

# Getting started with Webex

Welcome to Webex—your new way to work. Collaborate with your team—through messages, meeting, and calling—whether you're at your desk or on the go. Bring all your work together in one place to streamline your workday.

## Messaging

Learn more about messaging here. →

### Direct and team messaging

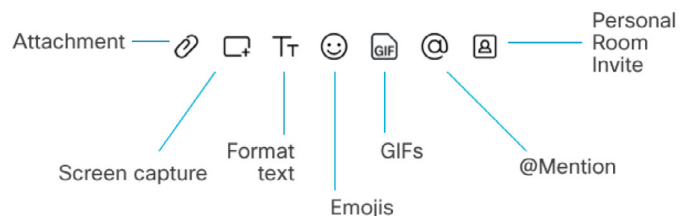
- ✓ Tap the ⊕ icon to send a direct message, create a group space, or use the search bar to find an existing space.
- ✓ In the message area, you can format messages with bold text, headers, and markdowns.
- ✓ Use the 📎 icon to attach and share files with everyone.
- ✓ Grab screenshots and share them in the chat to give context to your conversation.



Download the desktop and mobile apps from [www.webex.com/downloads.html](http://www.webex.com/downloads.html) or sign in using your web browser [web.webex.com](http://web.webex.com)

### Give your messages some personality

You can customize your messages by formatting the text, inserting emojis and GIFs, or adding attachments and screen captures. Let someone know how you feel about their message using emoji reactions.




# Meeting

Learn more about meetings here. →

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## Schedule meetings with ease from the desktop app

### Scheduling with Microsoft Outlook

- ✓ When using the desktop Webex app, click on the Meetings tab  and select **Schedule Meeting**.
- ✓ If you have Outlook, it will automatically open a new calendar invite and auto-populate the Webex invite information.
- ✓ If you have either the Webex Meetings Scheduler for Microsoft Office 365 or the Webex Productivity Tools add-in, you can schedule your meeting directly in Outlook.

### Schedule a Meeting in the Webex app

- ✓ Schedule a meeting from the Meetings calendar when you want to schedule a future one-time or recurring meeting.
- ✓ When you schedule a meeting or recurring meeting, add the relevant meeting information in a meeting invite before sharing the invite with attendees.
- ✓ Once scheduled, you or anyone you assign as a cohost can start the meeting, invite people to it, start breakout sessions, record the meeting, and share the recording.

If you can't access your calendar, you can still schedule a meeting—just use your Personal Room or built-in site scheduler.

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## Start and join meetings

- ✓ Open the Webex desktop app.
- ✓ To start a meeting on the fly, click **Start a meeting**.
- ✓ To join a scheduled meeting, tap the big green **Join** button next to the meeting you want to join.

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## Meet with someone in an instant

- ✓ Open the Webex desktop app.
- ✓ To start a meeting on the fly, click **Start a meeting**.
- ✓ To join a scheduled meeting, tap the big green **Join** button next to the meeting you want to join.

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## Mute your microphone

To reduce background noise, use the mute button to mute yourself if you don't want others to hear your background noise.


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## Turn on your video

Make sure your video is turned on. If you have low bandwidth, turn off your video to improve quality.

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## Share your screen

From within the meeting, click the  icon and select **Share your Screen** or an application.

# Calling

Learn more about calling here. →

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## Answer a call


If someone is calling you, you'll see a pop-up to **Answer** or **Decline** the call in the bottom-right corner of your screen.

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## Make calls

Whether you want to show your face on camera or make a quick audio-only call, you can do it with the click of a button.

To make an audio-only call, click the 

If you'd like to start your call with video, click the 

# From the mobile app

Joining a Webex meeting on mobile for the first time? You'll be prompted to download the Webex Meetings mobile app so you can join quickly from anywhere.

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## Schedule your meeting

- ✓ Tap on the **Schedule** icon in the top-right corner of the Webex Meetings app.
  - ✓ Give your meeting a title.
  - ✓ Edit the time and date of the meeting.
  - ✓ Add attendees' email addresses.
  - ✓ Tap **Schedule** in the top-right corner.
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## Start and join meetings

- ✓ For a scheduled meeting, click **Join** on the notification or from the **My Meetings** page of the app.
- ✓ Tap **Start Meeting** to start an ad hoc meeting in your Personal Room.
- ✓ Alternatively, tap **Join Meeting** and enter the meeting number, URL, or username.



## Work from home checklist

- ✓ Remember to take chargers for laptops or other equipment you need from your office.
- ✓ Make sure your computer and apps are up to date.
- ✓ Double-check your home internet connection and update your VPN.
- ✓ Remove clutter or personal items in the background that might distract others.
- ✓ Face a window for natural light, or use a lamp, so your team can clearly see you on video.
- ✓ Use noise-canceling headphones or a headset for the best audio experience.
- ✓ Discourage others in the home from doing high-bandwidth activities, like streaming video.



Download