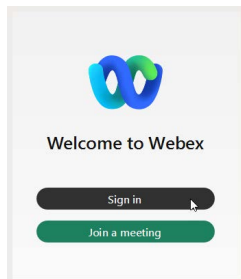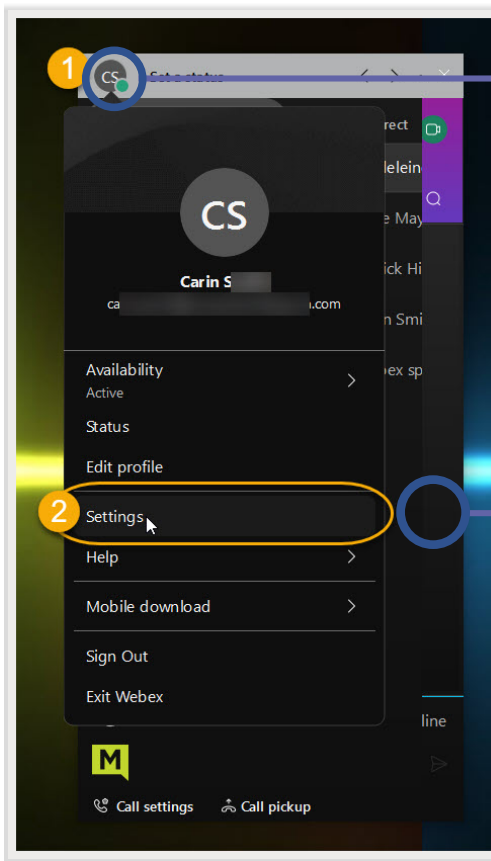# Connect with Webex Settings

Sign In

In Windows, click the Connect with Webex icon on the desktop or go to **Start** > **Webex** and click on the icon. On Mac, go to the **Applications** folder and click on **Webex**.

Click Sign In and enter your validated email and then your username | password credentials when prompted.

Manage profile and preferences
Click on your pic/icon to open the menu and change the display, update your pic and profile, set your status, access the Help, download the mobile app and sign out/exit the app

Manage Settings
Click on the Settings option to review and manage pretty much everything available to you in your Connect app. Contact your organization's system admin for assistance if you find something you aren't authorized to change.
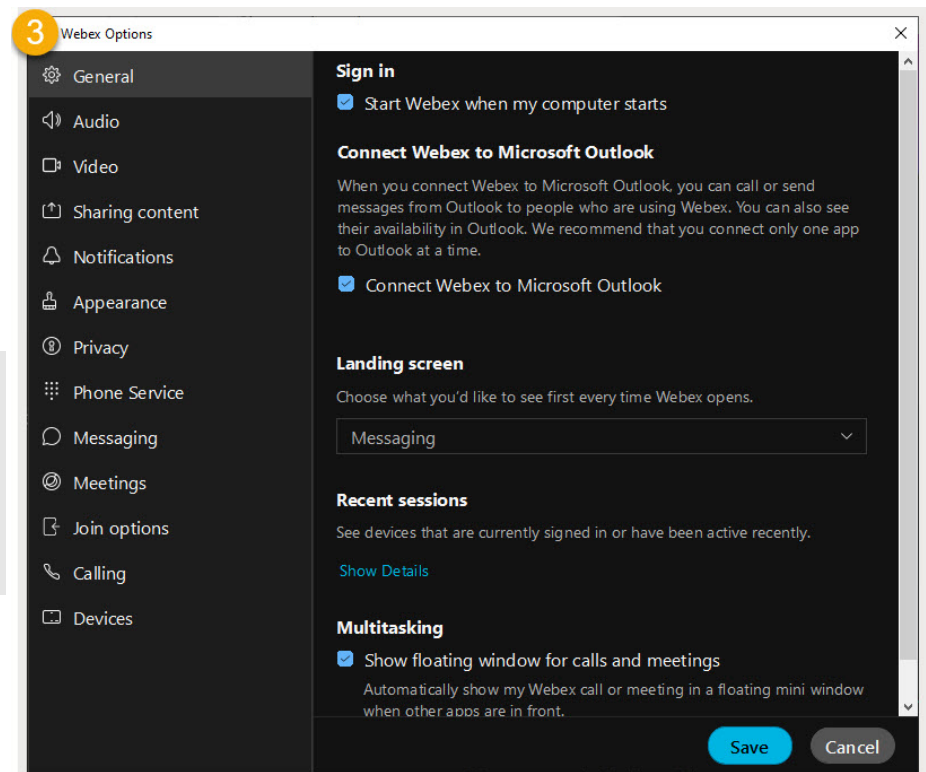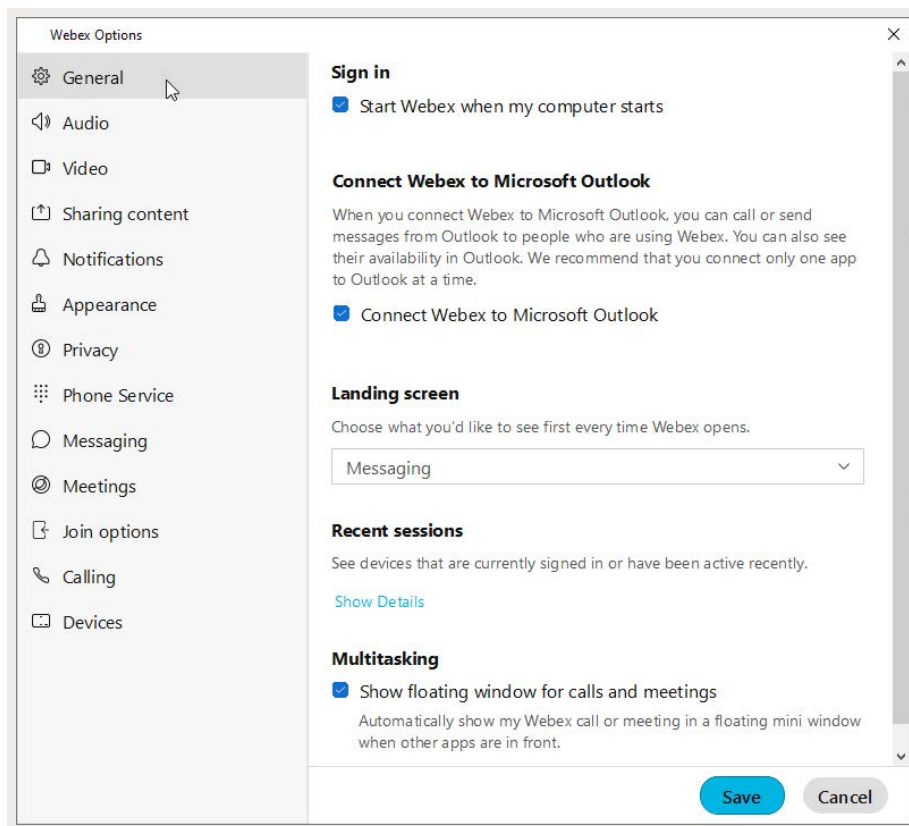
⚙ General

The initial view when Settings is selected is the **General** tab.
Within this area, a user can set some basic application behavior settings.

Note: Settings are optional and setting access is defined by your organization.

