Meetings

Collaborate with Scheduled Webex Meetings

You can use the **Meetings** feature on your Cisco Webex Room Phone to join your Webex meetings. You can also see your upcoming meetings and receive a notification when a meeting is about to start. Use Meetings with the Share feature and collaborate with your coworkers.

This feature is only available if your administrator configures it.

When you join a meeting, you see the active speaker on the phone screen. On your connected HDMI screen, you see the following items:

- The 7 participants active in the meeting. The display changes as different people participate in the meeting.

- The status of each displayed participate, including the active speaker, the muted participants, and the participant who is sharing a screen.

During a meeting, you control your speakerphone volume with the Mute and Call volume buttons.

Related Topics

Home Screen Icons

Collaborate with Share

Buttons and Hardware

View Your Scheduled Meetings

You can view your scheduled Webex meetings. You can also join a meeting if it is about to start.

Procedure

Step 1	Tap **Meetings** ⬛ .
Step 2	Scroll through your scheduled meetings. Select your meeting to see the meeting information.
Step 3	(Optional) Tap **Join** to participate in a meeting. This feature is only available if your administrator configures it.

Related Topics

Buttons and Hardware

Mute Your Audio

Collaborate with Share

Join a Scheduled Meeting

If your Cisco Webex Room Phone connects to an online calendar, then you receive a notification when a meeting is about to start. You see the meeting details on your HDMI screen display and a meeting notification displays on your phone.

This feature is only available if your administrator configures it.

Procedure

Do one of the following actions:

- Tap **Join** to join your Webex meeting.
- Tap **Remind later** if you want a second alert.
- Tap **Ignore** if you want to ignore the meeting.

Related Topics

Buttons and Hardware

Mute Your Audio

Collaborate with Share

Join a Webex Meeting

You can join Cisco Webex Meetings directly from your phone with **Join Webex** 🔵 .

Before you begin

You need the meeting number. It's the 9- to 11-digit number on your meeting invitation.

Procedure

Step 1   Tap **Join Webex** .

Step 2   Enter the meeting number and tap **Join**.

The LED bar lights green.

Related Topics

[Buttons and Hardware](#)

[Mute Your Audio](#)

[Collaborate with Share](#)

Join a Meeting with a Webex Meeting Number

You can join a meeting from the Cisco Webex Room Phone with a Webex meeting number. This is an easy way to join a meeting if you don't have your calendar online.

This feature is only available if your administrator configures it.

Before you begin

Obtain your meeting number from the Webex meeting invitation. Some meetings have a password also.

Procedure

Step 1   Tap **Call** .

Step 2   Enter your meeting number.

Step 3   (Optional) Enter your meeting password if you have one.

Step 4   Tap **Join**.

Related Topics

[Buttons and Hardware](#)

[Mute Your Audio](#)

[Collaborate with Share](#)

Join a Meeting from Your Computer

If you pair your Cisco Webex Room Phone to your computer, then you can join a Webex meeting from your meetings app. This allows you to use your phone and your HDMI screen to collaborate.

When it is time to start a meeting, you see a meeting notification on your computer.

This feature is only available if your administrator configures it.

Before you begin

Pair your Cisco Webex Room Phone to your meetings app.

Procedure

On your computer screen, select **Start meeting**.