Getting started with **Webex Meetings.**

Download the Cisco Webex desktop and mobile apps from
https://www.webex.com/downloads.html.

Schedule your meeting

Recommended: From the desktop app

1. From the Webex Meetings desktop app, click **Schedule**.
2. Fill in the calendar invitation that pops up as you would normally do for meetings on site.
3. Add invitees.
4. Click the **Add Webex Meeting** logo in the **Appointment** menu.
5. Click **Send**.

From the mobile app

1. Tap on the **Schedule icon** in the top right hand corner of the app.
2. Give your meeting a title.
3. Edit the time and date of the meeting.
4. Add attendees email addresses.
5. Tap **Schedule** in the top right hand corner.

Starting and joining meetings

Recommended: From the desktop app

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

From the mobile app

1. For a scheduled meeting, click the "**Join**" button on the notification or from the My Meetings page of the app.
2. Tap **Start Meeting** to start an ad hoc meeting in your personal room.
3. Alternatively, tap **Join Meeting** and enter the meeting number, URL, or username.

Need help getting started? Visit **help.webex.com**

Download Webex today.

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Starting and joining meetings

From a web browser

1. Open the meeting invitation and click the **Join from your browser** link.
2. Authorize the use of your microphone and webcam.
3. Click **Start Meeting**.

Share your screen

From within the meeting click the icon and select "**share your screen**" or a specific **application**.

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.
☐ Dedicate a workspace in your home that's ergonomic, comfortable, and productive.
☐ 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 cancelling headphones or a headset for the best audio experience.
☐ Discourage others in the home from doing high bandwidth activities, like streaming video.

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