Sign In

☑ Click to place a check in the box if you want to start Webex automatically each time your computer starts.

Connect Webex to Microsoft Outlook

☑ Connect Webex to Microsoft Outlook

Click to place a check in the box to allow Webex to be connected to your Outlook. *Contact your organization's Administrator for assistance if you have issues getting this connection started.*

Landing Screen

Use the drop-down selection tool to select the option that defines the view (Messages, Teams, etc.) you prefer to see first every time Webex opens.

Recent Sessions

Review the device access history for your account by clicking on the Show Details link.

Multitasking

☑ Show floating window for calls and meetings

Click to place a check in the box to automatically see a pop-over display for webex calls or meetings in a separate mini window when other apps are in front of your Webex app view.
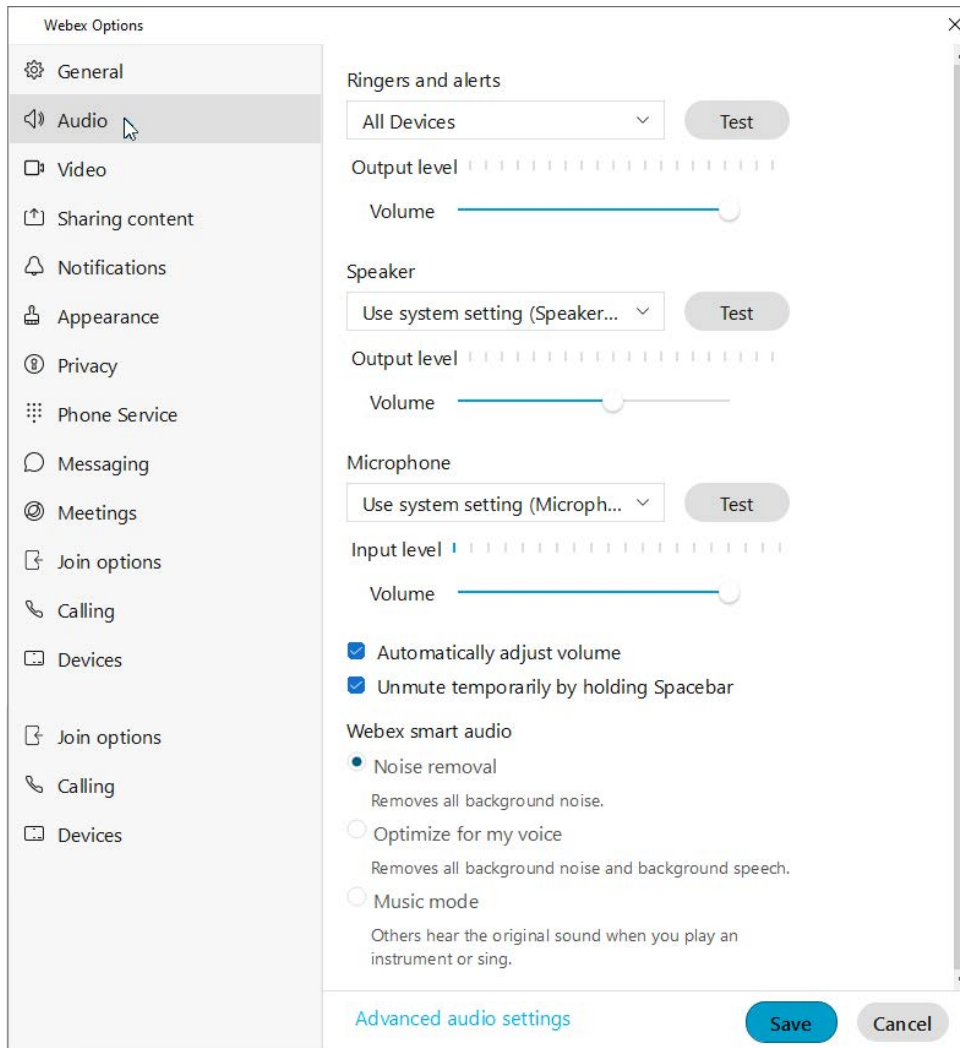
Always click **Save** before leaving the General view if you have made changes.

🔊 Audio

In the this settings section, you can define and check the ways your audio is handled in Webex for ringers, alerts, speakers, microphone, and more.

Webex Options ✕

- ⚙ General
- 🔊 Audio ⟍
- 🎥 Video
- ⬆ Sharing content
- 🔔 Notifications
- 🖌 Appearance
- ⑧ Privacy
- ⠿ Phone Service
- 💬 Messaging
- ◎ Meetings
- ⬀ Join options
- ✆ Calling
- ▱ Devices

- ⬀ Join options
- ✆ Calling
- ▱ Devices

Ringers and alerts

All Devices ⌄ | Test

Output level ∣

Volume ━━━━━━━━━━━━━━━━━━━━━━○

Speaker

Use system setting (Speaker... ⌄ | Test

Output level ∣

Volume ━━━━━━━━━━━━━○━━━━━━━━━

Microphone

Use system setting (Microph... ⌄ | Test

Input level ∣

Volume ━━━━━━━━━━━━━━━━━━━━━━○

☑ Automatically adjust volume
☑ Unmute temporarily by holding Spacebar

Webex smart audio

● Noise removal
  Removes all background noise.

○ Optimize for my voice
  Removes all background noise and background speech.

○ Music mode
  Others hear the original sound when you play an instrument or sing.

Advanced audio settings   Save   Cancel

Ringers and Alerts

- Click on the drop-down selection tool to choose from device options.
- **Output level** offers a visual gauge of the loudness level when testing.
- Click and move the **Volume** slider to the right to increase/left to decrease.
- Click on the adjacent **Test** button to check ringer and alert setting selections.

Speaker

- Click on the drop-down selection tool to choose from speaker options.
- **Output level** offers a visual gauge of the loudness level when testing.
- Click and move the **Volume** slider to the right to increase/left to decrease.
- Click on the adjacent **Test** button to check ringer and alert setting selections.

Microphone

- Click on the drop-down selection tool to choose from microphone options.
- **Input level** offers a visual gauge of the loudness level when testing.
- Click and move the **Volume** slider to the right to increase/left to decrease.
- Click on the **Test** button to check ringer and alert setting selections.

☑ Automatically adjust volume

☑ Unmute temporarily by holding the Spacebar (when mute is enabled)

Webex Smart Audio

- 🔘 **Noise removal** (removes all background noise when enabled)
- 🔘 **Optimize for my voice** (removes background noise/speech)
- 🔘 **Music mode** (allows others to hear the original sound during play)

 **Sound Effect** - Elect to use **Directional Audio** in meetings

  Advanced Audio Settings - Choose whether to **Use** or **Bypass** Windows audio signal processing or allow Webex to **Auto**matically decide based on your device/setup.

Always click **Save** before leaving the Audio view if you have made changes.

