

You're the production crew behind the scenes

Scheduling meetings for your executive is just the beginning. You're the unsung hero who ensures the important sessions are flawless.

With Webex Meetings you take assisting to the next level. Easily start meetings for your executive, upload their presentations and greet the attendees as they arrive, you can also lock the meeting so there are no disturbances.

Join a meeting

Get your executives meetings off to a flying start, join their meetings early, get everything set up and ready in minutes.

[Download the app](#)

Upload presentations in seconds

Once in the meeting, easily upload your executive's presentation so it's ready and at their fingertips.

[Find out more](#)

Send a transcript after the meeting

Send all attendees the information shared, you can attach group chats, documents, whiteboards, poll results and the meeting notes in a couple of clicks.

[How to join](#)

[Register for the executive admins online class](#)