Cisco Webex Tips - What type of meeting should I schedule?

Cisco Webex offers different kinds of meeting formats for different kinds of meetings. Here's a quick overview for the next time you need to join a conference call.

1. **Personal Room Meetings** – Your Webex personal room is like a phone number you can use to call someone for a quick chat. The URL always stays the same. It should be https://longbeachcity.webex.com/meet/firstname.lastname. And you can always send this URL to someone if you need to chat with someone really quickly.
2. **Webex Standard Scheduled Meetings** – This is similar to booking a conference room for a regular meeting. You can send out a scheduled meeting invite from the Webex browser, and it will create a unique URL for the meeting. If you're the host, you need to open the meeting or assign an alternate host in order for others to join. You can mute people during this type of meeting, but they'll be able to unmute themselves. *NOTE:* If you provide administrative assistance to someone by scheduling their meetings, watch this one minute video so you can set up the correct permissions.
3. **Webex Events** – This feature is for large trainings, departmental meetings, or commission meetings. They are a little harder to schedule but allow for much greater control of a large number of participants. You can assign panelists, host a Q&A, or mute all of your participants. Follow these steps to practice setting up events.

Please take the time to watch these brief 1-2 minute Cisco Webex training videos if you're confused on how to use it. The table below summarizes the functionality available in Webex by meeting type:

Feature	Standard Scheduled Meeting	Personal Room Meeting	Webex Event
Add alternate hosts	✔	✔	✔
Allow attendees to join before the meeting starts	✔		
Allow other hosts to schedule meetings on my behalf	✔		✔
Can require attendees to register	✔		✔
Join by video system	✔	✔	✔
Link to join the meeting	Unique URL	Your Personal Room URL	Unique URL
Maximum number of participants	1,000 phone callers/1,000 online callers	500 phone callers/1,000 online callers	1,000 phone callers/1,000 online callers
Schedule single occurrence and recurring meetings	✔	✔	✔

Reminders about Webex activation:

- If you think you accidentally deleted the activation email from Cisco or you are not sure if you got the email, you can access your account here.
- If you work for a department **other** than Pacific Gateway, Library, or Water, and the above link **did not work for you** or you **did not** receive an activation email from Cisco, please complete this form and we will work to get you access ASAP.
- If you work for Pacific Gateway, Water, or Library, contact the Help Desk at 562-570-6100 to find your department contact for Skype for Business meetings.
- If you have questions or technical difficulties with Cisco Webex, please call the Cisco Webex helpline 24/7 at: (866) 229-3239 or click here.