Video

In the this settings section, you can mange the ways your video feed displays in Webex, change your virtual background, and define video capture.
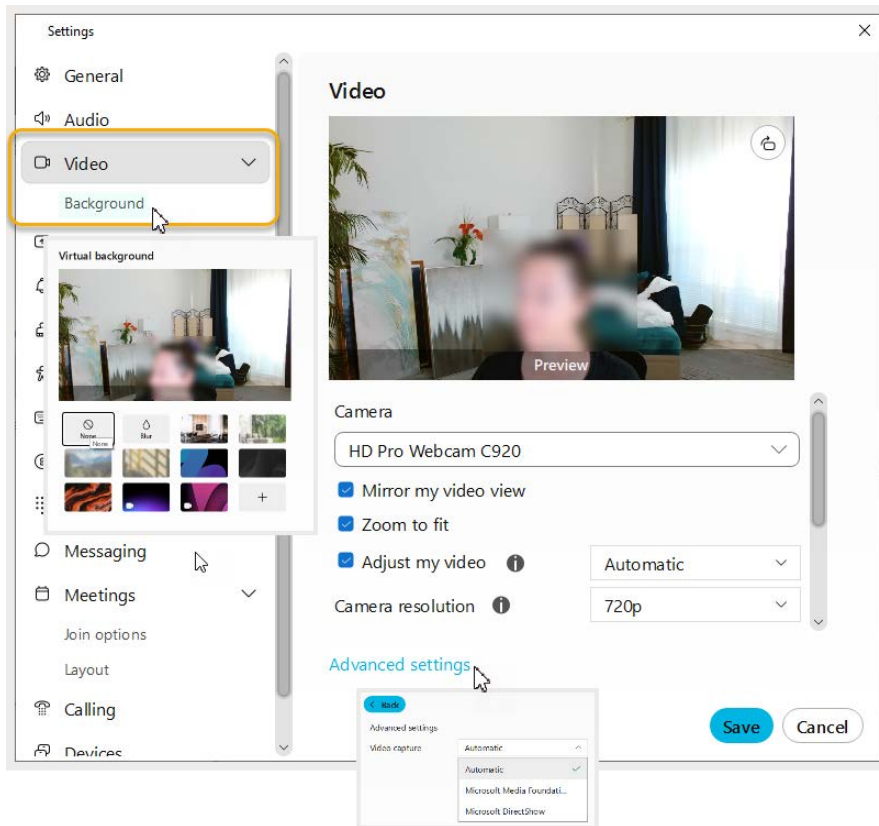
Camera

- Click on the drop-down selection tool to choose from device options.
- The **Preview** window below offers a glimpse of what the selected camera sees and will show to others.
- The **Rotate** icon within the *Preview* window allows you to rotate 90°

Background

- Click on an option to select a different background when you are on camera.
- The **Preview** window above offers a glimpse of what others will see when you select a virtual background.
- Click the **+** option and follow prompts to add a background image.

☑ Enable Hardware acceleration

☑ Mirror my video

☑ Enable HD Automatically adjust volume

Advanced settings

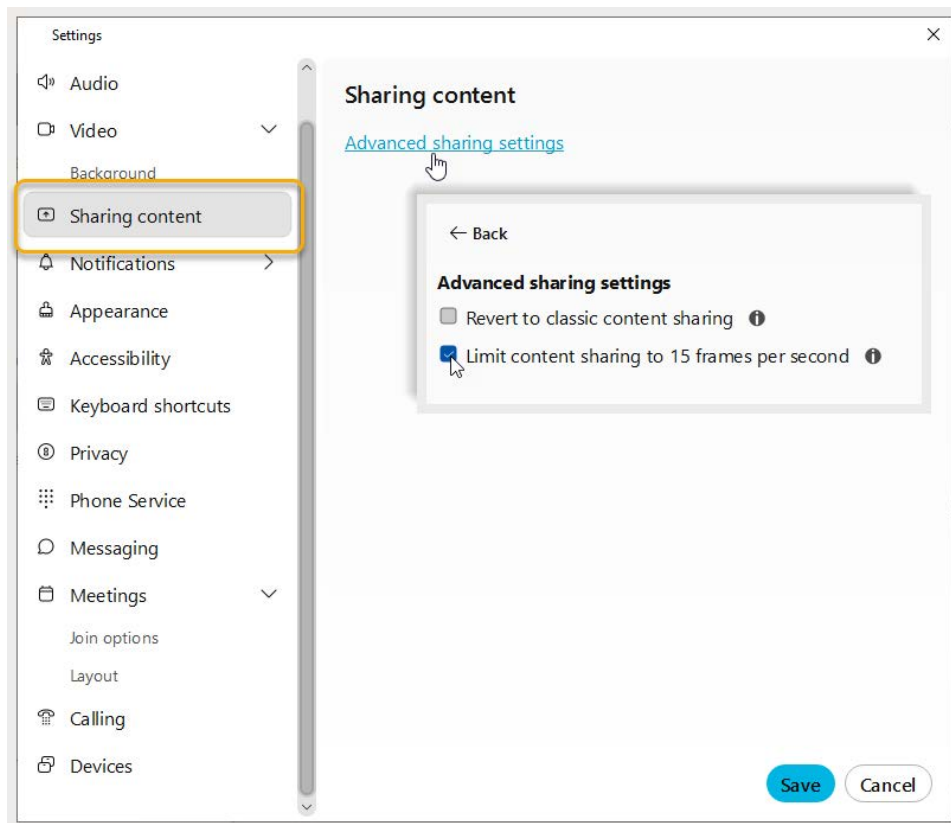Click on the link to view and select from the available video capture options.
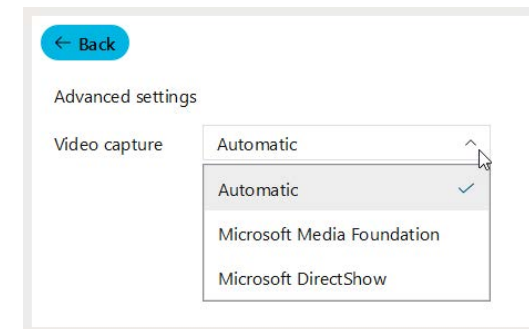
Always click **Save** before leaving the Video view if you have made changes.

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In the this settings section, you can mange the behavior for content sharing.

Sharing Content

Advanced Sharing Settings

- ☑ Revert to classic content sharing. (Off by default)

- ☑ Limit content sharing to 15 frames per second. (Off by default)

Webex uses advanced content sharing to prevent crosshatch-patterned windows from appearing for others where meeting panels are open on your screen. However, if you're experiencing problems, or if your computer doesn't support advanced content sharing, you may switch to using Classic Content Sharing.

