

# Meetings in Webex

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## Meeting Types

Webex offers a variety of collaboration options. But when should you use a Webex Personal Room meeting, a standard scheduled meeting, or a space meeting? Use this article to learn more about each one and determine when you want to use what.

### Personal Room Meeting

A Personal Room Meeting uses the traditional dial-in bridge conference that you can schedule and invite via Outlook. Personal Room Meetings are great for back-to-back meetings. With Personal Room Meetings, the meeting host can remain in one meeting room for several meetings and have attendees join at different times.

- **Hosting:** Anyone in the space can start the meeting by clicking the **Meet** button.
- **Scheduling:** Click the **Meetings** tab to create a calendar invite and have the email addresses of everyone in the space added automatically.
- **Joining:** Anyone invited to a space meeting may immediately join the meeting.

### Space Meeting

Space meetings are meant to be more impromptu and informal. You can schedule a meeting with everyone in your space directly from the space. A space meeting is an easy way to meet either when you decide to have an ad-hoc meeting or regular team meetings.

- **Hosting:** Anyone in the space can start the meeting by clicking the **Meet** button.
- **Scheduling:** Click the **Meetings** tab to create a calendar invite and have the email addresses of everyone in the space added automatically.
- **Joining:** Anyone invited to a space meeting may immediately join the meeting.

## Scheduled Meeting

A scheduled meeting is a traditional Webex meeting that has a unique URL issued for each new meeting. This type of meeting is ideal for meetings that need to be scheduled in advance or are recurring.

- **Hosting:** The host or predetermined cohost(s) can start the meeting. Selecting a cohost when scheduling the meeting is only available for Conference Upgrade users.
- **Scheduling:** Unique URLs are issued for each new meeting to share in meeting invites.
- **Joining:** Attendees can join up to 15 minutes before the meeting starts via your dedicated meeting link.

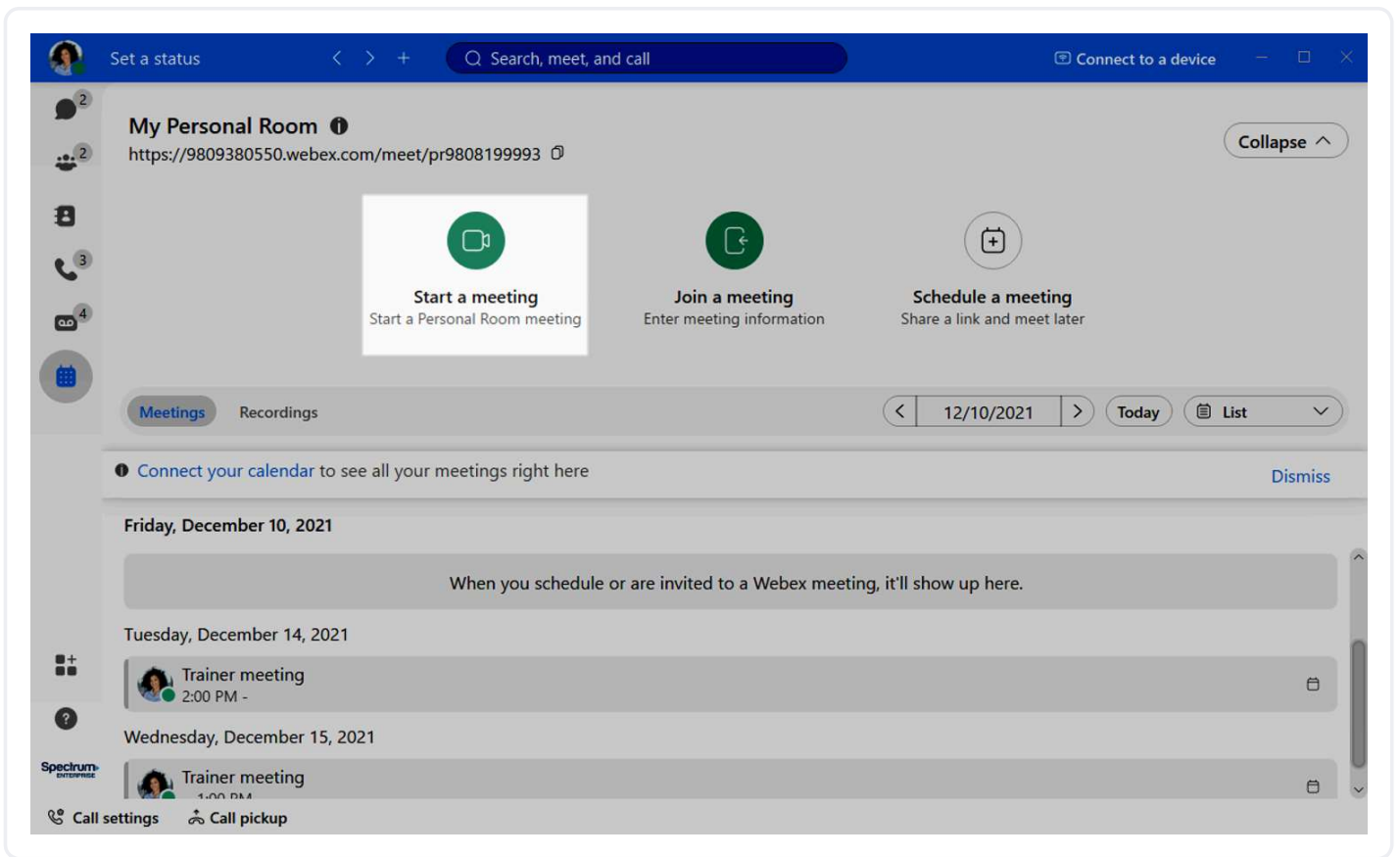
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## Start a Personal Room Meeting

