Connecting your Cisco Webex Meetings account

Instructions to set up web conferencing for your online meetings

In this guide we'll go through connecting with Cisco Webex Meetings to directly generate your meeting links and include them in calendar events.

Enabling web conferencing is a two-step process. The first step is to enable your service for web conferencing:

Setting the Meeting Type to be a video conference

On your service page, set the Location to be "We'll meet on a video conference" and write an explanation of your choice.
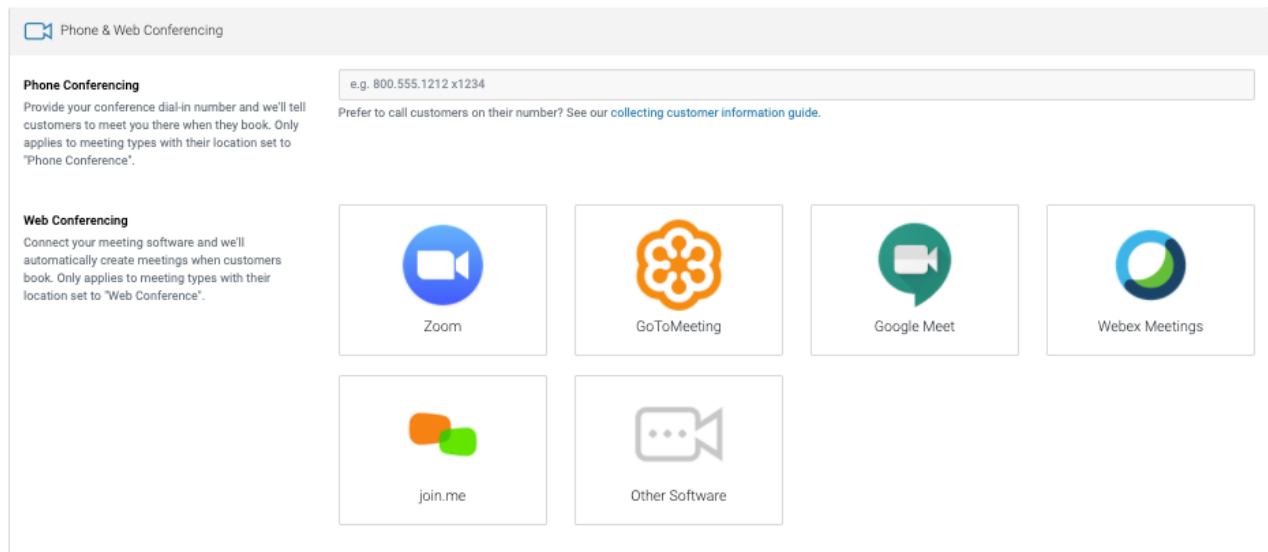

Once that is done, it's time to update the member information for each member.

Connecting the members to their Cisco Webex Meetings account

Head over to the Members section and then click on the name of the member that is doing those video conferences.
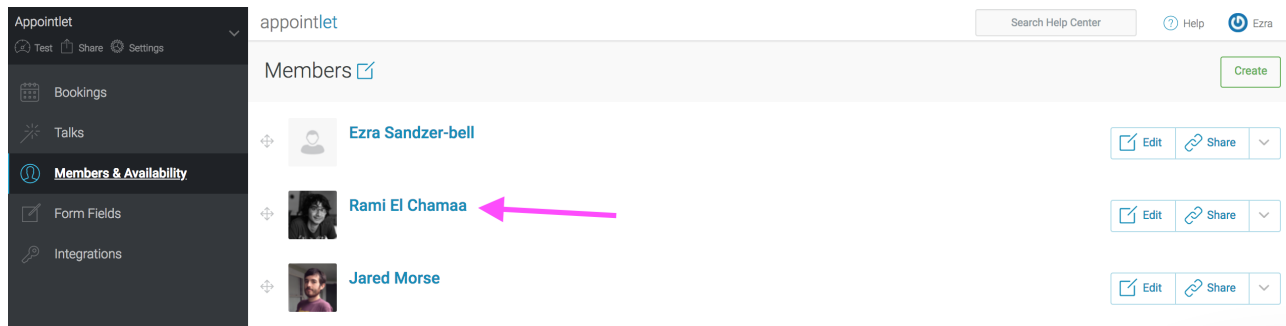
Now, once in the member profile scroll down to the **Phone & Web Conferencing** section and expand it to see this:

Click on Webex Meetings and it will open up a modal where you are prompted to authenticate and connect your account. **Save your Changes** and you should be good to go.

Now when a customer books with you, they will also receive instructions on how to connect with your web conference. This information will be included in their confirmation and reminder emails, as well as calendar events:

Yuli Demo w/Sales Rep Mark

| 5/2/2017 | 4:30pm | to | 5:00pm | 5/2/2017 | Time zone |

☐ All day ☐ Repeat...

Event details | Find a time

Where   Join web conference: https://yuli.appointlet.com/booking/q5x4cvkh/conference
map

Video call   📹 Join meeting: rami
Change name | Remove

Calendar   Rami Chamaa ▼

Description
--- Meeting Location ---
Join web conference: https://yuli.appointlet.com/booking/q5x4cvkh/conference

--- Cancel/Reschedule ---
https://yuli.appointlet.com/booking/q5x4cvkh

--- Service ---
Yuli Demo

--- Staff member ---
Sales Rep Mark

◉ yuli

You've received a new booking. It has been added to your calendar.

TIME   US/Eastern

Tue, May 2, 2017, 9:30 a.m. - 10 a.m.   Cancel / Reschedule

LOCATION

Join the conference link at the scheduled time   Join Web Conference

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