

## Getting Started

- Refer to the official [WebEx Quick Start Guide](#), which provides an overview and instructions for basic use of WebEx features.
- [Download the WebEx app](#) on your computer, phone, or tablet.

## How to Join a WebEx Meeting

### ***Like Zoom, WebEx meetings can be joined in two ways:***

- Using the meeting "Join" button, *or*
- Entering the Meeting Number (Join Code) in the app or over the phone

### **Using the "Join" button:**

1. Open the meeting invite provided to you (i.e. calendar invitation or email).
2. Click the green "Join" button.
3. The link will open in your web browser, then will redirect to open in the WebEx app.  
*NOTE: If you have not installed the WebEx app, it will automatically be downloaded for you. Simply open the downloaded file to complete the app install and join the meeting.*
4. Then follow the prompts to join into the meeting (WebEx may ask for your email, name, camera and microphone selection).

### **Entering the Meeting Number (Join Code):**

1. Open the WebEx app on your computer, phone, or tablet.
2. In the Join a Meeting section, enter the Meeting Number (Join Code) that was provided to you.  
*NOTE: The Meeting Number (Join Code) is required when joining over the phone. After calling the provided WebEx phone number, you are prompted for the code followed by pound (#).*

For additional information on how to join a WebEx meeting, please follow the [official walkthrough](#).

## Tips and Recommendations

- We highly recommend that individuals join the official [WebEx Test Meeting](#) prior to any actual meetings to confirm their audio/video equipment and network connection operates as expected.
- Ensure that your computer, phone, or tablet you plan to join from is updated.
- Close out of any unnecessary background applications.
- Ensure that your network connection is stable by plugging in a network cable or moving closer to a wireless router.
- If joining from a laptop or mobile device, make sure the battery is charged.

## Need More Help?

If you have any further questions or would like to reference detailed WebEx walkthroughs, please refer to the official [WebEx Help site](#).

# Getting started with **Webex Meetings**.

Download the Cisco Webex desktop and mobile apps from <https://www.webex.com/downloads.html>.

## Schedule your meeting

**Recommended:** 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.

---

## Starting and joining meetings

**Recommended:** From the desktop app

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

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. Alternatively, tap **Join Meeting** and enter the meeting number, URL, or username.

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



**Cisco** Webex

# Getting started with **Webex Meetings**.

## Starting and joining meetings

From a web browser

1. Open the meeting invitation and click the **Join from your browser** link.
2. Authorize the use of your microphone and webcam.
3. Click **Start Meeting**.

## Share your screen

From within the meeting click  the icon and select “**share your screen**” or a specific **application**.

## 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 cancelling 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)

[Download Webex today.](#)

**Cisco** Webex