Click **Save** before leaving the Sharing Content view if you have made changes.
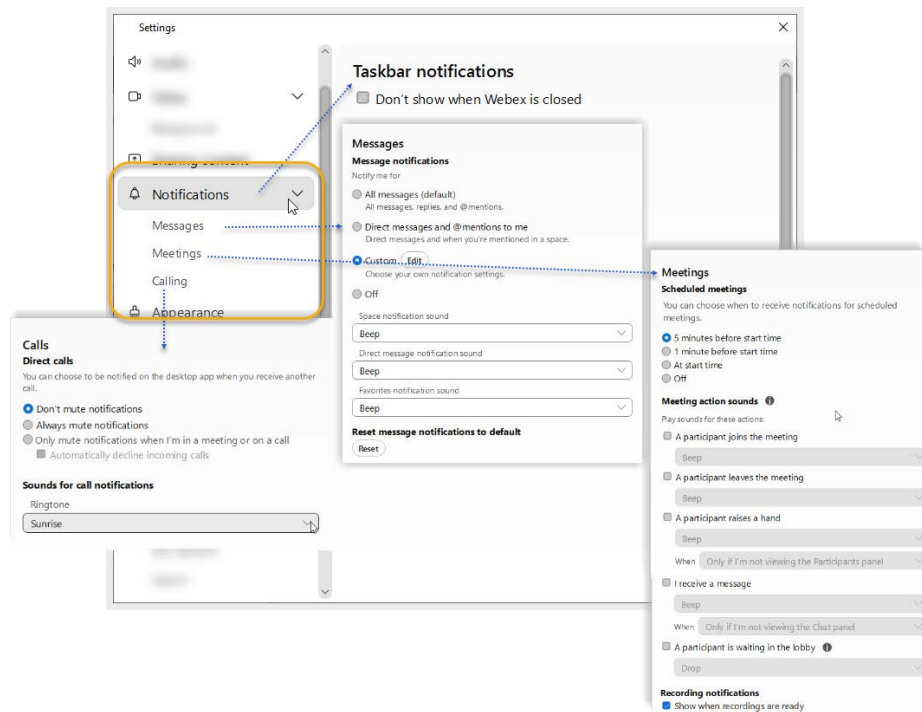
🔔 Notifications

Taskbar Notifications

Don't show when Webex is closed - Click to keep notifications from displaying when Webex is closed.

Messages

Set notifications

Set to Off, All Messages, Direct and @Mentions only, or Custom and edit as desired.

Notification beeps for Messages are on by default, but can be modified here and managed in the Space information menu. Use the drop-down selection tools provided to set to Off or select sounds for the following:

- **Space Notification Sounds**
- **Direct Message Notification Sound**
- **Favorites Notification Sound**
- **Reset to default.**

Meetings

Scheduled Meetings

Set notifications prior to meeting start times or turn OFF.

Meeting Action Sounds

Select and set sounds for various actions/activities in a meeting

Recording Notifications

Click to enable a notification when recordings are rendered and ready.

Calling

Direct Calls

Choose the notification behavior when receiving a call and the ringtone.

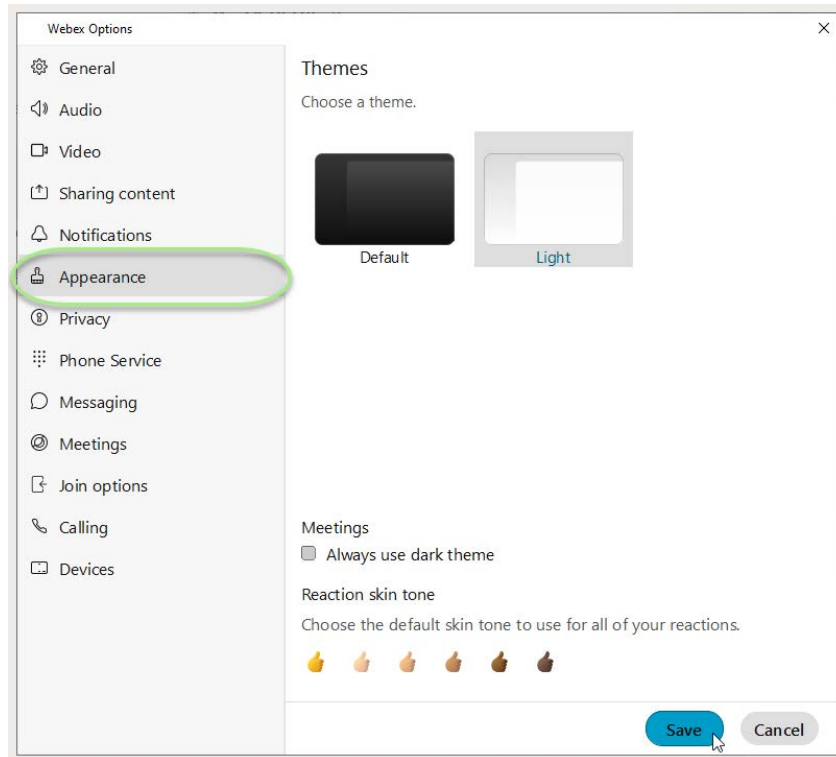Always click **Save** before leaving the Notifications view if you have made changes.

🖌 Appearance

In this section of the settings, you may define some display settings.

Themes
Click on an option to select the Dark (default) or Light theme.

Meetings
Click to place a check in the ☑**Always use dark theme** check box to tell Webex to use the dark theme for the Meetings tool.

Reaction Skin Tone
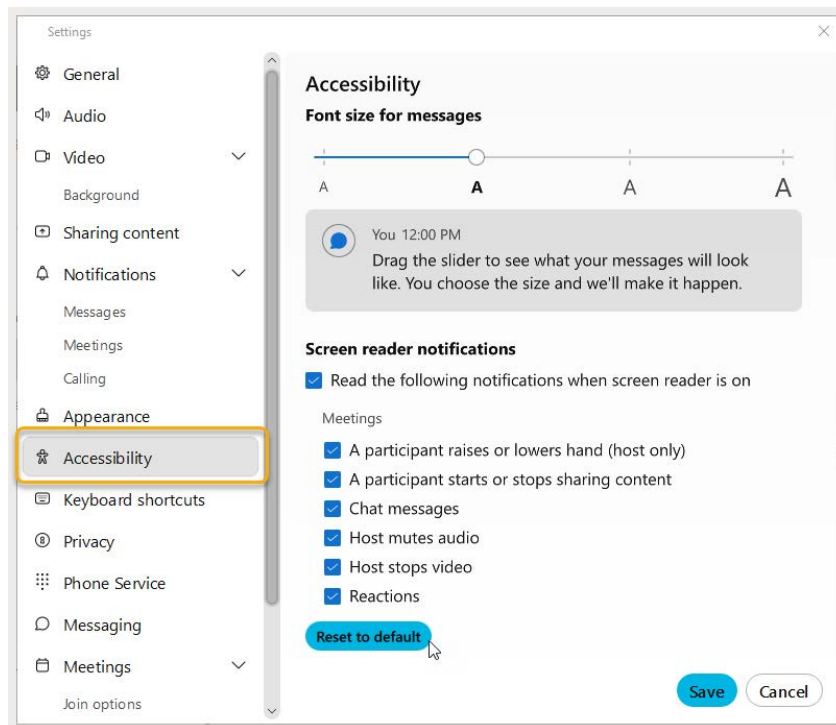Click on an emoticon with the color you prefer to choose the skin tone you wish to show for your reactions.

Always click **Save** before leaving the Appearance view if you have made changes.

⛄ Accessibility

In this section of the settings, helpful accessibility settings can be defined.

Accessibility

Font size for messages
Use the slider to modify the font size in your messages.

Screen Reader Notifications
Click to place a check in the box to use the screen reader when it is on, and then choose the desired options below to define the screen reader behavior during meetings.

