How to join a meeting:







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





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:

Appointment	Rece	ive View Hi lew Meeting ~	Ip V Meet No	Tell me what you want to d	∽ 🗳 New Team	s Meeting 📰 🖻	Day 🖬 V	Work Week 🖽 Wee
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5 6 7 8 9 10 12 13 14 15 16 17 19 20 21 22 23 24 26 27 28 29 30 31		2	3	4	5	6	7	8
November 2020	08		6	New Appointment				
2 3 4 5 6 7	09		68	New All Day Event New Meeting Request				
9 10 11 12 13 14 16 17 18 19 20 21 23 24 25 26 27 28	10		13	New Recurring Appointment New Recurring Event				
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						Kieran Kevy	>	

In your email calendar create a new meeting request.



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

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This appo	interest is next to-	another ene on your caler	Gar.		Meeting template: MC: Webe	x Meetings Default	~ 0			
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					Entry and exit tone: Beep	ey global call-in numbers to attend dees can also join teleconference	Sees before starting time			
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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.

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<u>F</u> ile <u>E</u> dit	Share View Audio Participant Meeting Help
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	Share <u>R</u> emote Computer
	Share My Meeting Window

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!