

How to join a meeting:

01

When it's time, join your Webex meeting here.

Meeting number (access code): 125 506 579
Meeting password: wucmEHAc

Join meeting

Join by phone

Tap to call in from a mobile device (attendees only)
1-850-276-7305 US Toll

Join a meeting from your calendar by clicking the **Join meeting** icon.

02

Use computer for audio

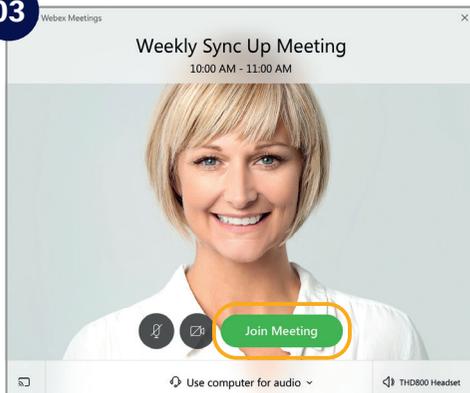
Call me

Call in

Don't connect to audio

Choose how you want to connect to audio.

03



Click on **Join Meeting**.

Check list:

Do the following to make your Webex Meetings experience even better.

- Choose suitable surroundings e.g. lighting.
- Turn your webcam on.
- Adjust webcam position.
- Connect to audio.
- Background noise? Go on "mute".
- Share your screen.
- No content to share? Make video full screen.
- Someone can't join? Record the meeting and send the link.

Need to host your own Webex Meetings?

To get an account please [customer to add process for requesting a Webex account]. See inside to get started.

We're moving to Webex Meetings

An intuitive meeting solution for your team



Cisco Webex
Meetings

Webex Meetings. What's in it for us?

Connecting our top talent to work together across time and space is an ever growing challenge we all face. Cisco Collaboration has made it possible for geographically dispersed teams to work together at any time, in any place and on any device.

It enables our employees to create value by any means necessary and we're no longer constrained by where the best talent is based. That's powerful.

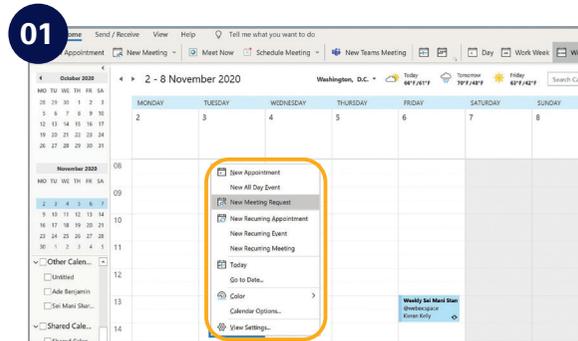
I've got Webex Meetings. Now what?

What if you could gain two hours back every day?

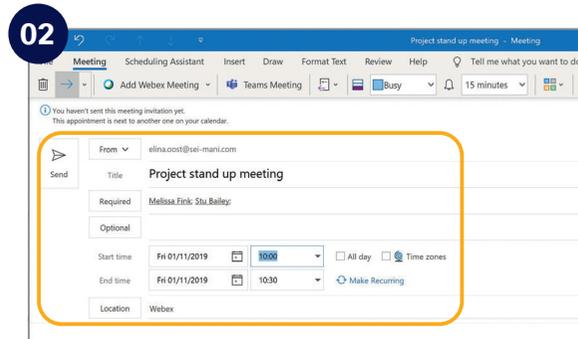
What if you could travel less, avoid rush hour and get home in time for dinner?

What if you could give clear guidance to a colleague from home, have better customer conversations from a coffee shop, or share a video interview of a new hire from the train? Putting the power of Webex Meetings in your pocket, on your desk and in your office means you're ready for whatever the day throws at you, without worrying about your meeting schedule.

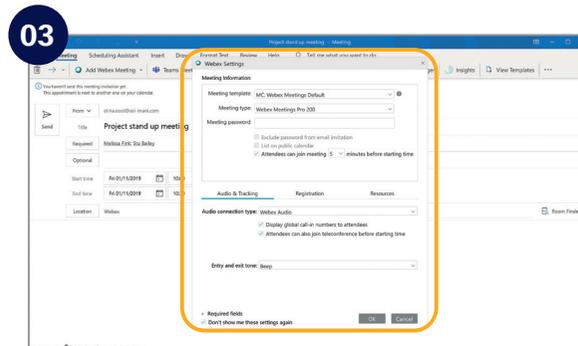
How to schedule a meeting:



In your email calendar create a new meeting request.



Fill in email addresses, subject, location, date and time.

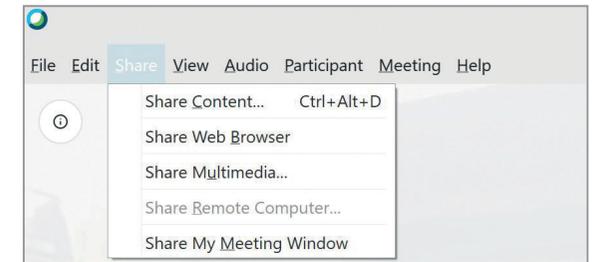


Click "Add Webex Meeting", click the OK button and click send.

Top tips

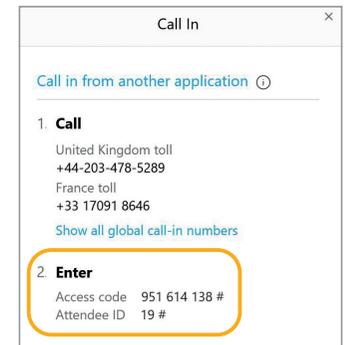
Show something:

It's easy to share your screen, application or a file in a meeting.



If joining the audio using 'Call in' remember:

If you forget to enter your attendee ID other people on the call aren't able to see who you are.



Don't forget, you can set up a recurring Webex meeting!