

## 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 ☒

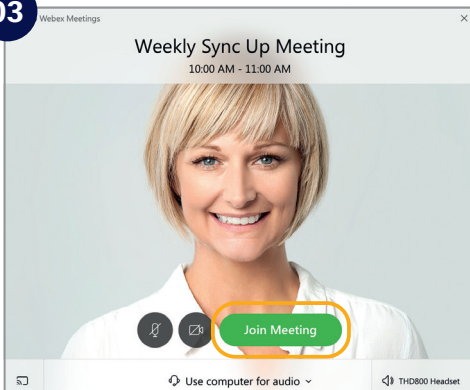
Call me

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

## Collaboration without borders

The leadership team needs to stay connected to steer your company in the right direction. When they're spread out, it's hard to have group meetings in-person.

Use Webex Meetings to quickly get together with your team in HD video and crystal-clear audio. It's the next best thing to being in the same meeting room but without the hassle.

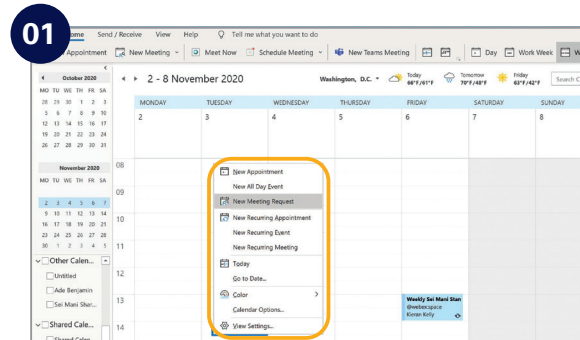
## Leadership in a digital workplace

You want to share your insights, the year's goals and your plans to achieve them with your employees. Use Webex Meetings to host a real-time video 'ask me anything' session and open the dialogue between the leadership team and your employees no matter where they're based.

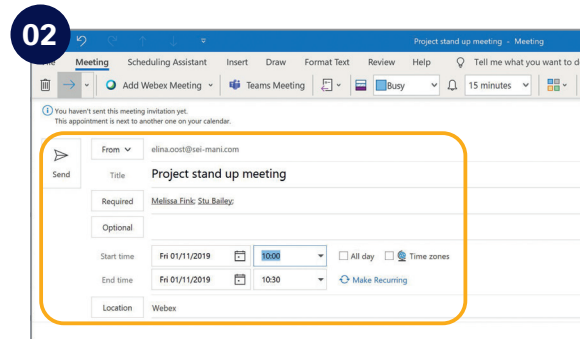
## Don't lose touch when you're out of the office

Work can't skip a beat – whether you're stepping out of a meeting to take a call, travelling across town or across the world, use the Webex Meetings mobile app to keep connected with your team.

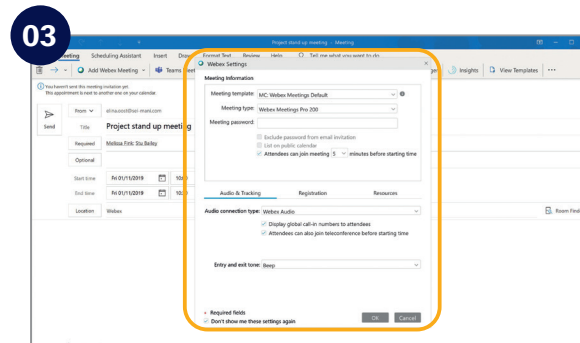
## How to schedule a meeting:



In your email calendar create a new meeting request.



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

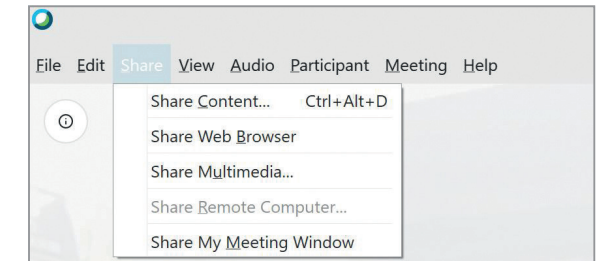


Click "Add Webex Meeting", click the OK button and click send.

## Top tips

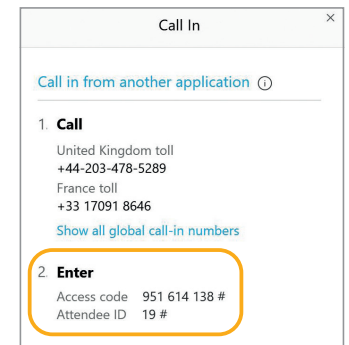
### Show something:

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!