



Cisco Webex Meetings

Quick Start Guide

Meet with anyone, anytime and anywhere, with just the click of a button!

HD Video Meetings
Global Calling
Content Sharing



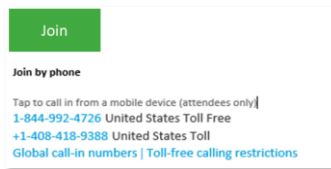
Computer or Mobile
High Security Focus
Outlook Integration

3 WAYS TO JOIN / START

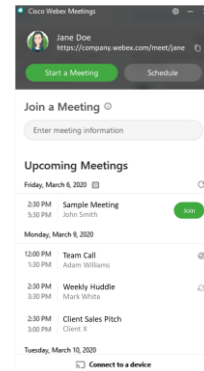
Join or start a Webex Meeting in one click, from wherever you are.

Joining/starting a meeting has never been so easy, because you can do it from anywhere – just click the little green button!

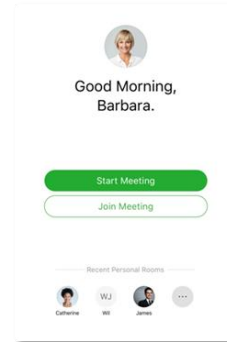
1 Outlook Invite
You can easily access all the Webex information and join/start within your Outlook meeting invite. Just click the join button!



2 Desktop App
With the Webex Meetings Desktop app you can simply click the pop-up notification at the start of your meeting or click the green Join/Start button in the Upcoming Meetings section of the panel.



3 Mobile App
The same options are available if you have the Webex Meetings mobile app – no more remembering dial in codes to join a meeting while on the go! Join/Start your meetings from anywhere, securely and easily!

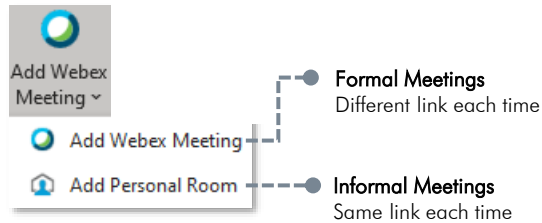


SCHEDULE

Simple as always!

Schedule Webex meetings from **1)** Your Webex Desktop App (linking you right to Outlook); **2)** Directly in Outlook, using the Webex button in your ribbon; or **3)** If you want all options, schedule from your Webex site episd.webex.com.

- A** If scheduling from Outlook in the meeting invite, click 'Add Webex Meeting' or 'Add Personal Room' (see difference below).
- B** The meeting details will auto-populate in the notes section of the invite.
- C** Fill out the remaining logistics, invite your participants and send.



Personal vs Meeting.

Webex Personal Room

Your personal meeting room is like your virtual office, perfect for collaboration with your colleagues - join in the click of a button from your Webex desktop app. The address stays the same - making it easy for you to share the link with others on the fly.

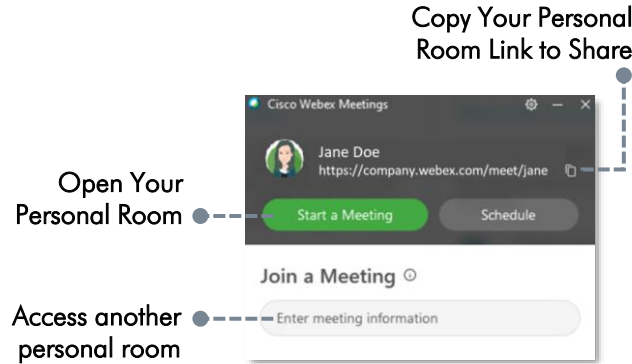
Webex Meeting

Think of a Webex Meeting as your more 'official' meeting space. This type of meeting offers another level of security with a different meeting link each time and additional scheduling options.

AD HOC

Meet in seconds.

Many messages are a prelude to a real-time call. In a video call, you can communicate more in five minutes than you can in hours via email. It only takes a click to jump into a personal room.



Video Stats

40%

of people absorb and learn faster with video.

73%

of meetings end faster with video.

So go on, be brave! Turn your camera on. Start a movement that builds closer relationships and more efficient online meetings!

Camera Etiquette

- Use proper lighting
- Mute yourself when not talking
- Be aware of your surroundings
- Avoid food
- Stay engaged
- Have fun!

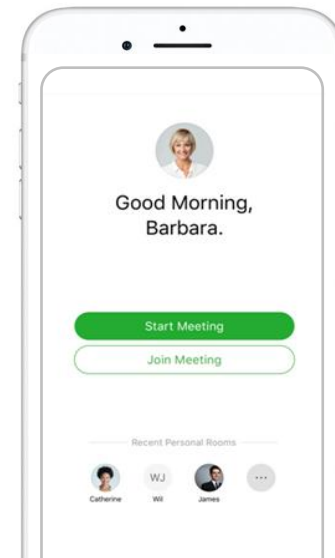
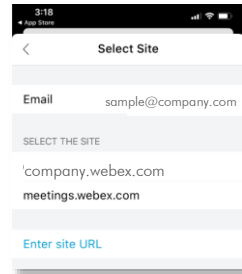


MOBILE DEVICE

Download the App!

Joining meetings is a breeze with the Webex mobile app. All meeting features at your fingertips and best of all, the meeting can call you, just answer the phone!

- A** Download the 'Cisco Webex Meetings' app on your device.
- B** Launch the app and accept the Terms of Service.
- C** Click 'Sign In' and enter your email address.
- D** Select the company Webex site or enter that site in the url option.
- E** Sign in with your work email and standard network password.

