Getting Started with Webex Meetings

An intuitive meeting solution for your team
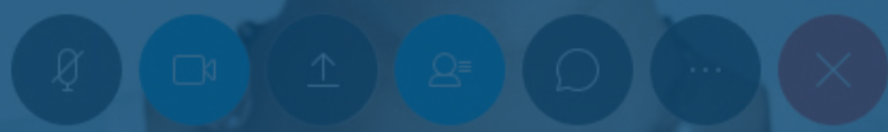
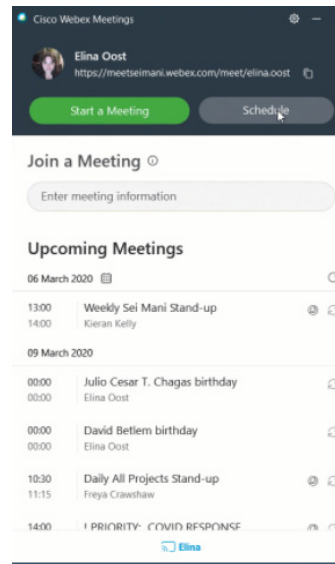# A quick reference guide to help you get started
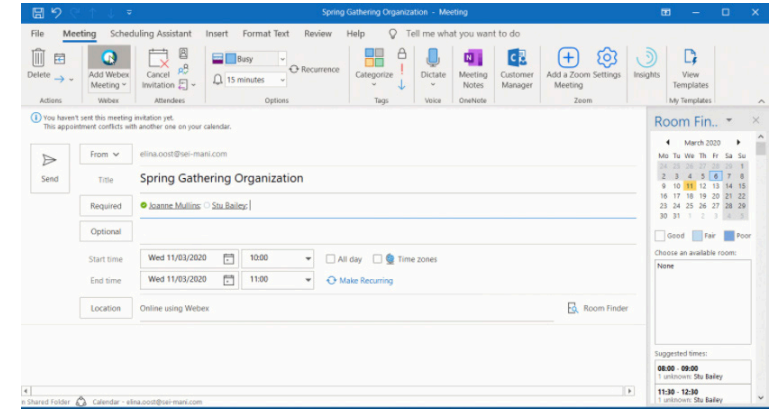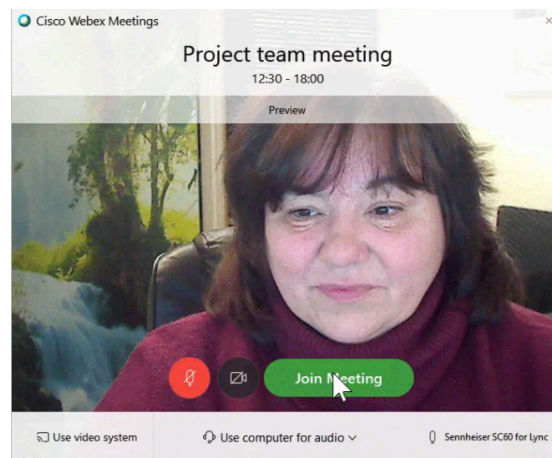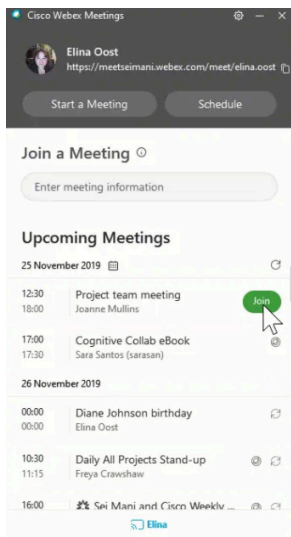
Schedule your meeting

From the desktop app

1. From the Webex Meetings desktop app, click **Schedule**.
2. Fill in the calendar invitation that pops up as you would normally do for meetings on site.
3. Add invitees.
4. Click the **Add Webex Meeting** logo in the Appointment menu.
5. Click **Send**.

From the mobile app

1. Tap on the **Schedule** icon in the top right hand corner of the app.
2. Give your meeting a title.
3. Edit the time and date of the meeting.
4. Add attendees email addresses.
5. Tap **Schedule** in the top right hand corner.

Pro Tip:

If you can't acces your regular calendar for any reason, you can still schedule a meeting. Just use your Personal room or use the built-in site scheduler.

