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.
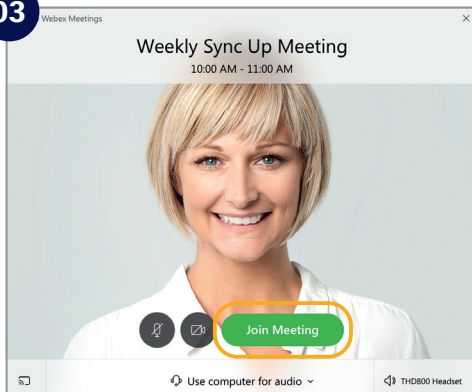
02

🎧 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.

We're moving to Webex Meetings

A simple, modern video meeting solution that just works

Cisco Webex
Meetings

Campaigns without the pain

Marketing professionals need to meet regularly with teams and external agencies to create new campaigns and content.

Stall the competition. Webex Meetings makes connecting simpler.

With Webex Meetings you can share what's on your screen, keep everyone on the same page and avoid endless emails. It's simple to record meetings and send them on to those who couldn't join.

The social media war room

Social media incidents appear from nowhere. Your team must meet at a moment's notice to minimize negative impact to the brand. Immediate access to the right people and information means a lighting quick response.

With Webex Meetings you can spin up a meeting with a couple of clicks. The mobile app keeps you connected when out of the office, so you don't miss a thing.

Lights, webcam, action!

Your salesforce needs to pitch to the world with one consistent voice. You need to keep them informed with the latest and greatest messaging, but they're scattered across cities and countries.
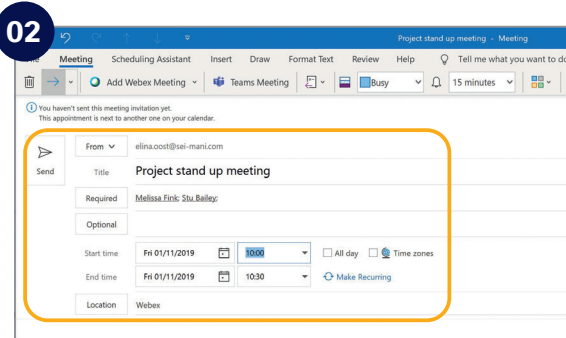
Your content is amazing, but how do you get it into the heart and mind of every seller?

Use Webex Meetings to host updates with sales teams everywhere in incredible HD video. Get them to ask questions and be confident they've got your message.
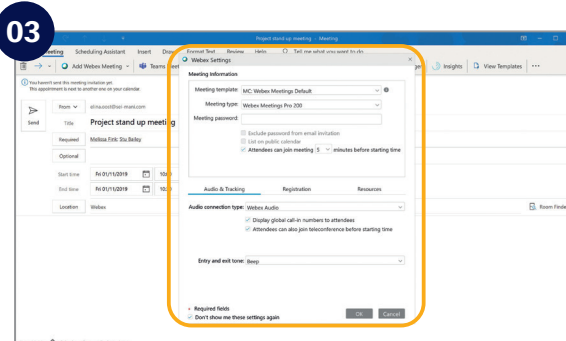
How to schedule a meeting:
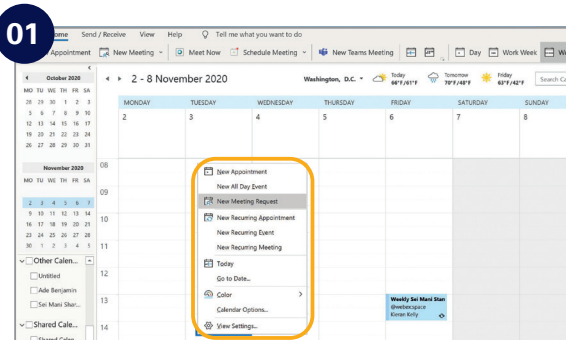
In your email calendar create a new meeting request.

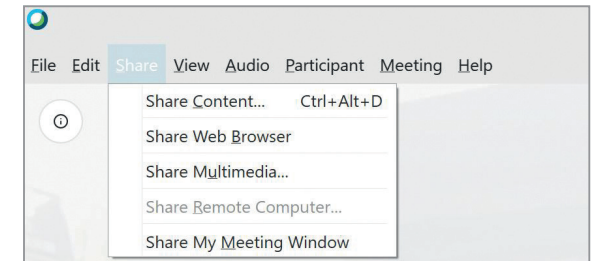Fill in email addresses, subject, location, date and time.

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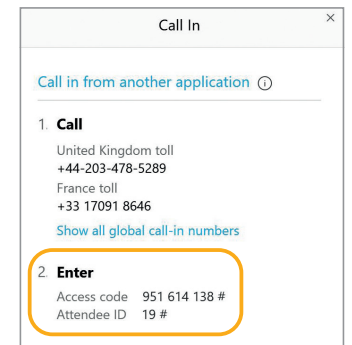
Top tips

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!