

# IT Happens

## Need a meeting tool that's as flexible as you need to be?

Between change approvals, diagnostics and support calls, you still have milestones to meet. When was the last time you set your schedule on Monday and by Friday everything went as planned?

You often need to drop everything and meet at a moment's notice with your whole team but it's hard finding free meeting rooms.

With Webex Meetings, you don't need physical rooms to have effective meetings. Use Webex Meetings to communicate rich, immersive meetings over crystal-clear audio and HD video. Participants can attend from any device, wherever they are.

Connect with your colleagues on the fly, no matter where they are.

Use your  
Personal Room,  
whatever happens.

## Webex Meetings has you covered

Avoid frustration by scheduling in Webex Meetings. Now there's no need to book a physical room, just check schedules and quickly add Webex Meetings. Everyone gets the same invitation in seconds which means you hit those milestones.

[Find out how to schedule a meeting](#)

## Better late than never

Someone's running late. With Webex Meetings, simply use 'remind by phone' and place a quick call to find out if and when they're joining - all from within your meeting window.

[Find out how to use invite and remind to your meeting](#)

## Total recall

Sometimes, people just can't get to your meeting, but later they need to know why certain decisions were made. With Webex Meetings it's simple. Just hit record and send a link to the recording after the meeting.

[Find out how to record your meeting](#)

- ✓ Personal Rooms are the workplace of the future
- ✓ Easy invite and remind capabilities
- ✓ Simple scheduling on-the-fly