Reset to default
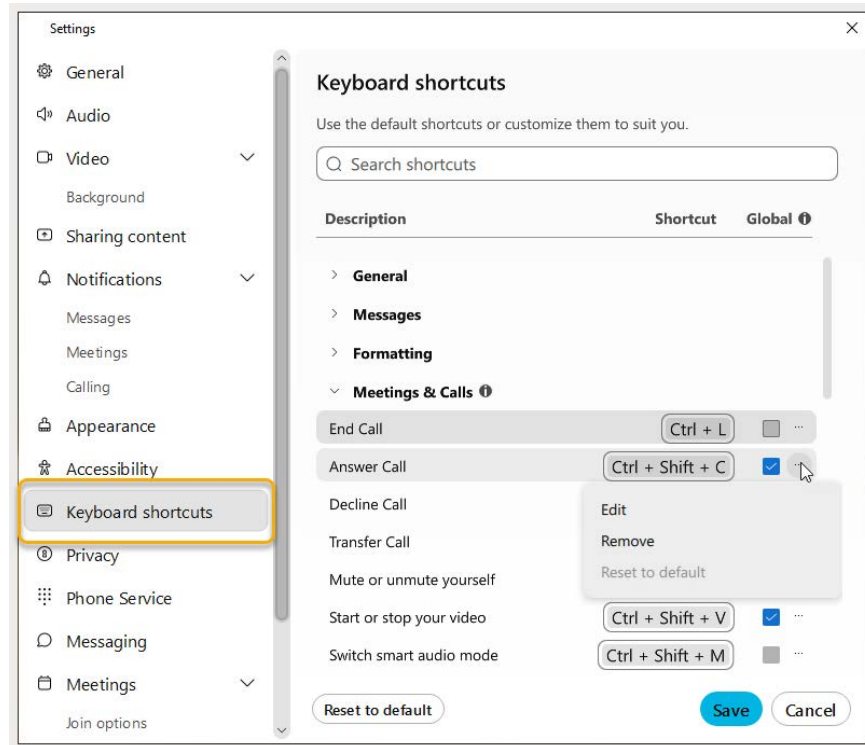Click this button to reset all settings in this view back to their defaults

Always click **Save** before leaving the Appearance view if you have made changes.

Keyboard Shortcuts

In this section of the settings, keyboard shortcut usage can be defined.

Keyboard Shortcuts

Use the default shortcuts or customize a few to suit your preferences. Keyboard Shortcut options are listed for the following:

General

Messages

Formatting

Meetings & Calls

☑ Click to place a check in the box to use the shortcut (as described)

⋯ Click the ellipses icon (far right) adjacent to an item in the list to view action options such as Edit, Remove or Reset to default. The system will also let you know if the shortcut you selected can be used globally (or not) when the app is minimized in the background.
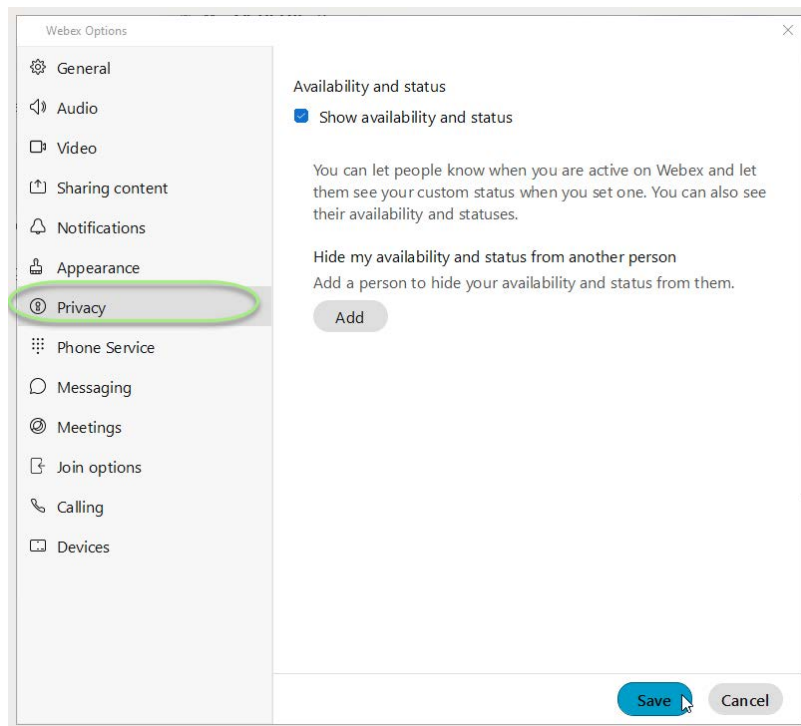
Reset to default

Click this button to reset All settings in this view back to their defaults.

Always click **Save** before leaving the view if you have made changes.

⊛ Privacy

In this area of Settings you can decide whether you wish to let everyone know you are active on Webex and allow them to see your custom status message if you set one.

Availability and status

Click to place a check next to ☑ **Show availability and status** if you wish to display that information to others.

Hide my availability and status from another person

You may also elect to define specific individuals you wish to hide your availability and status from, if you wish. You can always come back to Privacy to change these settings.
Click on the **Add** button and type the name of the person you wish to have no visibility to your availability. Click **Close** to exit the dialog.
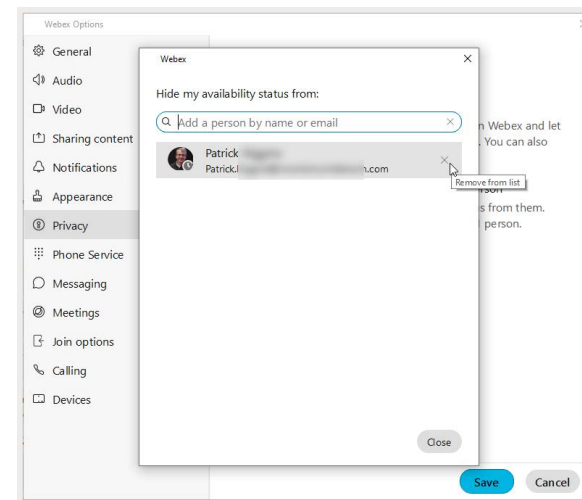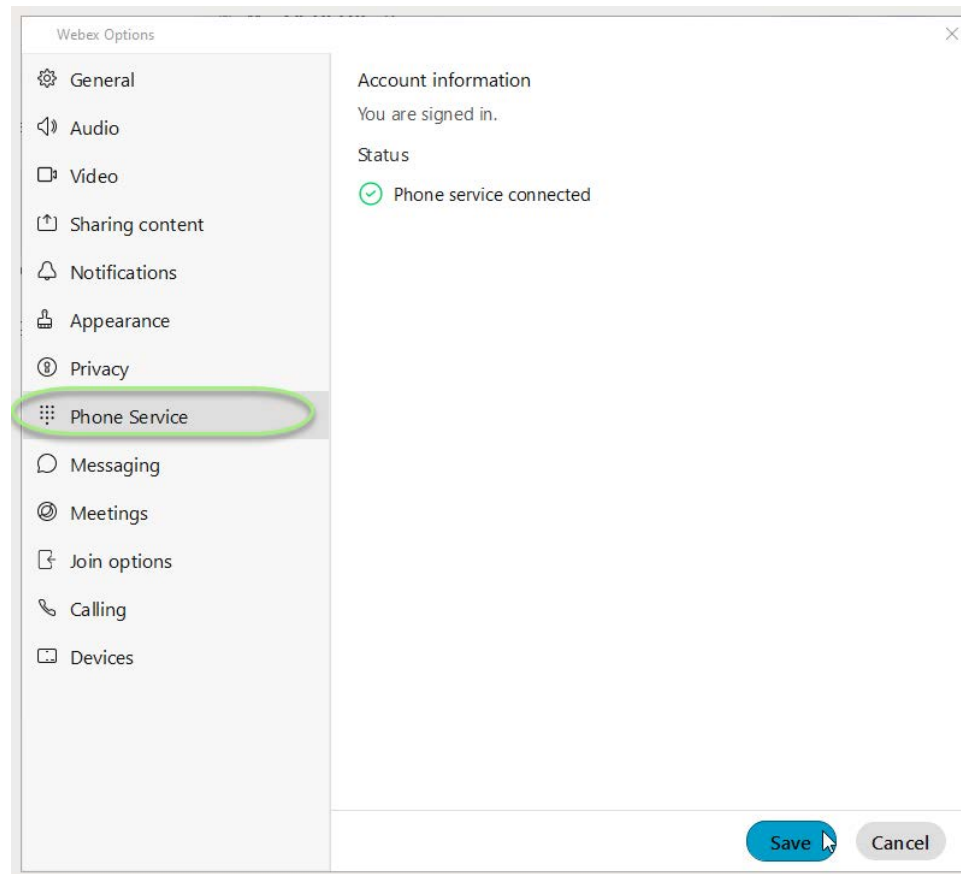

