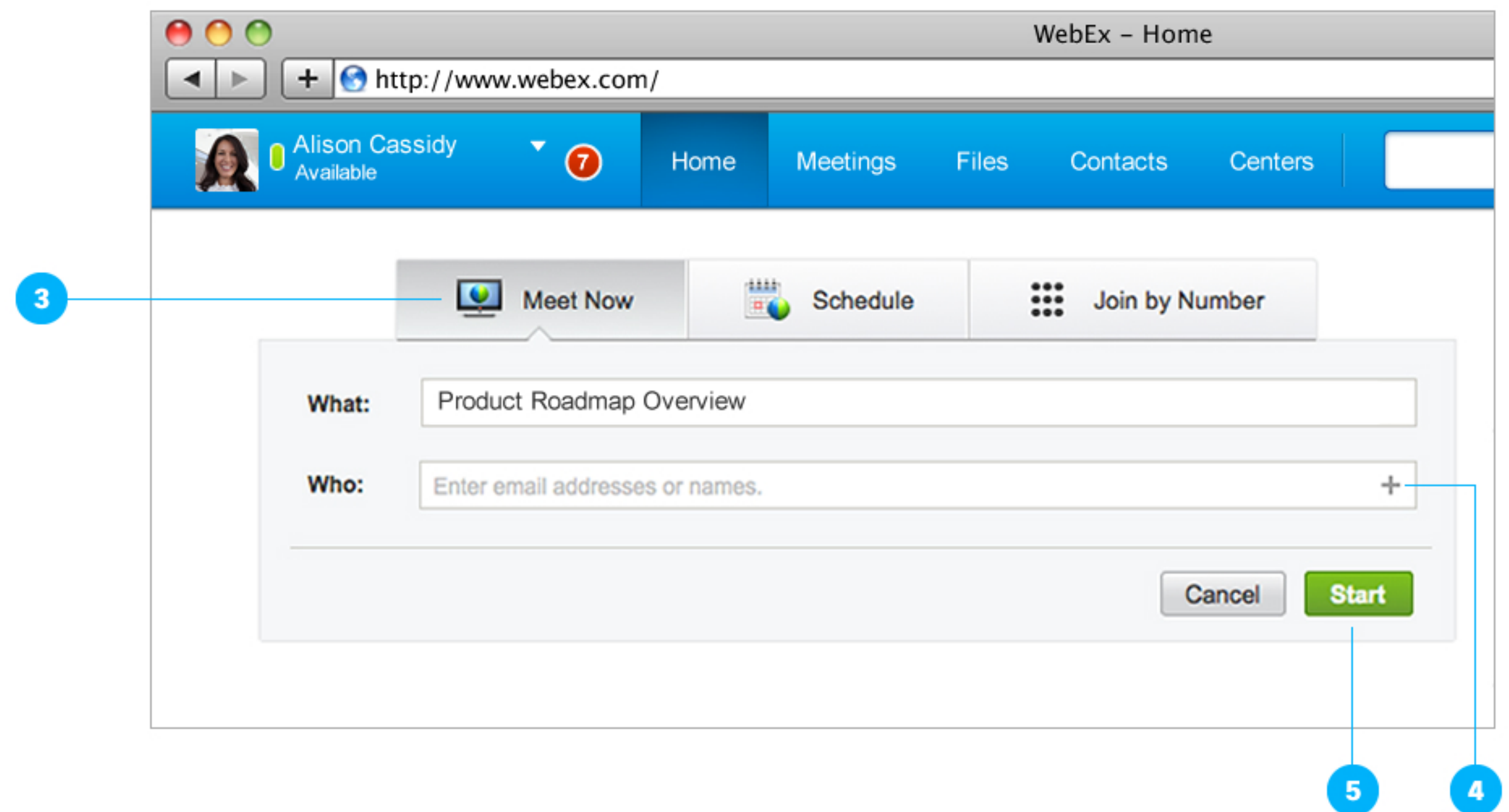


# Getting Started Guide: Cisco WebEx Meetings

## Start a WebEx meeting now!

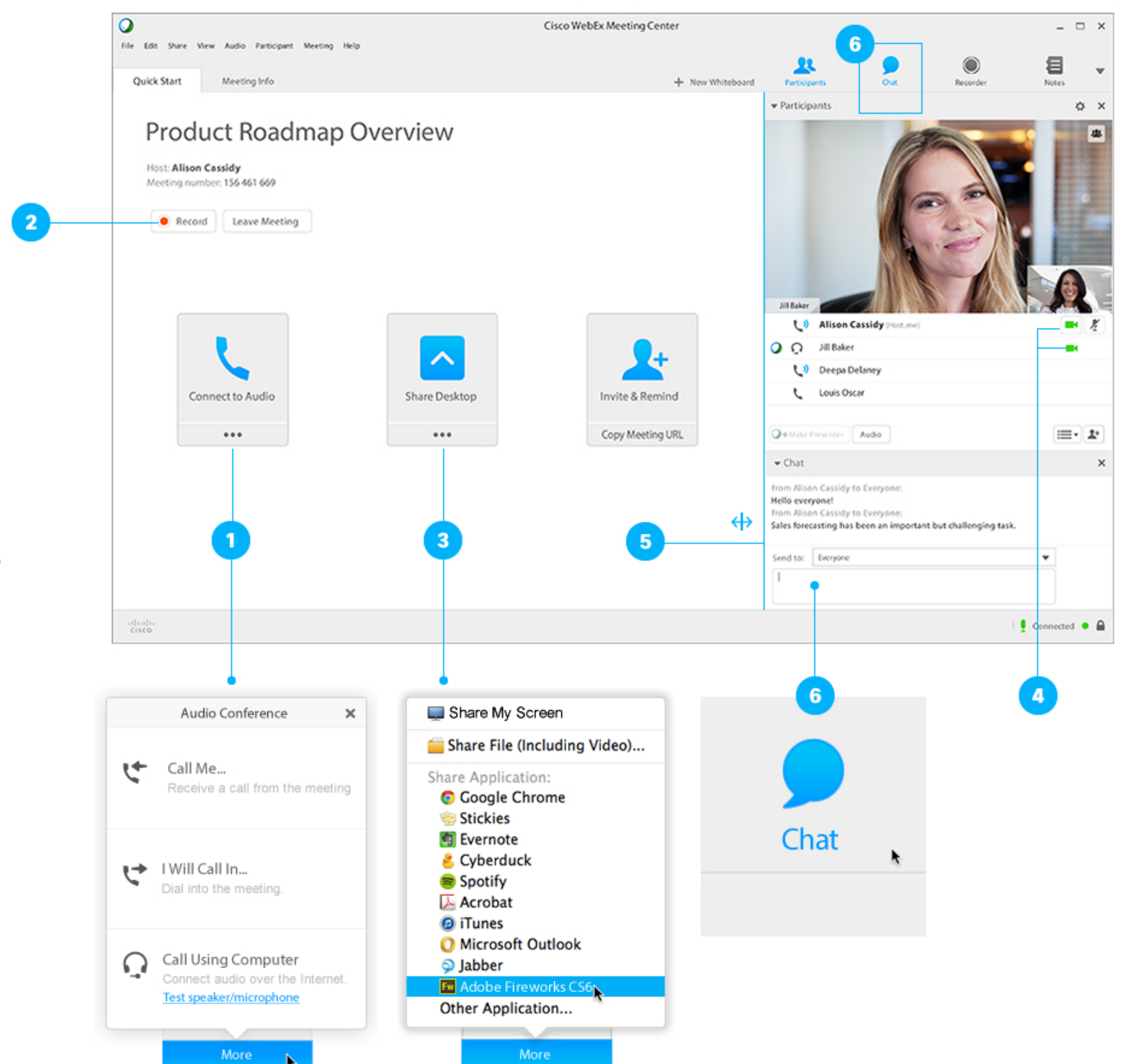
Invite a colleague to try out WebEx Meetings with you. You'll see how easy it is to share documents, audio, and video.

1. Go to [meetings.webex.com](http://meetings.webex.com).
2. Sign in using the email address and password you gave when you opened your WebEx Meetings account.
3. Click the *Meet Now* button.
4. Invite colleagues – click the “+” sign after entering each email address.
5. Click the *Start* button to begin your meeting.



## Meeting essentials

1. **Audio conference:** Call in to your meeting or connect using your computer's audio system (VoIP).
2. **Record:** Record the meeting, including the audio, video, and presentation, for sharing later.
3. **Share my desktop:** Share files, applications, or videos. Present anything on your computer's desktop.
4. **Share video:** Click the camera icon to allow others to see you. View the presenter in full-screen HD by clicking the top right corner of the video.
5. **Adjust your view:** Grab the vertical bar in the middle of your meeting window to resize the panels the way you'd like.
6. **Chat:** Start a side conversation with anyone in the meeting.