You can meet in your Webex Personal Room by inviting people to join the same permanent, unique Personal Room link. A Personal Room Meeting is ideal for impromptu meetings, and back-to-back meetings in which the meeting host wants to remain in one meeting room for several meetings and have attendees join at different times.

**Note:** This option requires a specific license. If you do not see this option, you can contact your administrator for more information.

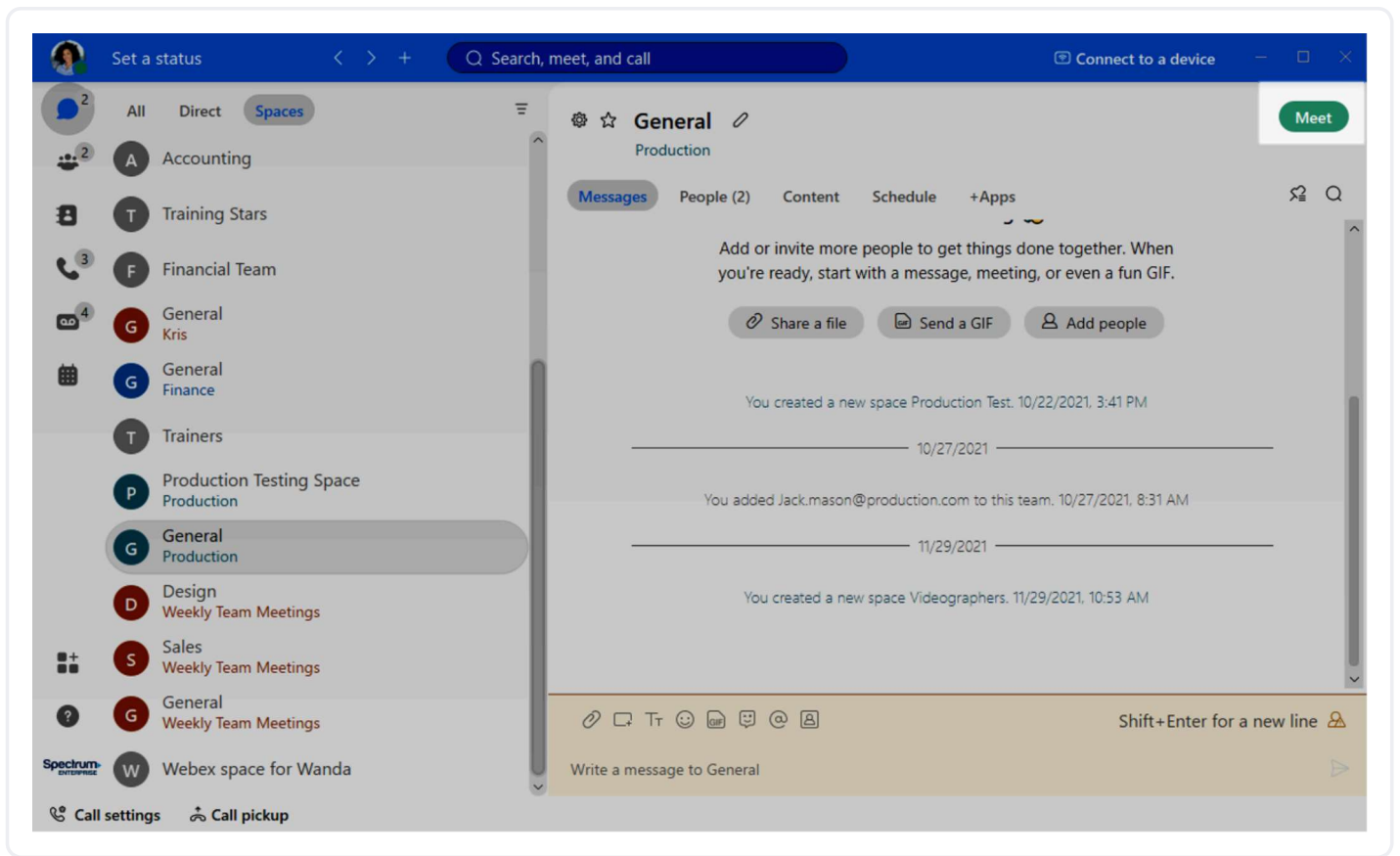
1. Go to the **Meetings** tab.
2. Choose **Start a meeting**.



## Start a Meeting from a Space

If a space has more than 3 people but less than 75, you can start an instant meeting directly from that space. The number of people who can join the meeting varies for each space, depending on the Webex licenses of people in that space.

1. From the space where you would like to initiate a meeting, select **Meet**.



2. The meeting starts instantly, and everyone in the space sees a **Join** button in their meeting list and in their spaces list in the Webex app.