Start and join meetings

From the desktop app

1. Open the Webex Meetings desktop app.
2. For scheduled meetings, click the **Join** button when it's time. Or, to meet on the fly, select **'Start a meeting'**.
3. Click **Start Meeting**.

From a calendar invite

1. Click the big green **Join Meeting** link.
2. Authorize the use of your microphone and webcam.
3. Click **Start Meeting**.

From the mobile app

1. For a scheduled meeting, click the "Join" button on the notification or from the **My Meetings** page of the app.
2. Tap Start meeting to start an ad hoc meeting in your personal room.
3. Tap Join Meeting to enter the meting number, URL, or username.

Joining a meeting from your Webex Site? See your Webex Site Administrator to obtain the URL site information and follow these 3 easy steps.

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Set your audio & video preferences

Set your audio and video preferences, before you join the meeting.

Use a headset! Doing so reduces distractions for you and keeps background noises from disrupting the call.

Mute your microphone in meetings when you're not speaking to avoid distractions or interruptions to the meeting. Don't double mute (muting your phone and your Webex audio at the same time). Choose one method to make sure you unmute easily when you're ready to talk.
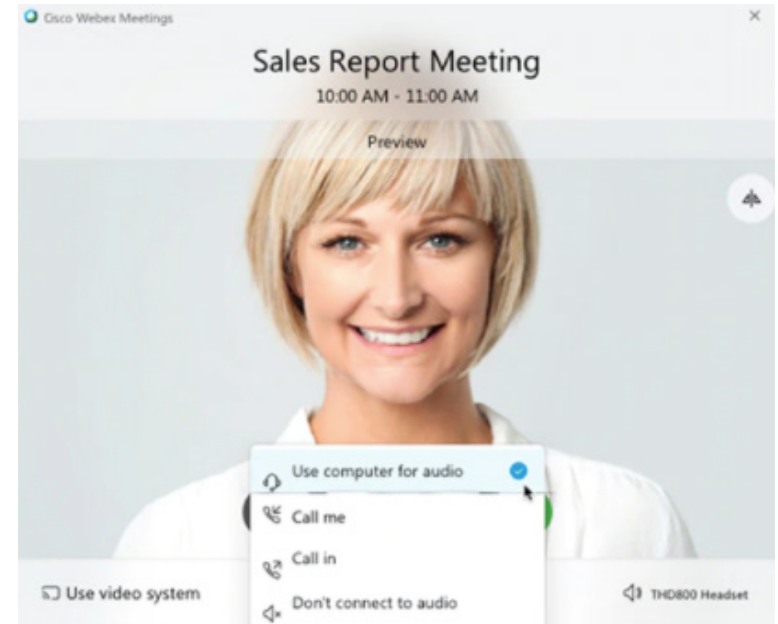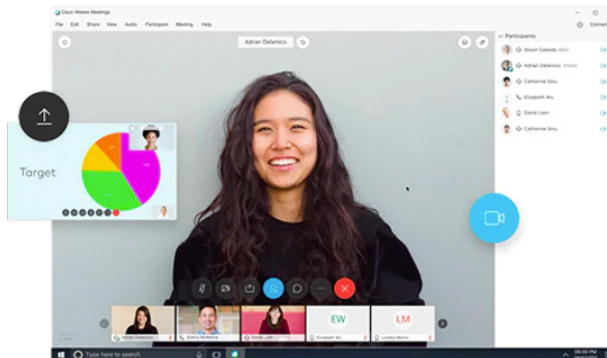
Watch how-to video

Host a meeting

If you schedule a meeting or are an assigned host, you have access to moderate and manage the meeting. Here are some tips for you:

- Record meetings to share with people that couldn't attend.
- Mute other participants when there is unwanted noise.
- Start your meeting a few minutes early, especially if you have inivited clients or other external parties. This will give you time to join and prepare for your meeting. It also allows for conversation at the start of the call before jumping into business.

Share your screen

From within the meeting, click the **Share Content** icon and select "share your screen" or a specific application.

Watch how-to video

Learn More

- Join a test meeting

- Join a Webex Meeting from iOS

- Join a Webex Meeting from Android

- Check out more how-to videos

- Join a live or pre-recorded online class

- Read Top 10 tips for great online meetings

- Watch video tutorials

Need additional help? Visit help.webex.com

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