How to join a meeting:

01

When it's time, join your Webex meeting here.

Meeting number (access code): 125 506 579
Meeting password: wucmEHAc

Join meeting

Join by phone
Tap to call in from a mobile device (attendees only)
1-650-276-7305 US Toll

Join a meeting from your calendar by clicking the **Join meeting** icon.
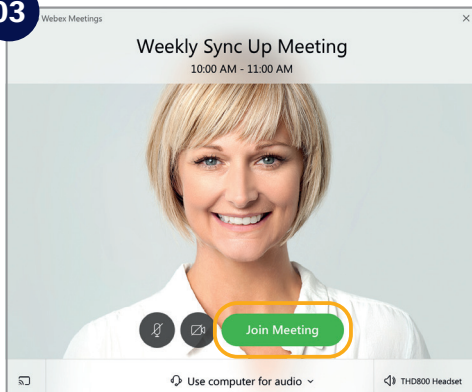
02

- Use computer for audio ✓
- Call me
- **Call in**
- Don't connect to audio

Choose how you want to connect to audio.

03

Webex Meetings

Weekly Sync Up Meeting
10:00 AM - 11:00 AM

Join Meeting

Use computer for audio ∨   THD800 Headset

Click on **Join Meeting**.

Check list:

Do the following to make your Webex Meetings experience even better.

☐ Choose suitable surroundings e.g. lighting.

☐ Turn your webcam on.

☐ Adjust webcam position.

☐ Connect to audio.

☐ Background noise? Go on "mute".

☐ Share your screen.

☐ No content to share? Make video full screen.

☐ Someone can't join? Record the meeting and send the link.

Need to host your own Webex Meetings?

To get an account please [customer to add process for requesting a Webex account]. See inside to get started.

We're moving to Webex Meetings

An intuitive meeting solution for your team

Cisco Webex
Meetings

Collaboration without borders

The leadership team needs to stay connected to steer your company in the right direction. When they're spread out, it's hard to have group meetings in-person.

Use Webex Meetings to quickly get together with your team in HD video and crystal-clear audio. It's the next best thing to being in the same meeting room but without the hassle.

Leadership in a digital workplace

You want to share your insights, the year's goals and your plans to achieve them with your employees. Use Webex Meetings to host a real-time video 'ask me anything' session and open the dialogue between the leadership team and your employees no matter where they're based.
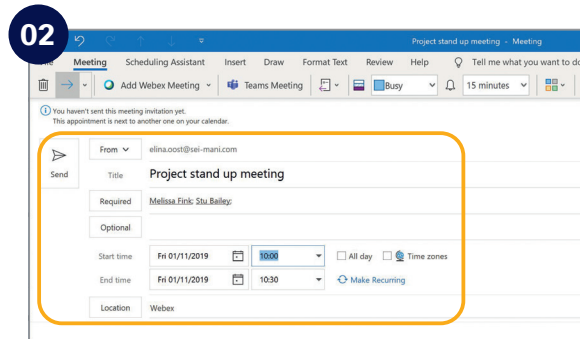
Don't lose touch when you're out of the office

Work can't skip a beat – whether you're stepping out of a meeting to take a call, travelling across town or across the world, use the Webex Meetings mobile app to keep connected with your team.
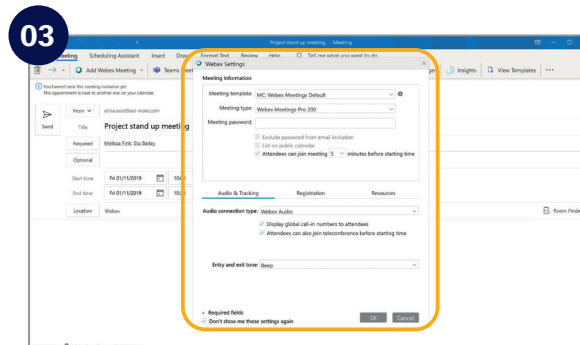
How to schedule a meeting:
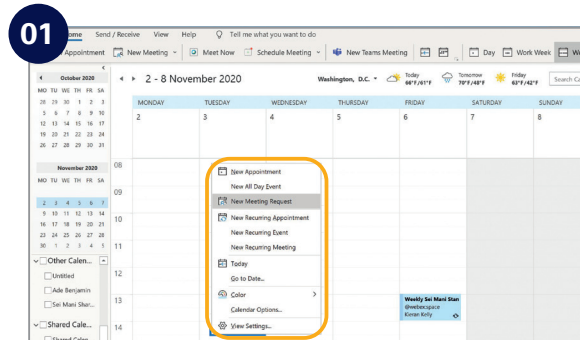
In your email calendar create a new meeting request.

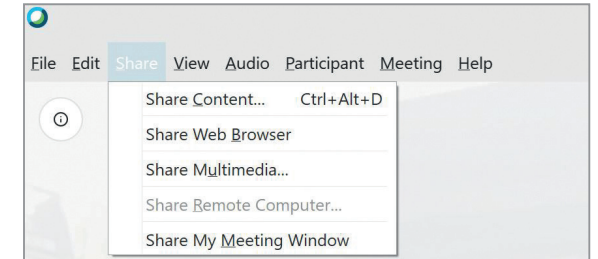Fill in email addresses, subject, location, date and time.

Click "Add Webex Meeting", click the **OK** button and click send.
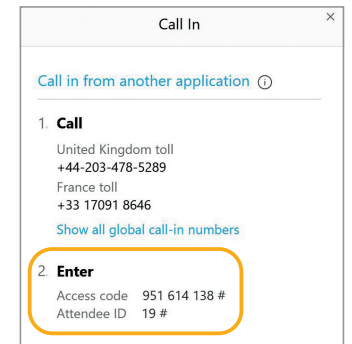
Top tips

Show something:

It's easy to share your screen, application or a file in a meeting.

If joining the audio using 'Call in' remember:

If you forget to enter your attendee ID other people on the call aren't able to see who you are.

Don't forget, you can set up a recurring Webex meeting!