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.
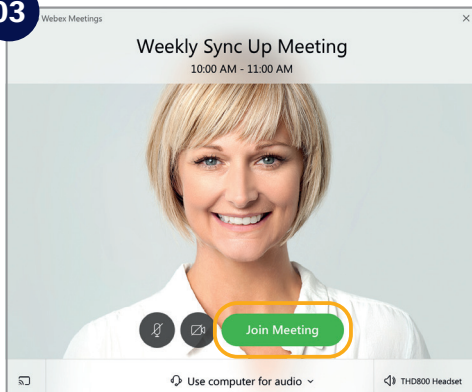
02

🎧 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

An intuitive meeting solution for your team

Cisco Webex
Meetings

Meetings made for people managers

As a manager, we know you need to get teams together quickly to discuss projects, issues and changes as they happen. To help, we're launching a new meeting experience to make managing your team easier. It's called Webex Meetings.

Create and join meetings from your calendar easily, providing a reliable way to connect your team, wherever they are. Your team can join 1:1 or team meetings with a click.

Are we on the same page?

Webex Meetings supports all different types of teams – from engineers to designers, from developers, to coaches and other professionals – we all work together to achieve amazing things. We need the ability to share ideas through audio and video, but also through data, pictures, spreadsheets, tasks, charts and more.

Webex Meetings combines all this capability in a single experience, to let your team collaborate no matter the format, tool, location or device.

Get started by scheduling meetings in your calendar. Everyone can join in a couple of clicks from any device. Remind everyone to switch on their video!
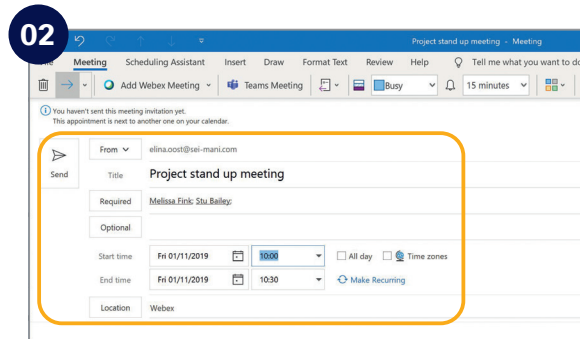
Don't miss a thing

Your priorities change often. If someone can't make the latest update meeting just record and send out a link so you can keep everyone on the same page.
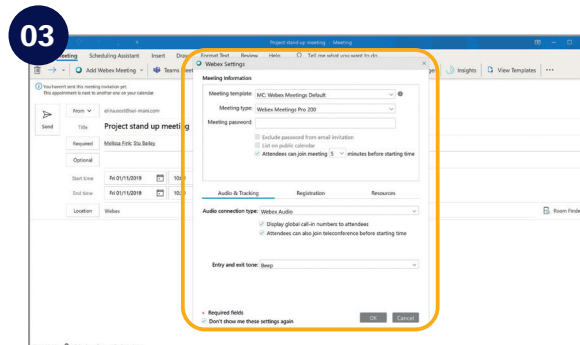
How to schedule a meeting:

01
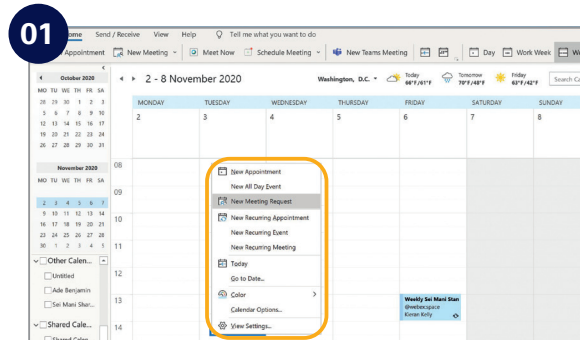
In your email calendar create a new meeting request.

02

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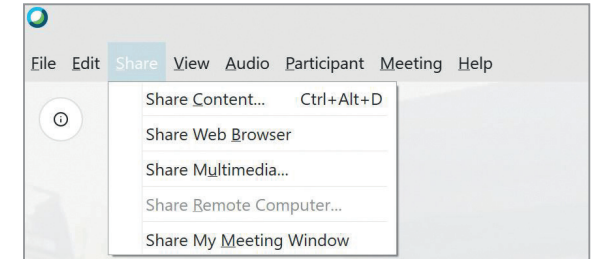
03

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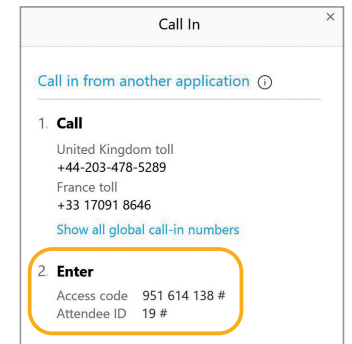
Top tips

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!