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)
1-650-276-7305 US Toll

Join a meeting from your calendar by clicking the **Join meeting** icon.
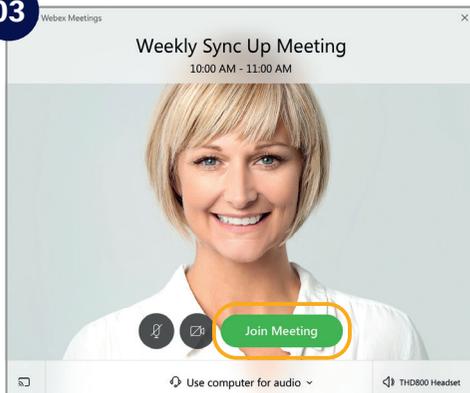
02

- Use computer for audio ✓
- Call me
- Call in
- Don't connect to audio

Choose how you want to connect to audio.

03

Webex Meetings

Weekly Sync Up Meeting
10:00 AM - 11:00 AM

Join Meeting

Use computer for audio ∨   THD800 Headset

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.

Get time back in your day with Webex Meetings

An intuitive meeting solution for your team

Cisco Webex
Meetings

Your business is people. Put them first.

HR is the beating heart of the business. Performance, benefits, engagement, training – your work touches everyone.

Bring a personal touch to every conversation with Webex Meetings.

Be everywhere. Today.

Webex Meetings makes it easy to replace impersonal emails and phone calls with face-to-face conversations.

Whether it's sensitive 1 on 1 discussions or new policy announcements for everyone, Webex Meetings lets you connect with everyone over high definition video and crystal-clear audio.
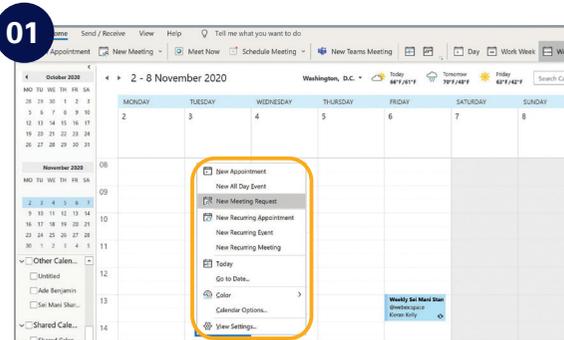
Spread the knowledge

How often do you have to repeat yourself to keep everyone informed with the latest and greatest updates from HR?
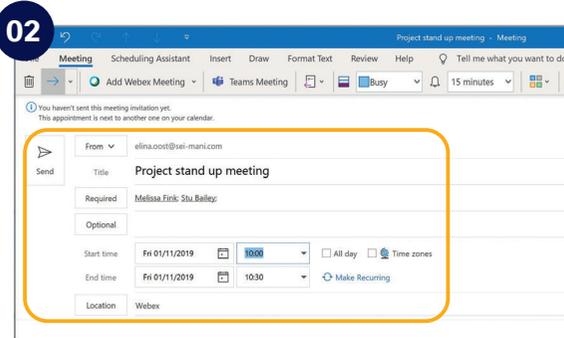
With Webex Meetings it's easy to record announcements and instructional sessions. You can then share a link to the recording, any time.

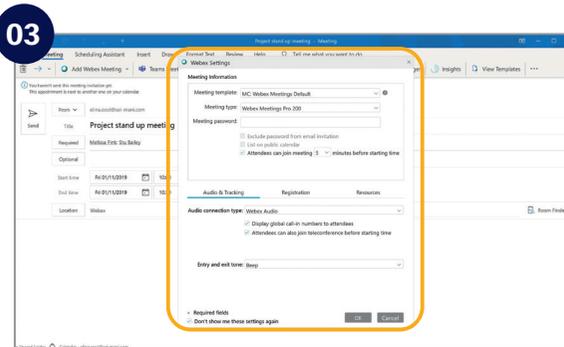Webex Meetings can put time back in your day.

How to schedule a meeting:

01

In your email calendar create a new meeting request.

02

Fill in email addresses, subject, location, date and time.
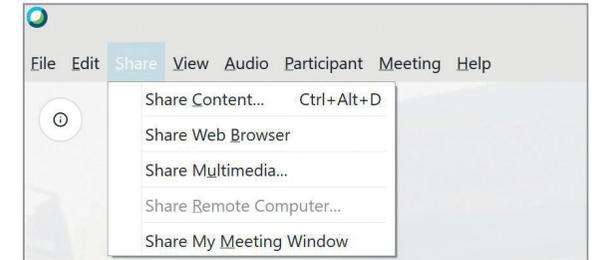
03

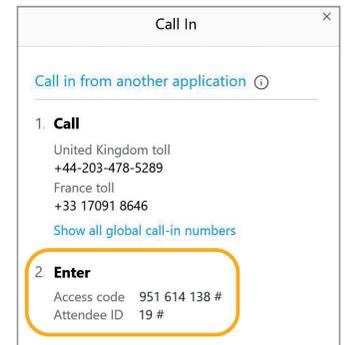Click "Add Webex Meeting", click the **OK** button and click send.

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!