Return here to remove a person from the 'hidden from' list, as needed.

Always click **Save** before leaving the Privacy view if you have made changes.

Phone Service
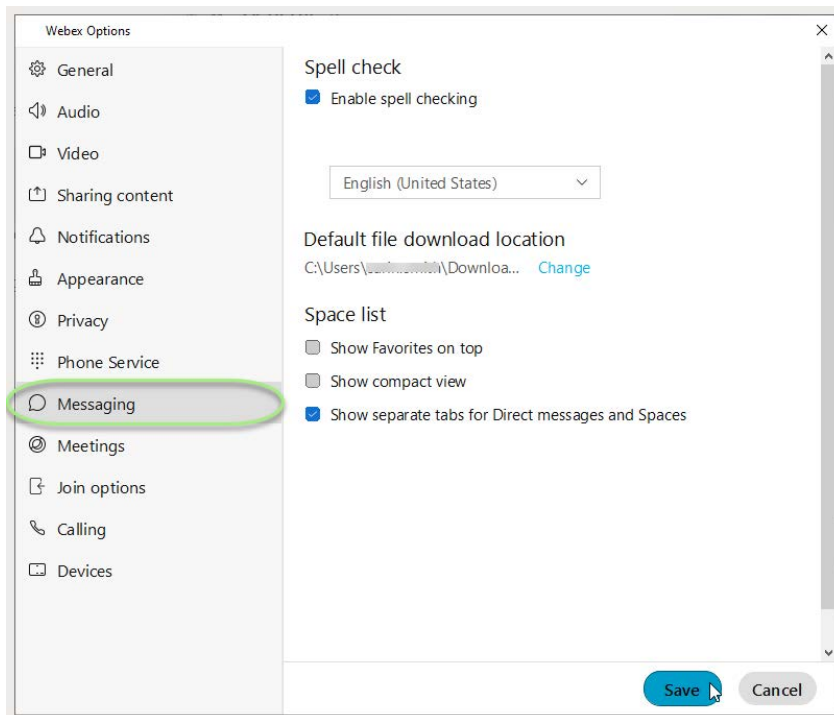
In this area of Settings you can check to see if your phone service is connected.

Always click **Save** before leaving the Phone Service view if you have made changes.

○ Messaging

In this section of the Settings, you may manage some general settings related to your Messaging section.

Spell check
Click to place a check in the box next to ☑ **Enable spell checking**, as desired.

Language
Use the drop-down selection tool to choose an available language.
English (United States) is the default.

Default File Download Location
The default location is in your local Downloads file on the C: drive.
Click on the **Change** link to open a local file browsing dialog to locate and select a new location for saving your file downloads.

Space List
Click to place a check in the box next to an option to enable it:

☑ Show Favorites on top (in Messages)

☑ Show compact view (list of names, rather than chats)

☑ Show separate tabs for Direct Messages and Spaces

Always click **Save** before leaving the Messaging view if you have made changes.

CONNECT with WEBEX - SETTINGS

MOMENTUM

Meetings

Manage several useful meeting settings in this section of Settings.
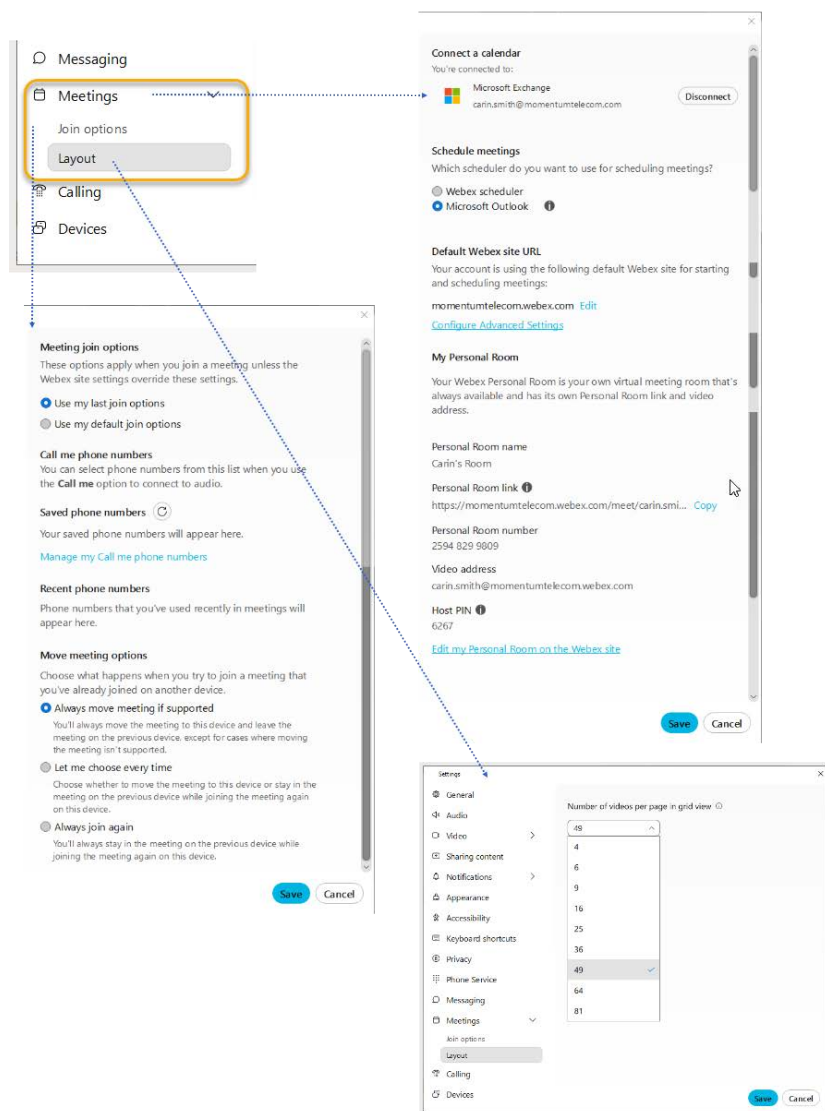
Main Meetings view

Connect a calendar
Use the connect tool to integrate a calendar (oogle, Outlook) with Webex.

