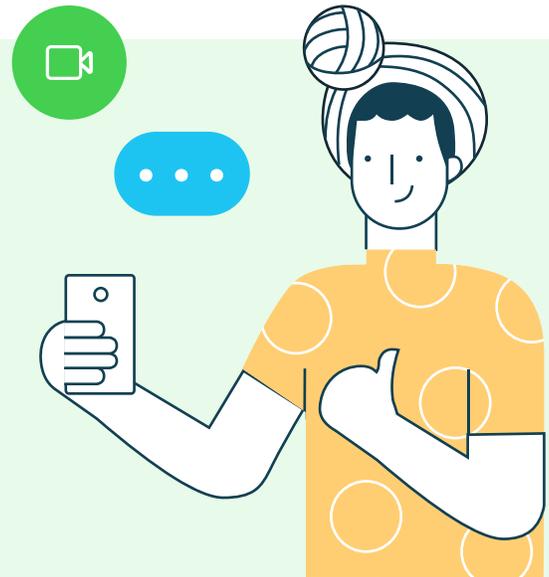


# Getting started with Webex

Welcome to Webex—your new way to work. Collaborate with your team—through messages, meetings, and calling—whether you’re at your desk or on the go. Bring all your work together in one place to streamline your workday.



Download the desktop and mobile apps from

[www.webex.com/downloads.html](http://www.webex.com/downloads.html)

or sign in using your web browser

[web.webex.com](http://web.webex.com)



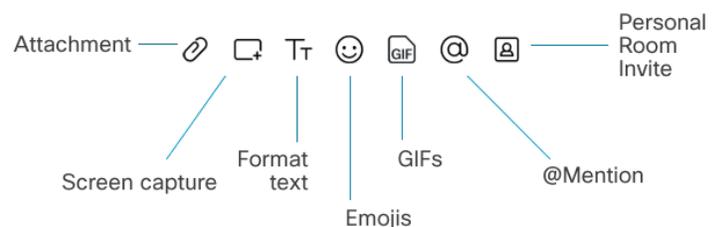
## Messaging [Learn more about messaging here.](#) →

### Direct and team messaging

- ✓ Tap the “+” icon to send a direct message or create a group space or use the search bar to find an existing space.
- ✓ In the message area, you can format messages with bold text, headers, and markdown.
- ✓ Use the “📎” icon to attach and share files with everyone.
- ✓ Grab screenshots and share them in the chat to give context to your conversation.

### Give your messages some personality

You can customize your messages by formatting the text, inserting emojis and GIFs, or adding attachments and screen captures. Let someone know how you feel about their message using emoji reactions.



# Meeting

Learn more about meeting [here](#). →

## Schedule meetings with ease from the desktop app

### Scheduling with Microsoft Outlook

- ✓ When using the desktop Webex app, click on the **Meetings** tab  and select **Schedule Meeting**.
- ✓ If you have Outlook, it will automatically open a new calendar invite and auto-populate the Webex invite information.
- ✓ If you have either the Webex Meetings Scheduler for Microsoft Office 365 or the Webex Productivity Tools add-in, you can schedule your meeting directly in Outlook.

### Scheduling through your meeting site

- ✓ When using Webex, click on the **Meetings** tab  and select **Schedule Meeting**.
- ✓ The **Schedule a Meeting** page will open.
- ✓ Select a meeting template and enter the meeting information into the invite.
- ✓ Invite attendees by email address and then click **Schedule**.

*If you can't access your calendar, you can still schedule a meeting—just use your Personal Room or built-in site scheduler.*

## Start and join meetings

- ✓ Open the **Webex desktop app**.
- ✓ To start a meeting on the fly, click **Start a meeting**.
- ✓ To join a scheduled meeting, tap the big green **Join** button next to the meeting you want to join.

## Meet with someone in an instant

- ✓ Open the space with the person or group you want to meet.
- ✓ Click the green Call/Meet “” button.
- ✓ When prompted select **Start Meeting**.

## Mute your microphone

To reduce background noise, use the mute button to mute yourself if you don't want others to hear your background noise.

## Turn on your video

Make sure your video is turned on. If you have low bandwidth, turn off your video to improve quality.

## Share your screen

From within the meeting, click the  **Share** icon and select **Share your Screen** or an application.

# Calling

Learn more about calling [here](#). →

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## Answer a call

If someone is calling you, you'll see a pop-up to **Answer** or **Decline** the call in the bottom-right corner of your screen.

## Make calls

Whether you want to show your face on camera or make a quick audio-only call, you can do it with the click of a button.

To make an audio-only call, click the 

If you'd like to start your call with video, click the 

# From the mobile app

Joining a Webex meeting on mobile for the first time? You'll be prompted to download the Webex Meetings mobile app so you can join quickly from anywhere.

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## Schedule your meeting

- ✓ Tap on the **Schedule** icon in the top-right corner of the Webex Meetings app.
- ✓ Give your meeting a title.
- ✓ Edit the time and date of the meeting.
- ✓ Add attendees' email addresses.
- ✓ Tap **Schedule** in the top-right corner.

## Start and join meetings

- ✓ For a scheduled meeting, click **Join** on the notification or from the **My Meetings** page of the app.
- ✓ Tap **Start Meeting** to start an ad hoc meeting in your Personal Room.
- ✓ Alternatively, tap **Join Meeting** and enter the meeting number, URL, or username.

# Work from home checklist



- Remember to take chargers for laptops or other equipment you need from your office.
- Make sure your computer and apps are up to date.
- Double-check your home internet connection and update your VPN.
- Dedicate a workspace in your home that's ergonomic, comfortable, and productive.
- Remove clutter or personal items in the background that might distract others.
- Face a window for natural light, or use a lamp, so your team can clearly see you on video.
- Use noise-canceling headphones or a headset for the best audio experience.
- Discourage others in the home from doing high-bandwidth activities, like streaming video.

Need help getting started? Visit [help.webex.com](https://help.webex.com).

## Get Webex

Download

