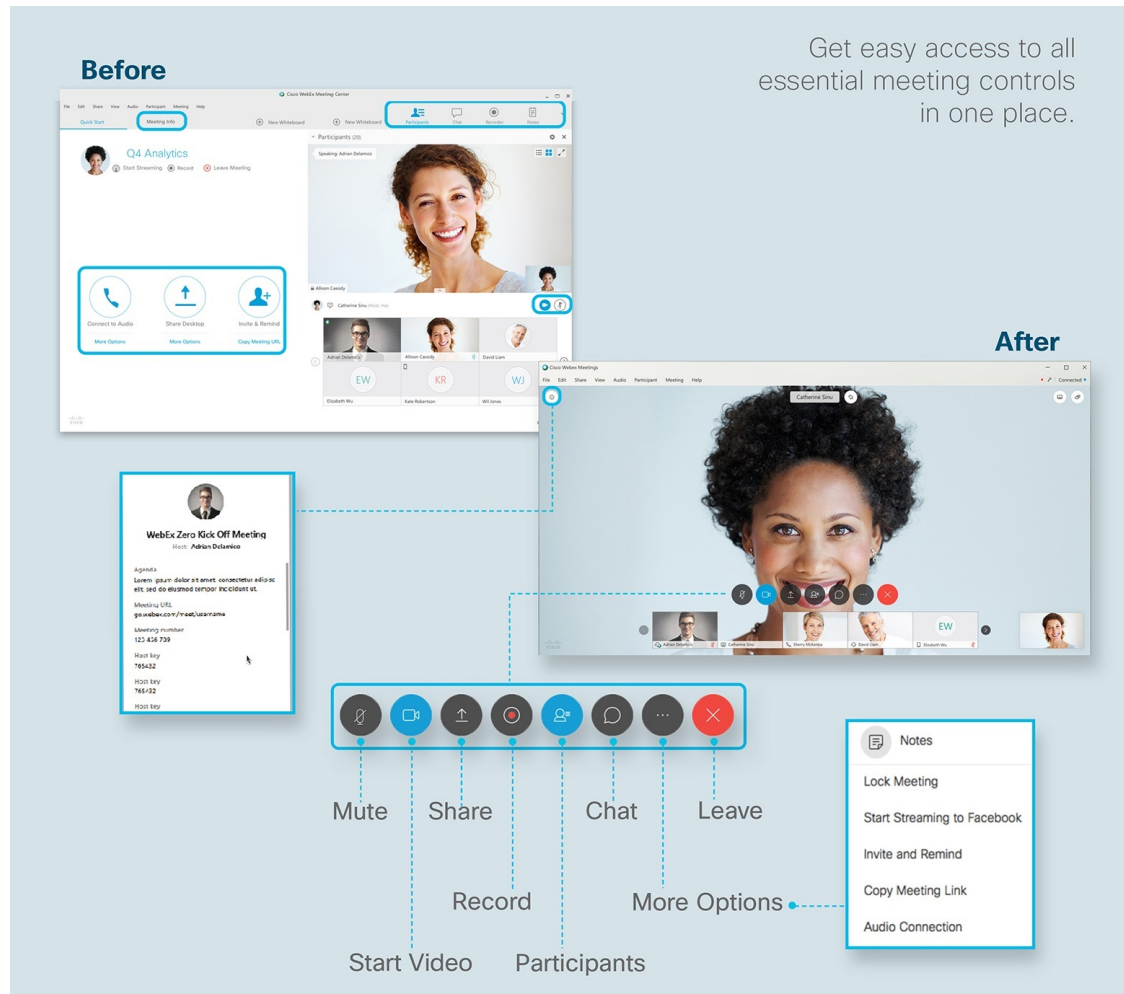
Side-by-Side View

Floating View



We've also centralized the essential meeting controls, like Mute, Share, or Record. The controls hide when you're not using them. Just move your cursor to make them reappear.

Figure 5: Meeting Controls



## Account Types

You can have one of the following account types on Cisco Webex Meetings Server:

- **Attendee Only:** You can attend meetings, but not start or host meetings. Because this account does not have host privileges, you cannot be an alternate host.
- **Host:** You can schedule, start, and host meetings. You can also be an alternate host for another host's meeting.

## Request a Host Account

If you need host privileges so that you can schedule and host meetings, you can send a request to the system administrator.

### Procedure

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**Step 1** Sign in to your Webex site, and then select **Classic View**.

**Note** If you have sign-in issues, ensure that cookies are enabled in your browser. You cannot sign in to Cisco Webex if cookies are disabled.

**Step 2** Select **My Account** in the top right corner.

**Step 3** Go to the **Meeting Host Privileges** section.

**Step 4** Select the **Send a Request** link.

You will receive an email notification that the system has received your request. You will get another email after processing for your request is complete.

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## Set Your Instant Meeting Preferences

An instant meeting is a meeting that you can start right away without scheduling in advance. Complete this task to set your default instant meeting preferences.

### Procedure

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**Step 1** Sign in to your Webex site, and then select **Classic View**.

**Note** If you have sign-in issues, ensure that cookies are enabled in your browser. You cannot sign in to Cisco Webex if cookies are disabled.

**Step 2** Select **My Account** in the top right corner.

**Step 3** Navigate to the **Meet Now Settings** section.

**Step 4** Enter the requested information.

**Note** If you enter a password, the system requires attendees to enter this password whenever they join your instant meetings.

**Step 5** Select **Update**.

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## Edit Your Profile

Do you prefer to use the short form of your name, or maybe your middle name? No problem, you can change how your name appears in your profile. You can also personalize your profile by adding a profile picture.


## My Webex Profile



Giacomo Edwards

Edit My Profile

 Giacomo

 giacomo@example.com

### Procedure

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- Step 1** Sign in to your Webex site and mouse-over the down arrow beside your name.
- Tip** If you use Classic View, select **My Account**.
- Step 2** From the list, select **My Profile**.
- Step 3** To change only your profile picture, mouse-over it and select **Change**, then select **Upload Picture**.
- Step 4** To edit your profile, select **Edit My Profile**.
- Step 5** On the **Edit My Webex Profile** page, enter your **First name** and **Last name** as you want them to appear.
- Tip** You can also change your profile picture on this page. Select **Change profile picture** and upload a new image.
- Step 6** Select **Save**.
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## Change Your Avatar in Classic View

By default, an image with your initials appears on your **My Account** page and in the Meeting Client. If your administrator enabled this feature, you can change your avatar (profile picture).



## Procedure

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**Step 1** Sign in to your Webex site, and then select **Classic View**.

**Note** If you have sign-in issues, ensure that cookies are enabled in your browser. You cannot sign in to Cisco Webex if cookies are disabled.

**Step 2** Select **My Account** in the top right corner.

**Step 3** Click the **Upload** link.

If you want to remove an avatar without uploading a new image, click the **Remove** link. Your avatar changes back to the default image with your initials.

**Step 4** Browse to, and then select the image file that you want to use as your avatar.

The supported file types are PNG, JPG, JPEG, and GIF. The minimum dimensions are 160 by 160 pixels and the maximum file size is 5 MB.

**Note** If you upload an animated GIF file, the system displays only the first frame.

**Step 5** (Optional) Use the **Zoom** buttons to zoom in or out, and use the mouse to reposition the image.

**Step 6** Click **Upload** to finish updating your avatar.

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