## Schedule a Standard Scheduled Meeting

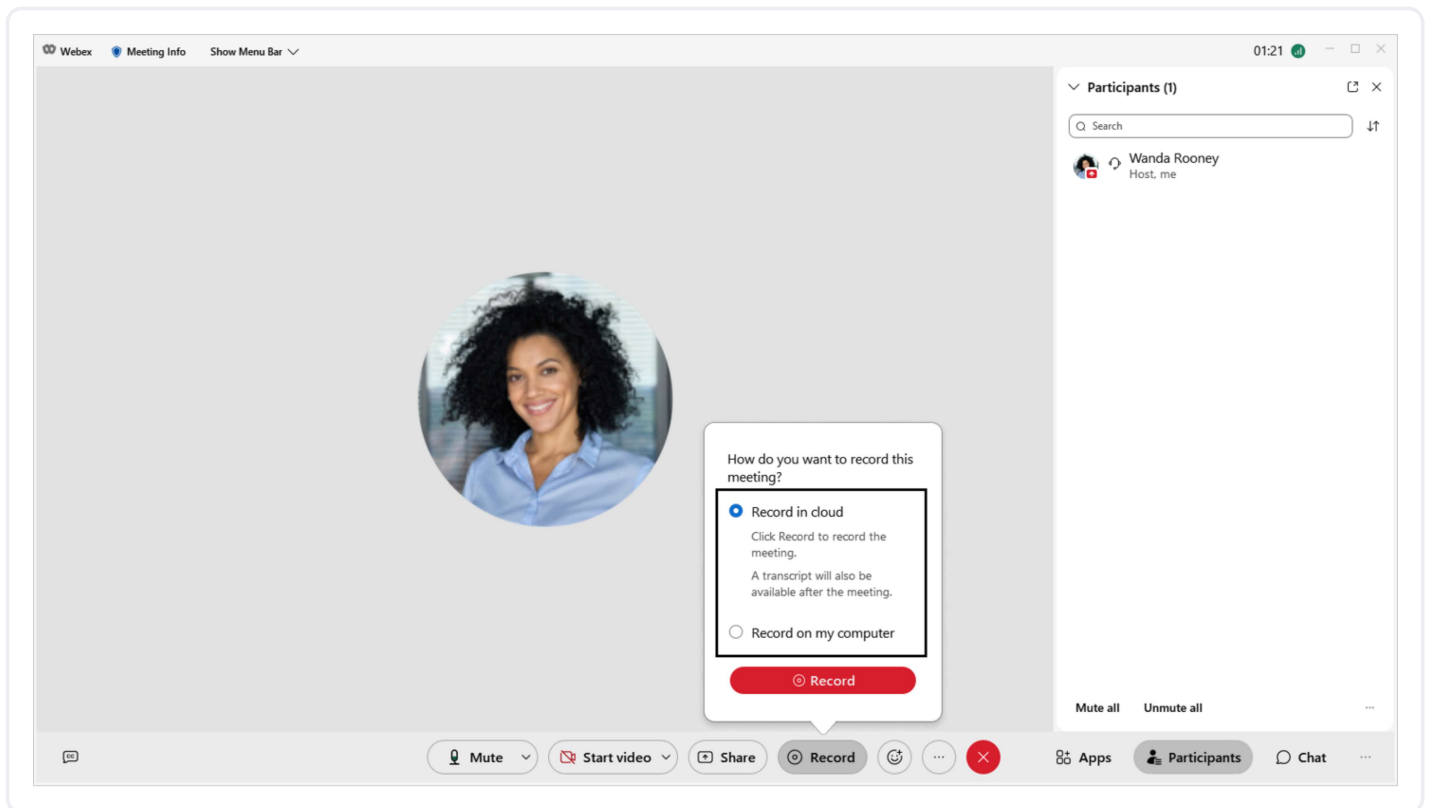
A standard scheduled meeting is one that is scheduled either from Microsoft Outlook, Webex desktop app, or your Webex mobile app. This type of meeting is ideal for meetings that need to be scheduled in advance or are recurring. To schedule a meeting from your Webex desktop app, follow these steps:

1. Go to the **Meetings** tab.
2. Choose **Schedule a meeting**.
3. Enter the necessary information.
4. Under **Meeting link**, choose **Generate a one-time meeting link**.
5. Click **Schedule**.

# Record Meetings

Having the ability to record a meeting can be helpful for several scenarios. For example, a recorded meeting can be used to send to those who could not attend, for trainings that can be used to refer to later, etc. Your recordings can either be saved to the cloud or your computer as a local recording.

1. While in a meeting, select the **Record** button.
2. Select **Record on my computer** or **Record in cloud**. If you choose to record on your computer, you are prompted to choose where to save the recording. If you choose to record in the cloud, you will receive a link to the recording shortly after your meeting ends.



3. To stop recording, select **Stop**.

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# Share Content in a Meeting

You can share your screen in Webex so that everyone in the meeting can get a visual of whatever you're discussing. Anyone can share, but only one at a time.

1. When in a meeting, click the **Share** button.
2. When sharing with video or audio, check these options - **Share your computer audio**.

3. Choose from the drop-down menu to **Automatically Optimize**, **Optimize for text and images**, or **Optimize for motion and video**.

4. Choose the screen or application you want to share. Click **Share** to begin sharing.

