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
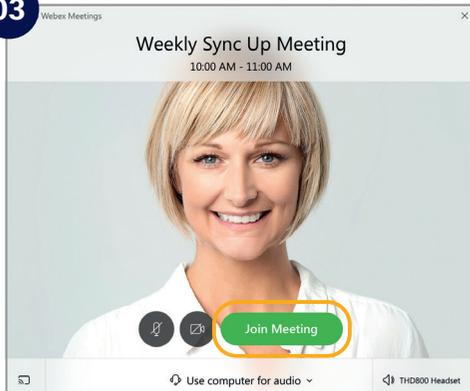
Click on **Join Meeting**.

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 IT done

Use Webex Meetings to connect and solve problems
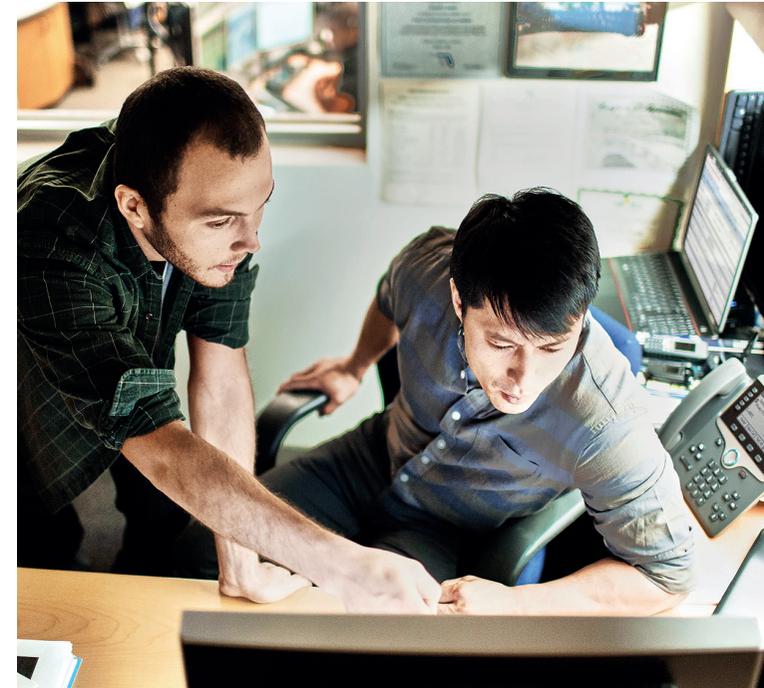
Cisco Webex
Meetings

Get the project started

You support the projects and technology roll-outs that keep your company operating and innovating. New IT goals are too big to be managed alone.

Webex Meetings will help you gather your team, wherever they are. Meet with HD video and crystal-clear audio to make sure you understand each other and are working towards the common goal.

Be an IT hero

You're who they go to when things break down. Solve major incidents in real time over Webex Meetings.

Starting a meeting on the fly is easy. Get connected and stay in sync until the issue is fixed.

They can share their screen, so you can see what the problem is and find a solution faster

Be the change

IT picked Webex Meetings as the company's meeting solution because it's a trusted, secure tool for getting work done. Be the first to change the way we work.

How to schedule a meeting:
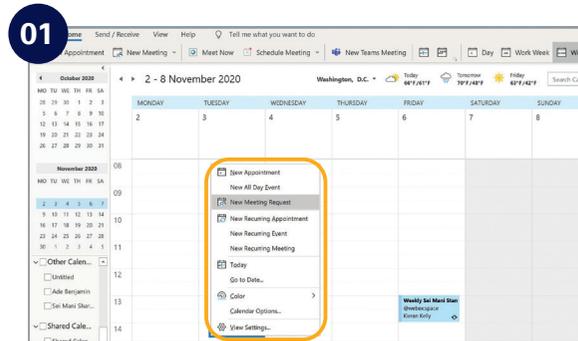
In your email calendar create a new meeting request.
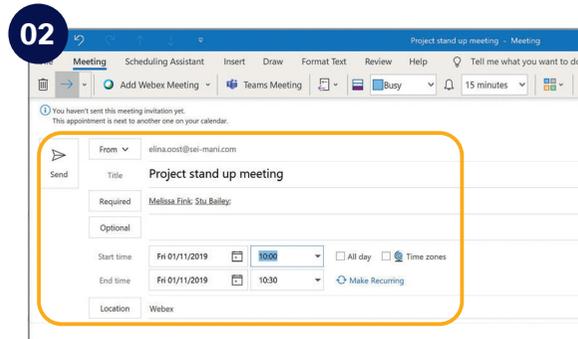
Fill in email addresses, subject, location, date and time.
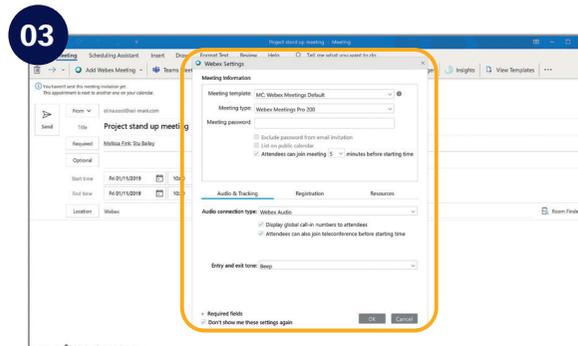
Click "Add Webex Meeting", click the **OK** button and click send.

Top tips

Show something:

It's easy to share your screen, application or a file in a meeting.
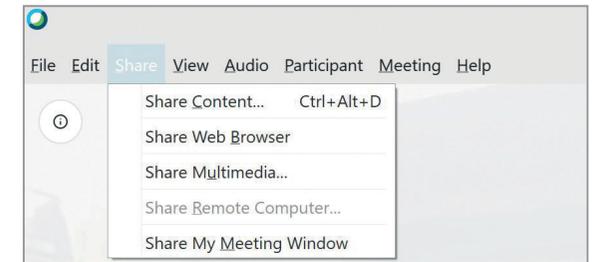
If joining the audio using 'Call in' remember:

If you forget to enter your attendee ID other people on the call aren't able to see who you are.
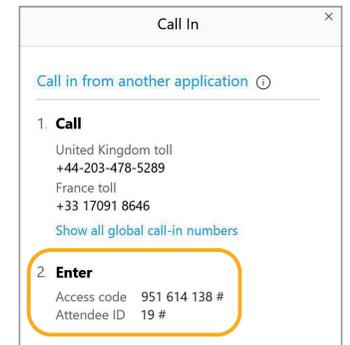
Don't forget, you can set up a recurring Webex meeting!