



5 Easy Steps to Start Meeting Online with WebEx



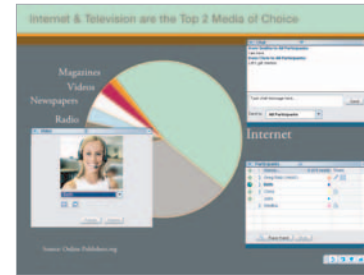
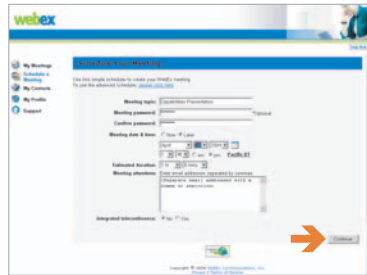
1. Log In to Your WebEx Account

2. Set Up Your Meeting and Invite Attendees

3. Start Your Meeting

4. Show Your Stuff

5. It's That Easy!



Login Page

Schedule Your Meeting

My Meetings

Sharing an Application

The Possibilities are Endless!

Go to my.webex.com and **Log In**. There's no software to buy, no new equipment to purchase, no IT support required. All you need is a browser and a telephone.

Setting up your meetings is simple.

1. Click on **Schedule a Meeting**.
2. Type in meeting topic and password.
3. Choose Now or Later.
4. Invite attendees by entering their email address.
5. Choose audio option.

WebEx will automatically send invitations with easy-to-follow instructions for you and your attendees.

You'll find all of your meetings organized on your My Meetings page—your own personal meeting place on the Web. Just click on **My Meetings** and the **Start Now** link and you're on. Once your meeting starts, you can also invite attendees spontaneously by choosing **Invite** from the **Participant** menu.

Present PowerPoint. Play animations. Appear on video. Share applications. Demonstrate new products. Collaborate. Motivate. Dazzle the audience with your skill at the white board. Chat, quiz, poll, and most of all, interact with attendees. Whatever you can do in a person-to-person meeting, you can do in a WebEx meeting.

Now that you know how easy it is to have a WebEx meeting, it's time to see how WebEx will allow you to stay connected and meet your business objectives without sacrificing your personal life. Thousands of people use WebEx every day, for everything from sales meetings and marketing events to training sessions and internal meetings. The possibilities are endless.



we've got to start meeting like this™