Schedule Meetings
The default it Webex Scheduler, but you may select the connected calendar instead.

Default Webex site URL
Click on the **Edit** link if you wish to modify the URL for your Webex meetings.

Configure Advanced Settings
Click on this link to go to Meetings online, click Sign In (top right) and manage your settings from there.

My Personal Room
Check this section to review your room information and Host PIN, or
Click on the **Edit my Personal Room on the Webex site** link to open Webex online in a new browser window and make changes to those settings.

Join Options

Manage your setting preferences for the following meeting join options:
- **Call Me Phone Numbers**
- **Saved Phone Numbers**
- **Recent Phone Numbers**
- **Move Meeting Options**

Layout

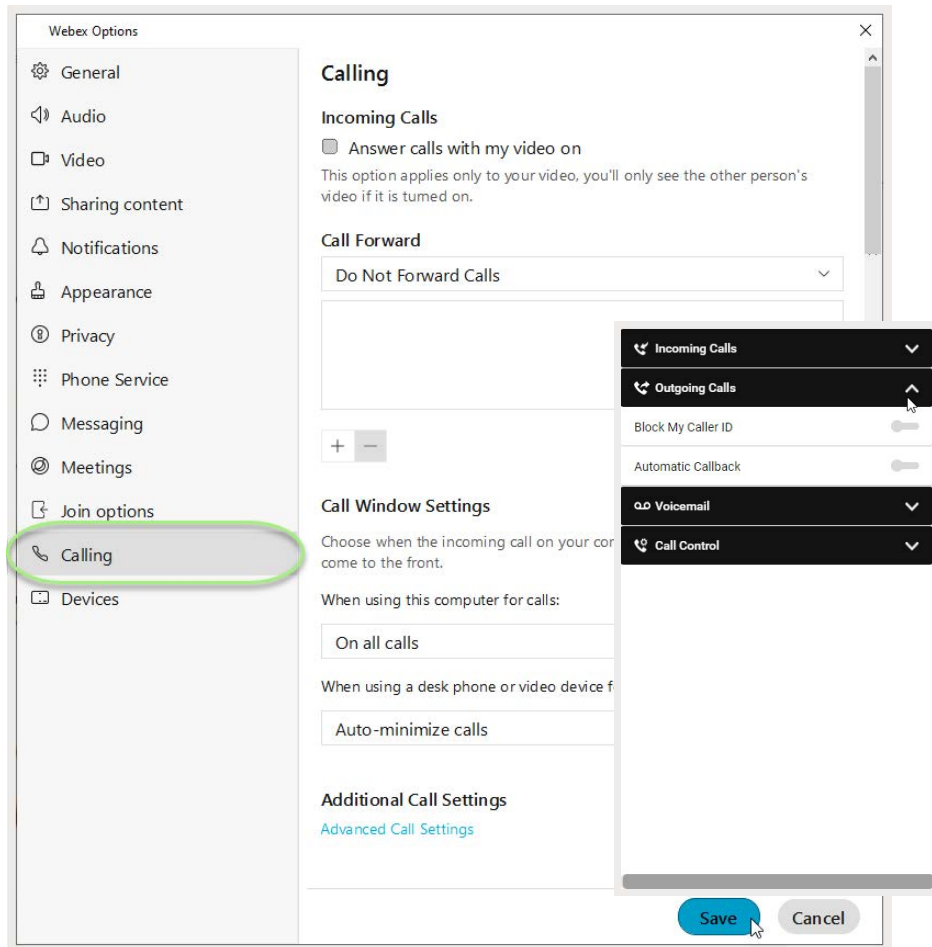Choose your video grid layout preference for meetings.

Always click **Save** before leaving the Meetings view if you have made changes.

📞 Calling

Manage call rules, advanced settings, and Webex behavior for calling in the Calling section of Settings.

Incoming Calls

☑ Answer calls with my video on (enabled by default. Remove the check if you don't want video turned on when you answer calls.

Call Forward

Configure basic call forward rules to either send to voicemail or do not forward. Use the Plus and Minus signs to add/remove phone numbers for call forward.

Call Window Settings

Use the adjacent drop-down selection tool to define the call notification window display behavior for the following:

When using this computer for calls

When using a desk phone or video device for calls

☑ **Call Pickup** - if in use, elect to display this in the footer area of Webex

Additional Call Settings

Click on the **Advanced Call Settings** link to view and manage your available calling settings for:

- **Incoming Calls**
  DND, Anonymous Call Rejection, Call Forwarding, Simultaneous or Sequential Ring, Remote Office, Call waiting
- **Outgoing Calls**
  Block My Caller ID, Automatic Callback
- **Voicemail**
  On/OFF, Send calls to voicemail, When a message arrives, Email notifications, Press O to transfer
- **Call Control**
  Call Center Queue status (Sign IN/OUT, Wrapping Up, Unavailable, Available), Call Center Queue IDs, BroadWorks Anywhere
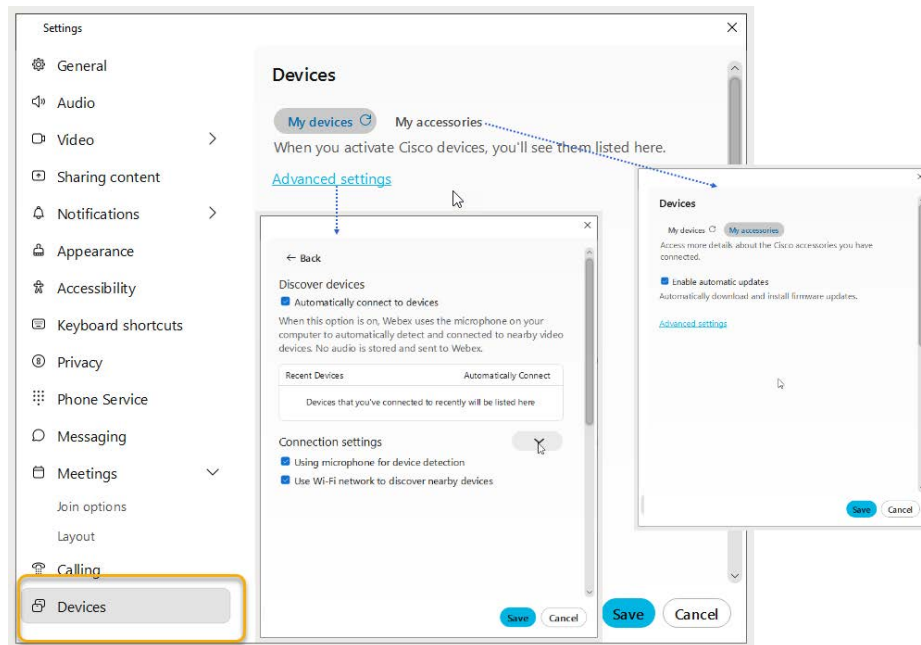
Always click **Save** before leaving the Calling view if you have made changes.

