Schedule and start meeting

BT

Meetings in Webex App

There are multiple ways you can schedule or conduct Webex Meetings in the app. This can be within a space, using the Meetings calendar, or start an instant Personal room meeting.

Start an instant Personal room meeting

1. Open **Meetings** in Webex app.
2. Select **Start a personal meeting**.
3. Select **Start meeting.**

Start an instant meeting from a space

1. From your space, choose **Meet.**

Join a scheduled meeting

1. To join a scheduled meeting select the **Join** icon next to the meeting in the calendar.

Join a meeting using the meeting number

1. To join a meeting using the meeting number, select **Join a meeting.**
2. Enter the meeting number or search for the person's Personal room.
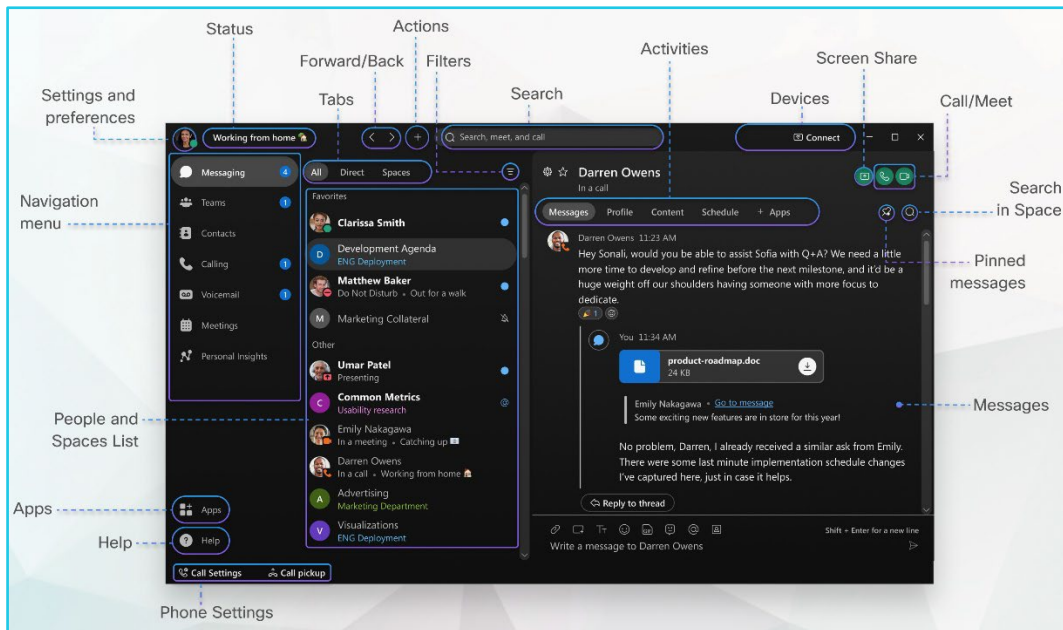
Schedule your meeting

1. From the Webex Meetings app, select **Meetings.**
2. Select **Schedule a meeting.**
3. Fill in the calendar invitation that pops up.
4. Add invitees.
5. Select the type of **Meeting link.** You can choose between **Generate a one-time meeting link** or Use my personal room link**.**
6. Select **Schedule.**

Schedule a meeting from a space

1. From your space, choose **Meetings.**
2. Select **Schedule a meeting.**
3. Fill in the details to create a meeting.

Note: Some steps, screenshots and options may differ slightly depending on the application, browser, operating system, and software version you are using.

Interface layout

What your interface may look like.

Learn more

- [Record a meeting >](#)
- [Customise your settings >](#)

Discover more at the [BT Support Centre >](#)