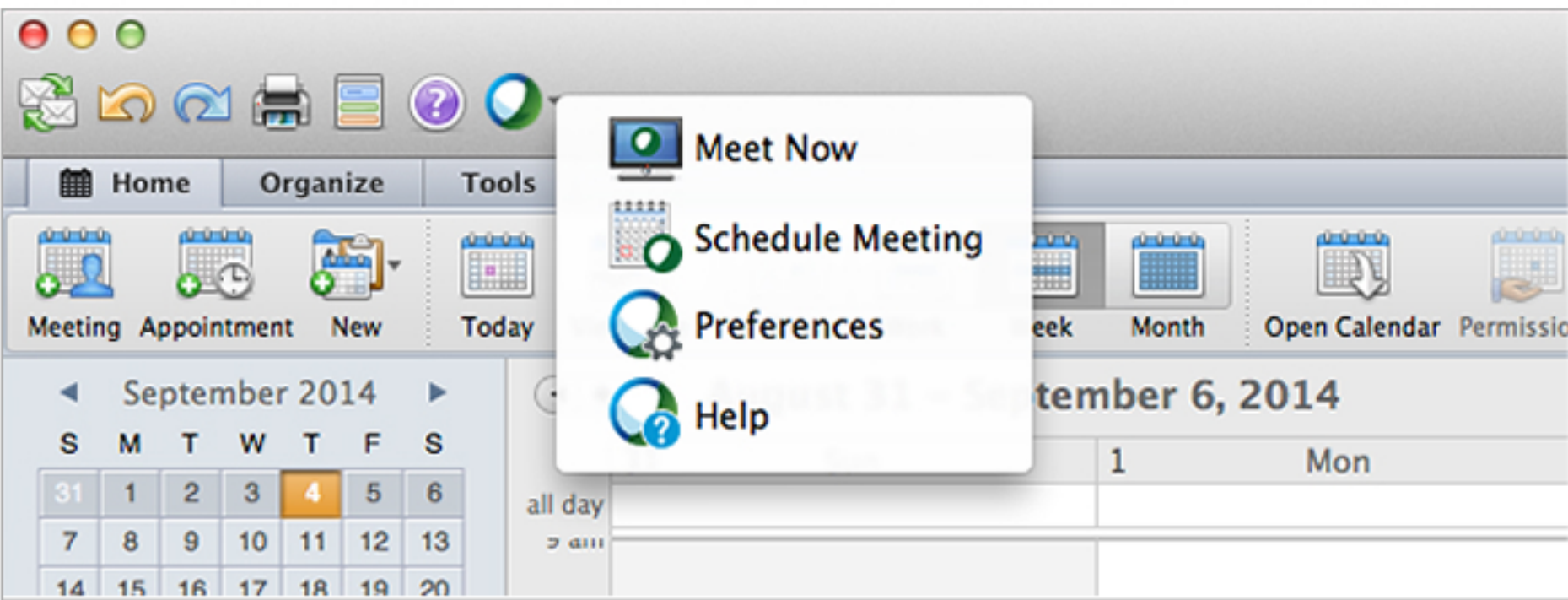
# Get ready for your meeting

WebEx makes scheduling and preparing a snap! Your invitation links everyone to your Meeting Space, a secure, centralized place for sharing and communicating. Review, comment, chat, and revise – collaboration begins before your meeting even starts!

## Schedule your meeting

Set up a WebEx meeting in Microsoft Outlook, just like you do other meetings. [Get the free plug-in](#) and you can also:

