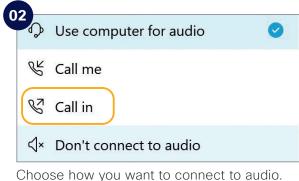
How to join a meeting:





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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





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.

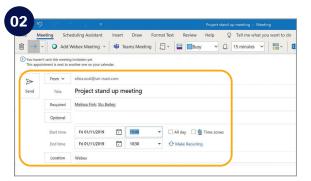
Don't lose touch when you're out of the office

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:

Appointment				e what you want to do	🌾 New Teams M	letting 🖽 🖻 🚬	🖸 Day 🚍 V	Nork Week 🖾 Weel
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In your email calendar create a new meeting request.



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

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

Top tips

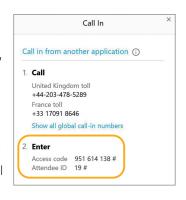
Show something:

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

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	Share Web <u>B</u> rowser
	Share Multimedia
	Share <u>R</u> emote Computer
	Share My Meeting Window

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!