



moments
that matter

Cisco Webex

Quick start guide for scheduling a meeting

How to Schedule a meeting

1. Go to your shared email calendar and create a new meeting request
 2. Add date and time
 3. Invite guests using email addresses
 4. Add descriptive subject/title, such as “John Doe Family Meeting”
 5. Click “Add Webex Meeting”
 6. Click Send/Save
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