

## 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)  
1-850-276-7305 US Toll

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

02

Use computer for audio

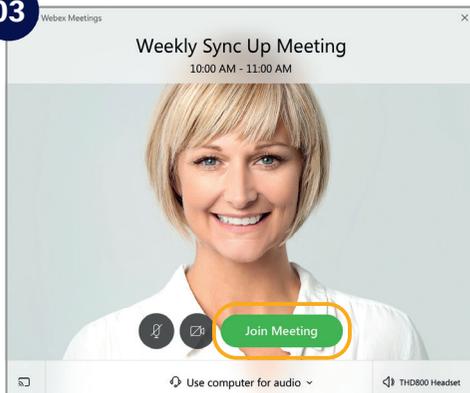
Call me

Call in

Don't connect to audio

Choose how you want to connect to audio.

03



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.

**Does your executive need to host their own Webex Meetings?**

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

# Assisting just got easier

## Executive meeting management made simple



**Cisco** Webex  
Meetings

# No more dialing in. Webex Meetings calls your executive directly.

## Set up permissions.

Executives can give several assistants permission to manage their Webex Meetings.

You can mute and unmute participants and manage who has control. Partner up with colleagues so you can make sure your executive is always covered.

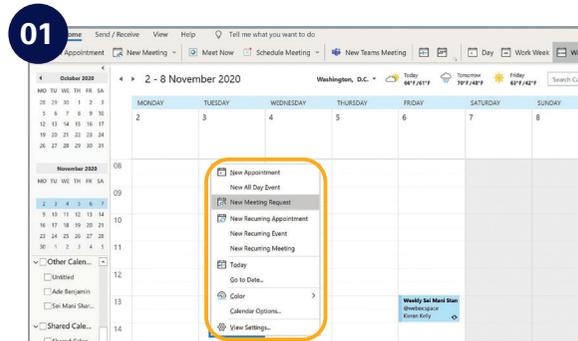
## Simple scheduling.

Adding Webex Meetings to any calendar invite is simple. You can schedule one-off or recurring meetings for your executive.

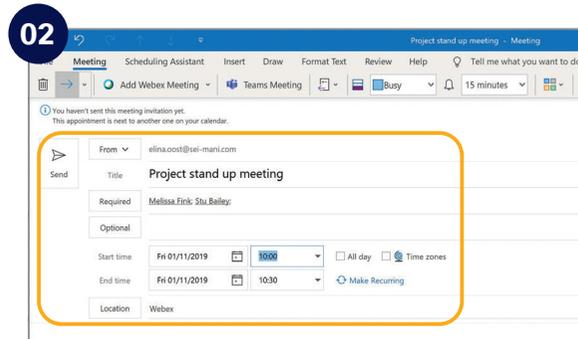
## Personalize Webex Meetings for executives.

Encourage your executives to add their mobile number for the best join experience. Now, when they join, Webex Meetings automatically calls them. No more frustrating dial-in numbers.

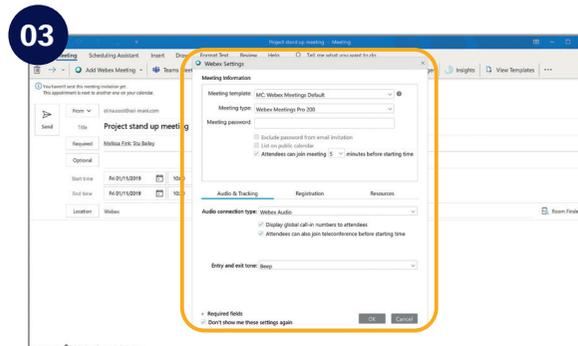
## How to schedule a meeting:



In your email calendar create a new meeting request.



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

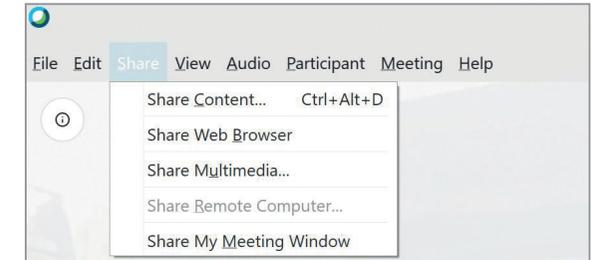


Click "Add Webex Meeting", click the OK button and click send.

## Top tips

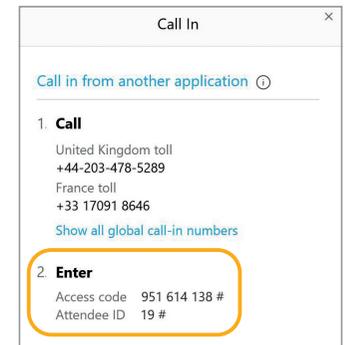
### Show something:

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!