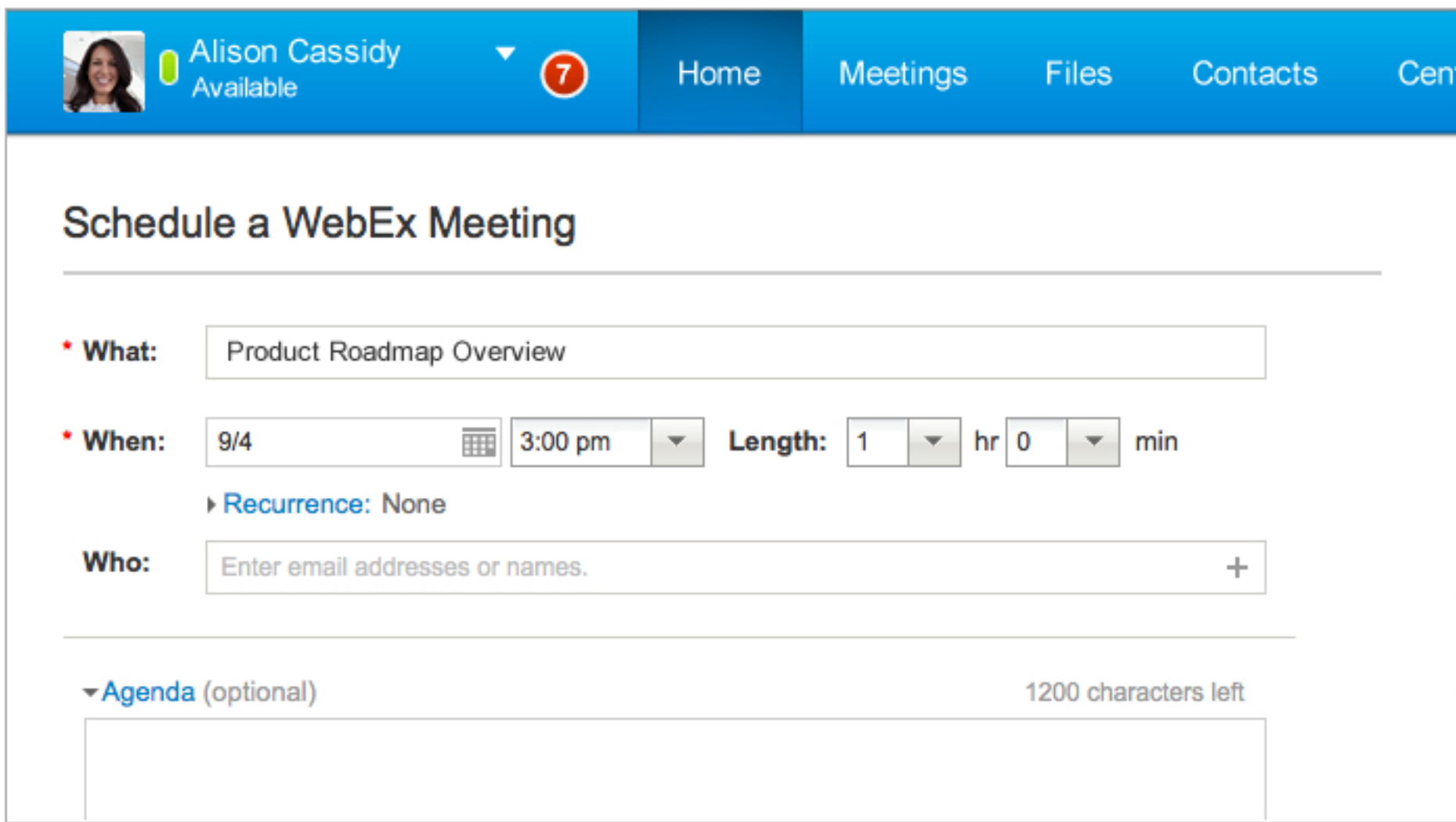
- Add a meeting to your calendar with one click.
- Join a meeting from within Microsoft Office applications or IM clients.



Or, just sign in to your WebEx account to schedule your meeting:

- Click the *Schedule* button.
- Fill in the meeting information, and include an agenda if you like.

**Tip:** Check the *Record this meeting* box when you schedule so you won't have to worry about it later!



## Prepare your team

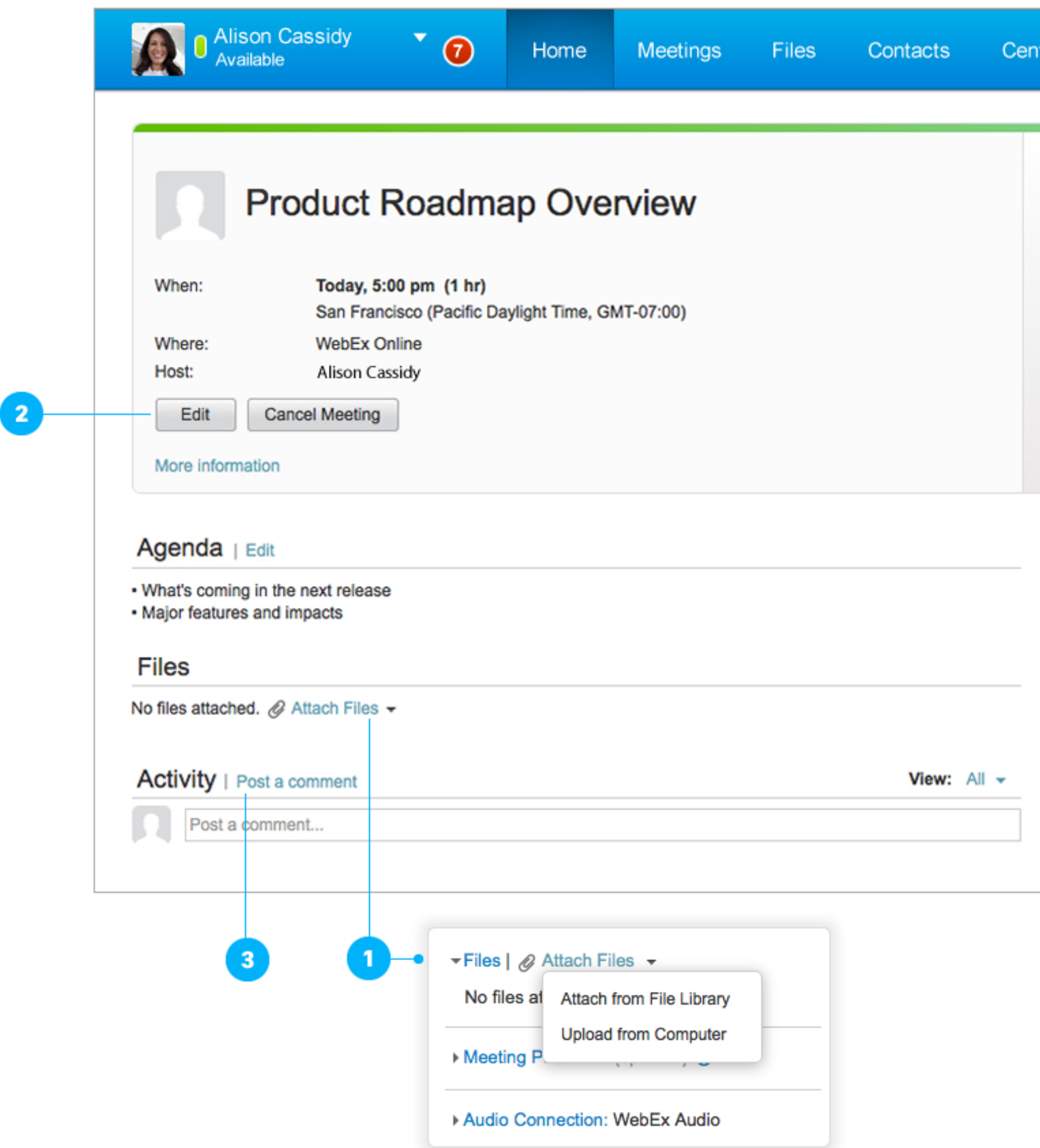
Prepare for your meeting together by sharing files, agendas, and action items in your Meeting Space.