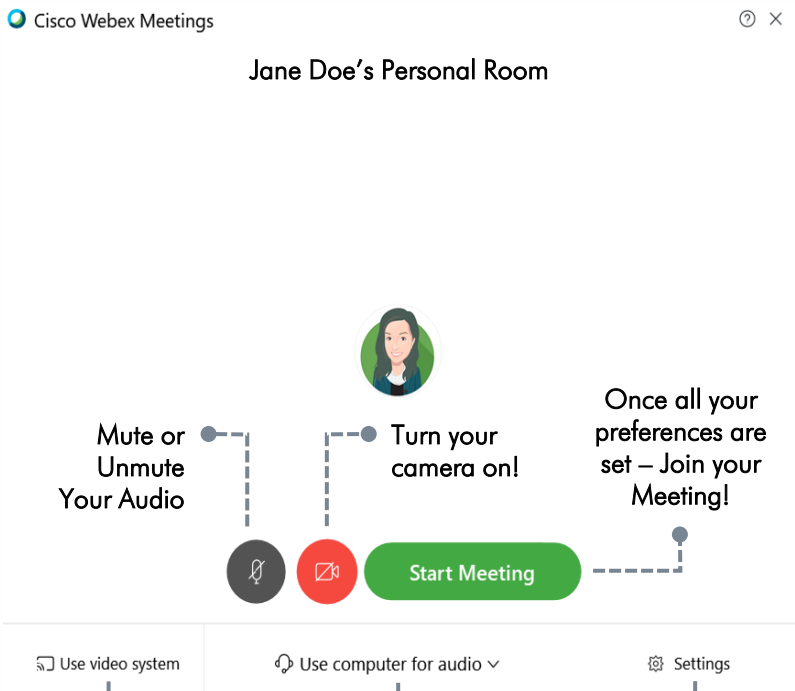


Download the Webex Meetings Mobile App Now!

MEETING LOBBY

Getting ready to enter your meeting.

Webex Meetings provides a simple lobby space prior to entering a meeting. This space allows you to adjust settings, select your audio preference, check your camera, etc.



Use this option when wanting to connect through a video conference room or smart TV

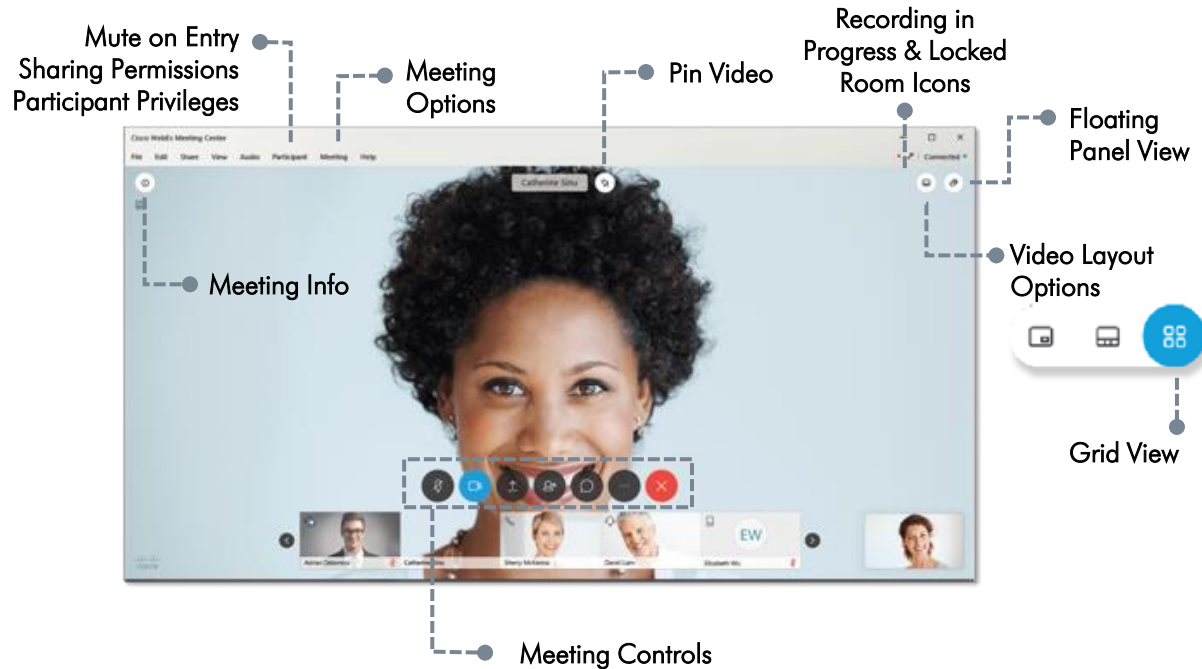
Click this drop down to choose how you'd like to connect to audio. Best practice is to 'Use Computer for Audio' or having the meeting call you!

Click this drop down when needing to adjust your speaker, microphone or camera settings

MEETING CONTROLS

All the options to run an amazing meeting.

Strong business starts with strong relationships. It's all about how you work, and meeting, effectively, is a priority. Webex Meetings has the tools to help you achieve effective virtual meetings.



Mute/Unmute Audio



Video On/Off



Share Screen/Content



Participant List



Record



Chat



Other:

- Lock Meeting
- Audio Connection
- Speaker, Mic, Camera Settings
- Copy Meeting Link
- Invite & Remind
- Connect to Device (smart TV)



End Meeting

*Note, this is where you can manually mute individuals, assign individual roles and privileges, turn off their video camera feed, move to the lobby or expel from session.