Editing a Prescheduled Webex Meeting

Ankit Shah - 2023-06-16 - [COMMUNICATIONS](#)

How Do I Edit a Scheduled Meeting?

You can make changes to meetings that you have already scheduled.

How do I edit a scheduled meeting?

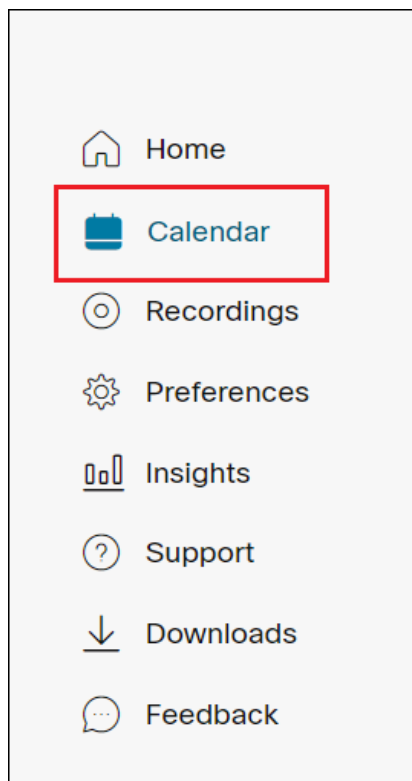## How do I make changes to a previously scheduled meeting on the website?

How do I change a meeting password?
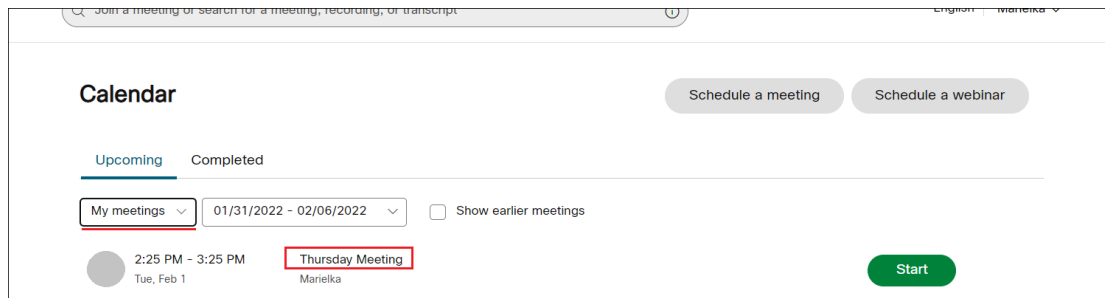
How do I change the scheduled meeting date?

How do I edit the start time of the meeting?

To edit a meeting scheduled on the website:

1. Sign in to your Webex site. **(FAU.Webex.com)**
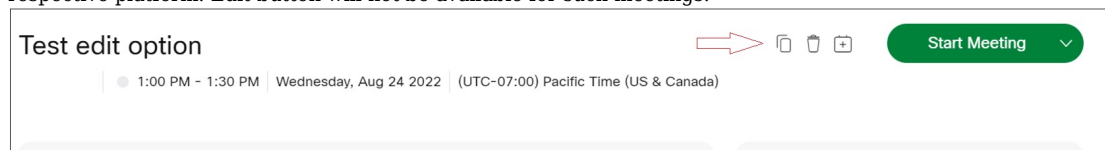2. Select **Calendar** tab.

1. From the drop-down menu choose *My meetings* and then click on the topic link of the meeting you would like to modify.
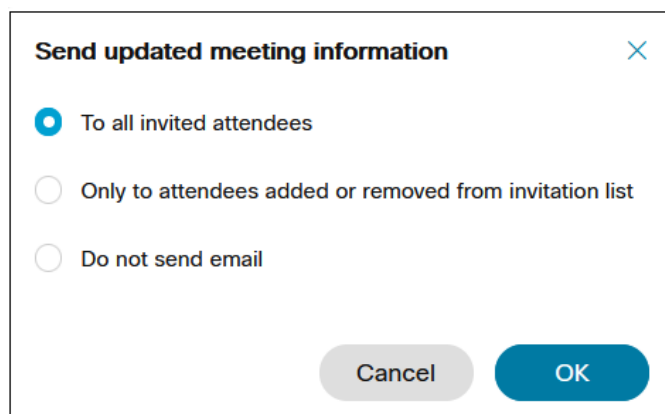
1. Select **Edit**.

Note: Meetings scheduled from Microsoft Outlook, Webex App or any other platform can only be edited from the respective platform. Edit button will not be available for such meetings.

[Webex App | Update a meeting](#)
[Edit a Meeting | Microsoft Outlook](#)

1. Make the desired changes to the meeting.
   - Note: If adding additional attendees to the meeting, append new attendees to the existing list; removing the original attendees from the list may cause them to receive meeting canceled notices.
2. Select **Save**.

- Note: Once you add the new attendees or make any other changes, when you click on save, you will be asked to who do you want to send the updated information.

Note:

- A meeting cannot be edited if it is currently in progress.
- An updated meeting invitation is sent out to all the invitees after the changes are saved.
- The steps in this article apply to meetings scheduled on the website.

- Meetings scheduled from Outlook cannot be edited from the Webex site.

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