1. Upload a file by clicking *Attach files* – your team will be notified by email.
2. Update your agenda any time – click *Edit* to make changes

Start the discussion before you meet, using comments and chat. Keep the conversation in one place – it's all captured in your Meeting Space!

3. Click on *Post a comment* to add to the conversation.

**Tip:** Update meeting agendas from Microsoft Outlook's meeting detail pane. [Get the free plug-in](#).



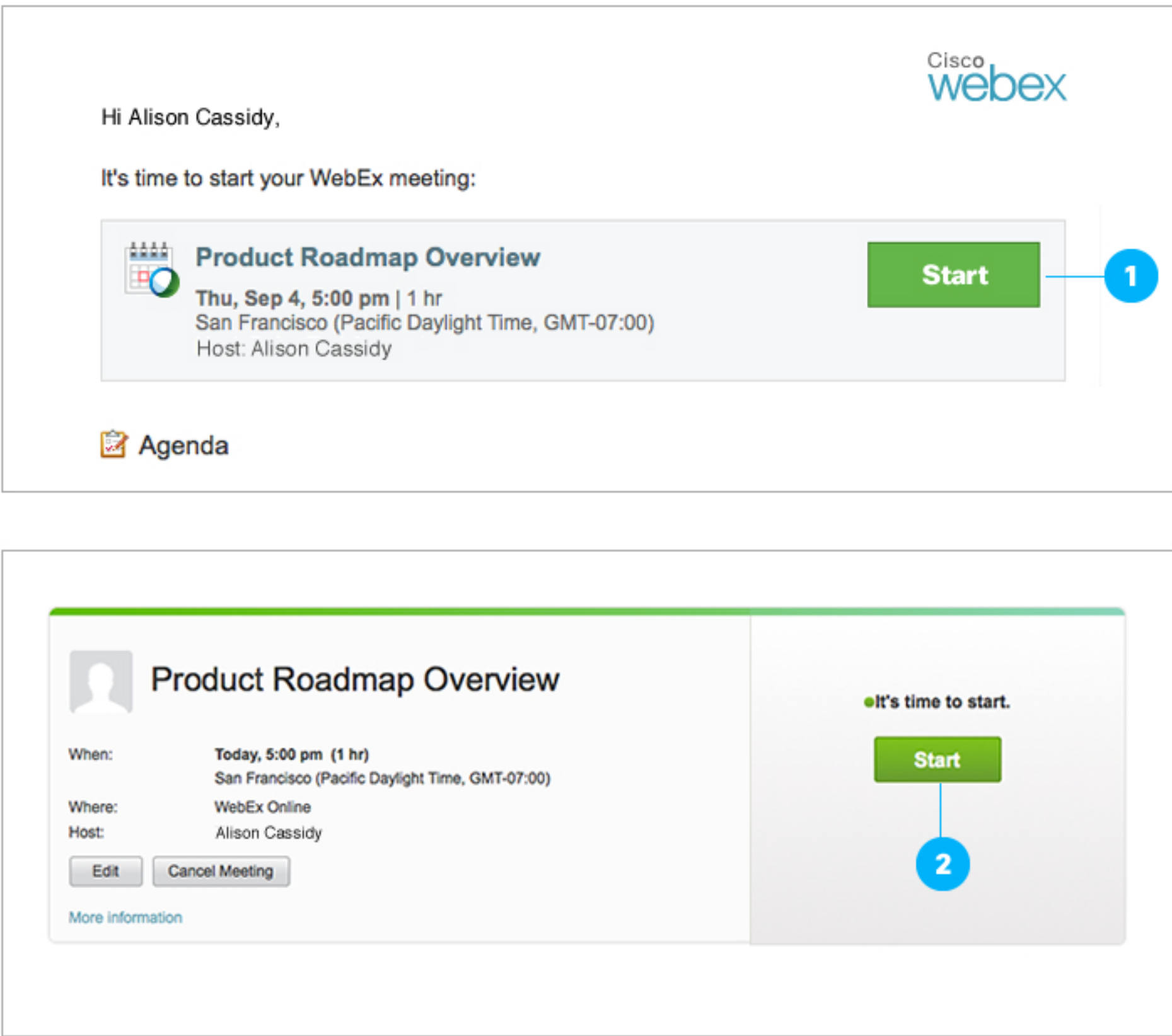


# Host your meeting

## Start the meeting

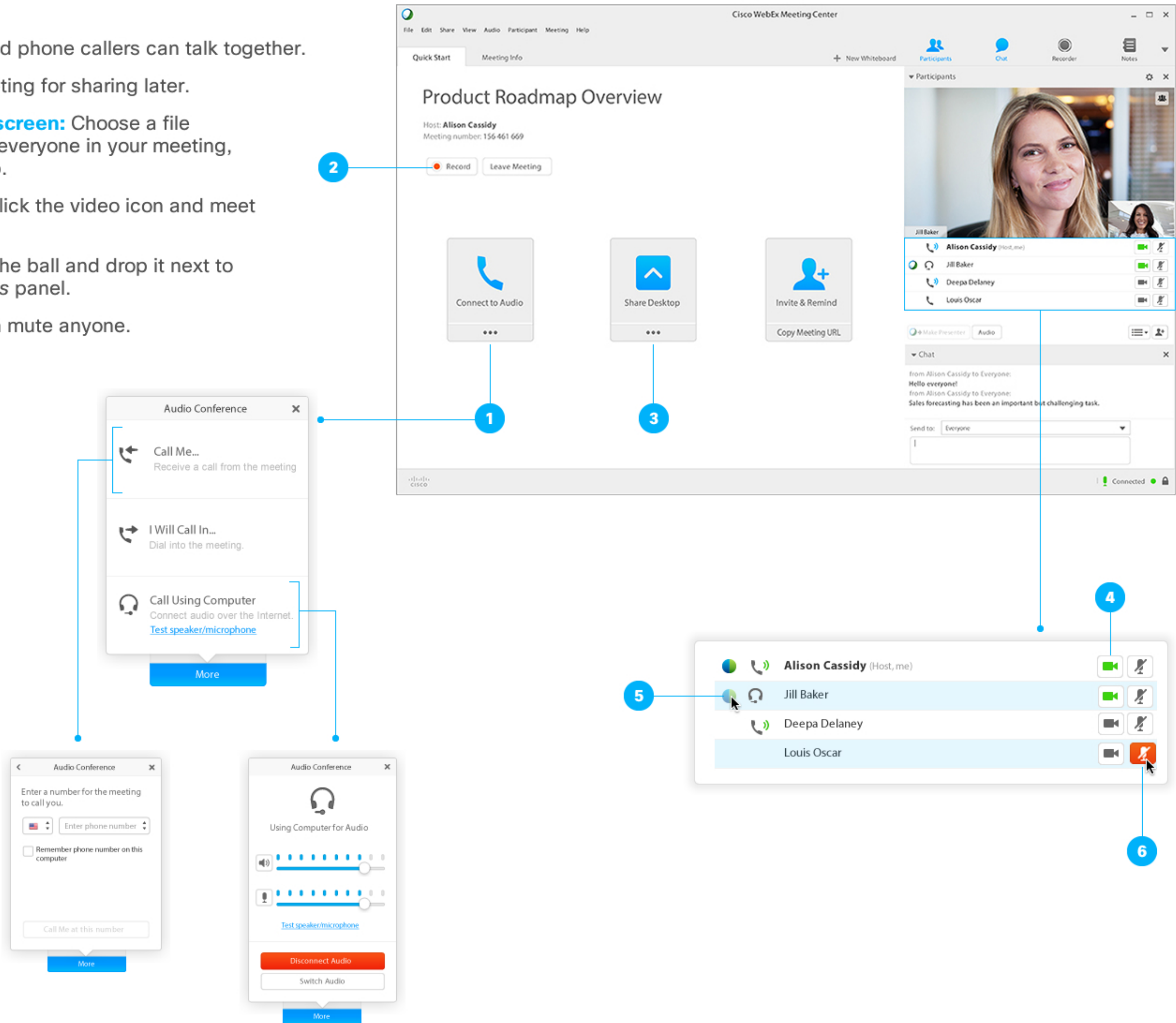
- 1. Click the *Start* button in your email invitation.
- 2. Or sign in to [meetings.webex.com](https://meetings.webex.com) and click the name of your meeting.