⊡ Devices

Manage your device connection settings and preferences.

Devices

My Devices tab
When Cisco devices are activated nearby, they are listed in this section. Click the refresh icon to check for updates to the list and go to the **Advanced Settings** view to manage their connection settings.

My Accessories tab
This area allows you to enable automatic setting updates for your Cisco accessories. Click the refresh icon to check for updates and go to the **Advanced Settings** view to manage the connection settings for those accessory devices listed here.

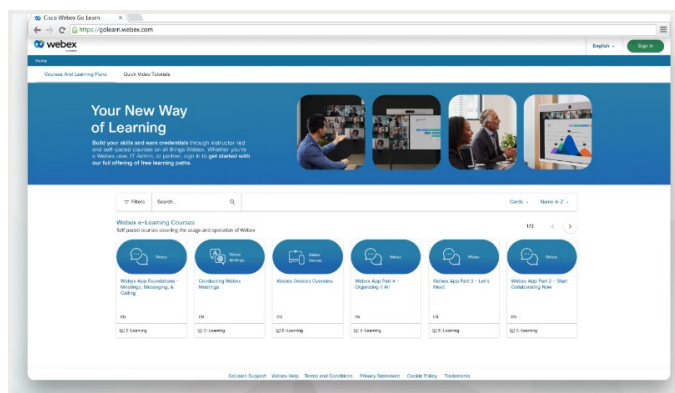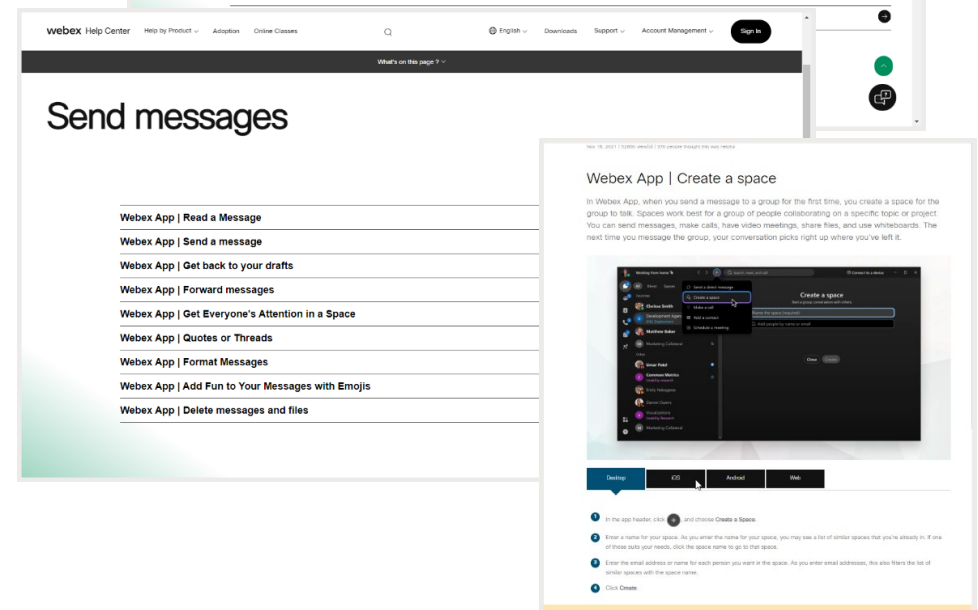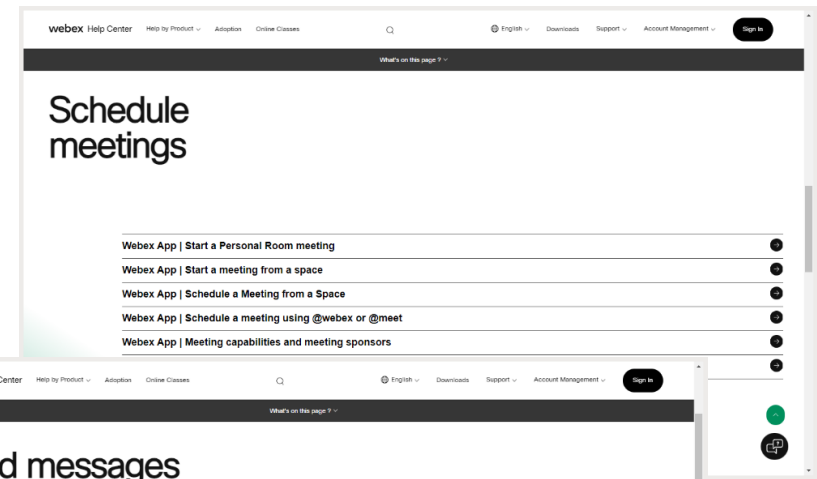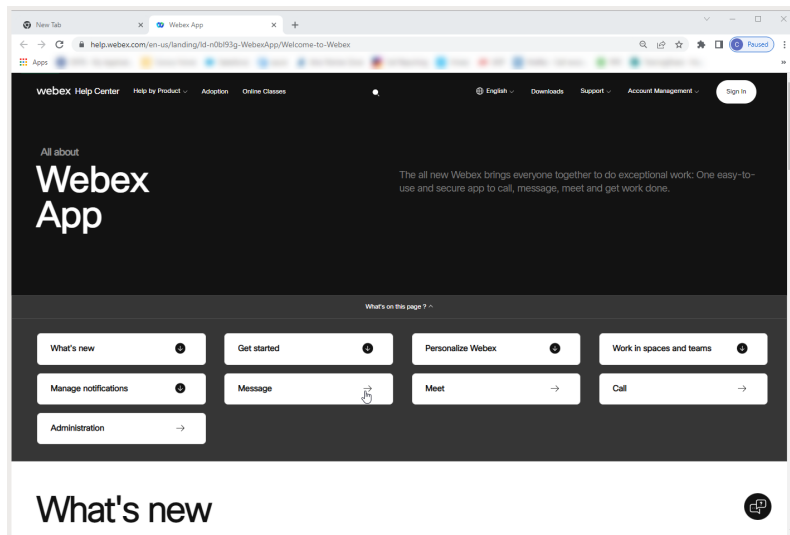Always click **Save** before leaving the Devices view if you have made changes.

(?) **Help**   **Your Connect Standard application includes access to an extensive Help Center** Click the Help icon at the bottom of the menu on the left and choose Help Center to open a browser to quickly find instructions, tips, and training for your Webex features.
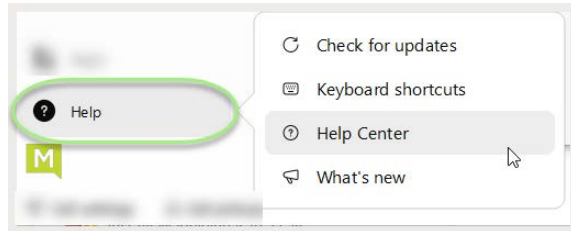
After you have enabled your account, you can also check out the GoLearn.Webex site and look for Webex App User courses. This is the new learning and training course site offered by Webex and it is filled with useful information for users.