#### 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.

## 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





## 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:

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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 Remote 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!