Then click the *Start* button, and your meeting will begin.



## Work together

- 1. **Start your audio:** VoIP and phone callers can talk together.
- 2. **Record:** Record your meeting for sharing later.
- 3. **Share anything on your screen:** Choose a file or application to share with everyone in your meeting, or share your whole desktop.
- 4. **Turn on your webcam:** Click the video icon and meet face-to-face.
- 5. **Pass the ball:** Just grab the ball and drop it next to your name in the *Participants* panel.
- 6. **Mute/Unmute:** Hosts can mute anyone.

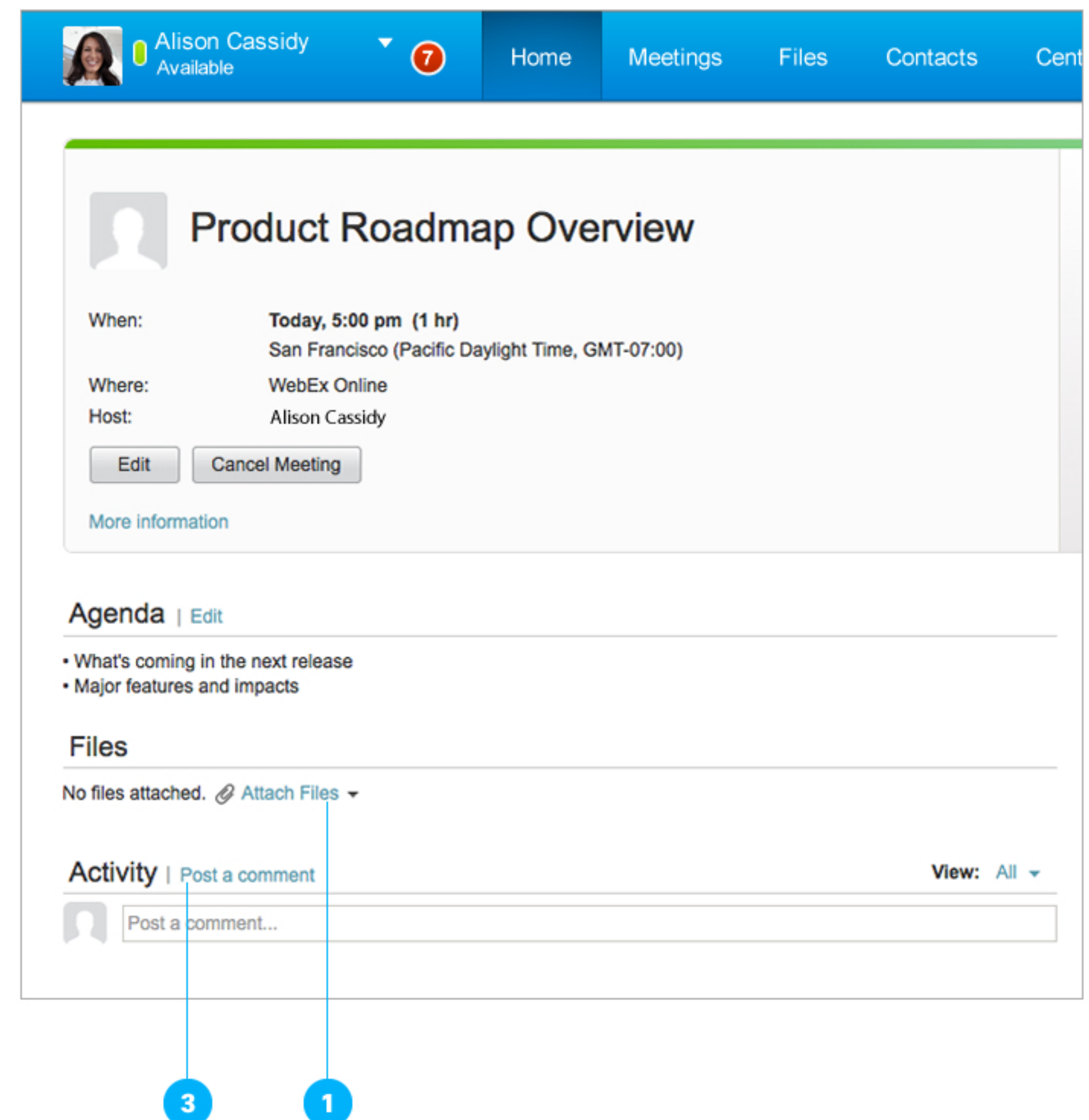
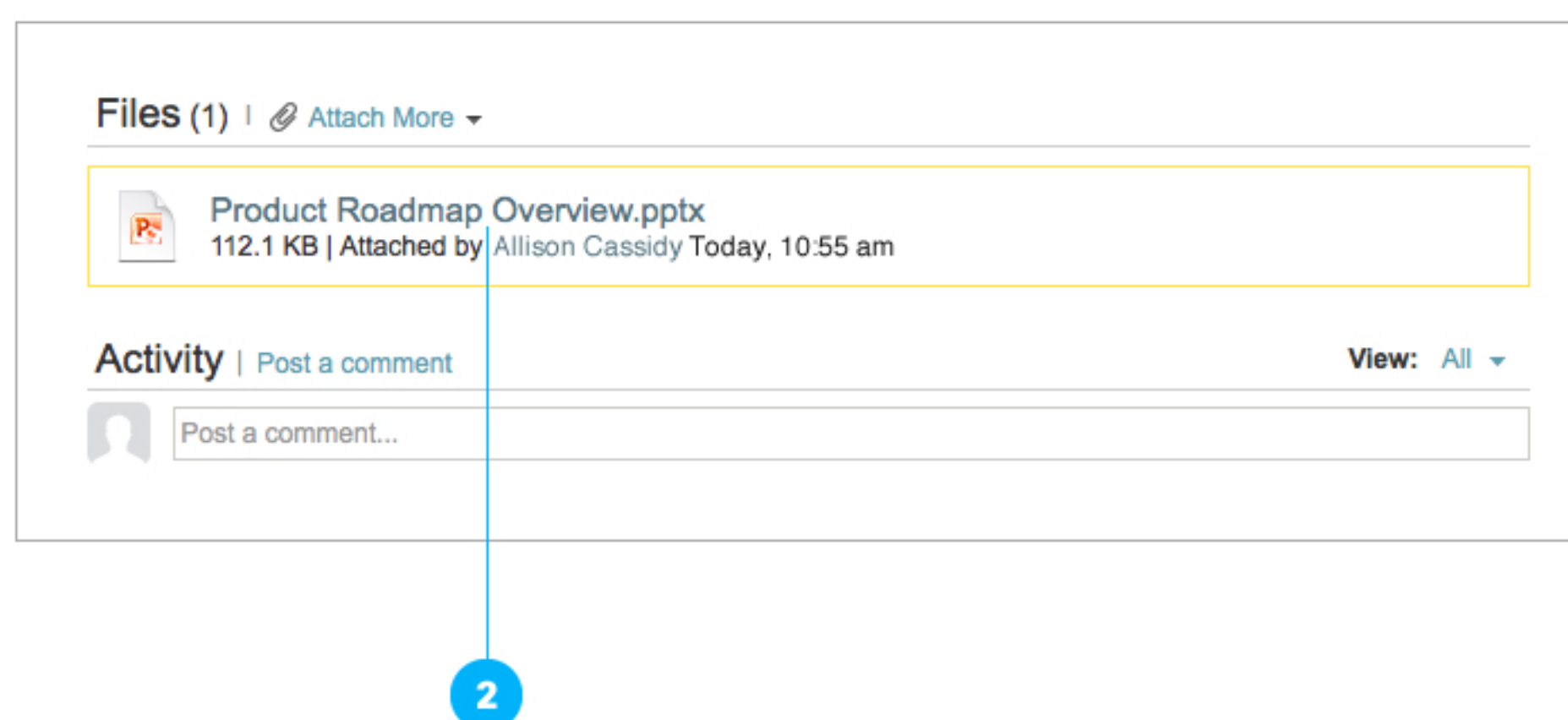




# Follow up

The meeting ends but your project doesn't. Assign next steps and follow up in your Meeting Space. Share new files and comments, review recordings and notes. You'll see updates on your WebEx home page. Your secure Meeting Space will be there as long as you need it:

1. Upload action items by clicking *Attach files*.
2. Download by clicking the file name.
3. Extend and document the conversation – click *Post a comment*.
4. Schedule follow-up meetings.



## Additional Resources

**Meet from your mobile device:** Host or join a meeting wherever you are with [WebEx mobile app](#) for iPhone, iPad, Android, and other smartphones. The app is free!

**Manage your account:** Sign in to [meetings.webex.com](#). Click on your name and then on *My Account* to:

- Manage your account.
- Access support services.

