The **New** **Cisco** Webex **Meetings**

Quick Start Guide

Meet with anyone, anytime, anywhere in a new simplified Webex experience!

HD Video Meetings
Breakout Sessions
Global Calling
Advanced Lobby
Content Sharing

Webex **Meetings**

Co-Host
Computer or Mobile
Virtual Backgrounds
High Security Focus
Outlook Integration
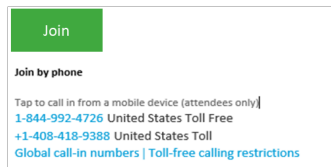
And so much more...

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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!

Join

Join by phone

Tap to call in from a mobile device (attendees only)
1-844-992-4726 United States Toll Free
+1-408-418-9388 United States Toll
Global call-in numbers | Toll-free calling restrictions

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.
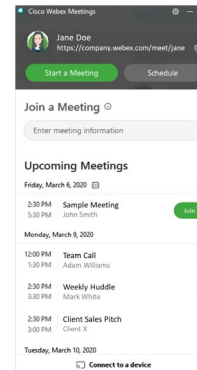
3 Mobile App

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!
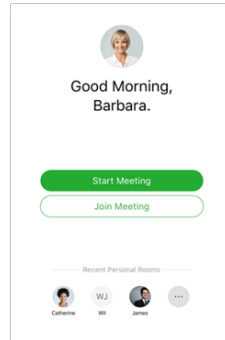

Click here for additional information on the new Webex experience!

SCHEDULE

Simple as always!

Schedule from your Webex Desktop App (linking you right to Outlook) or directly from Outlook if you'd prefer.

A 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.
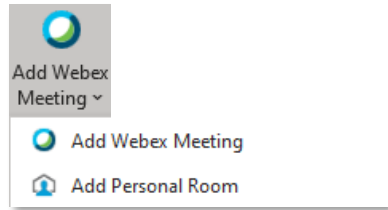
Personal Room vs Webex Meeting.

Webex Personal Room
Your personal meeting room is like your virtual office, the door is always open for collaboration with your colleagues at 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. A shortcut when scheduling in your personal room is to simply type @webex in the location field of the invite.

Webex Meeting
Think of a Webex Meeting as your more 'official' meeting space. This type of meeting offers more security with a different meeting link and Host ID each time. It also gives you the ability to have others schedule meetings on your behalf, allow attendees to join before the meeting starts and even the option to require attendees to register.

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.

Copy Your Personal Room Link to Share

Open Your Personal Room

Access another personal room
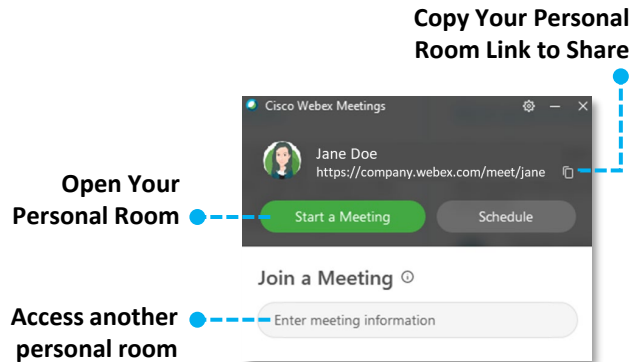
Video Stats

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

- Face your light source
- Mute yourself when not speaking
- Be aware of your background
- Look at the camera when talking
- Try to avoid food
- Have fun!

MOBILE

Connect on the go – download the App!

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

A Download the 'Cisco Webex Meetings' app on your phone from the App Store.

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 it in the url option.

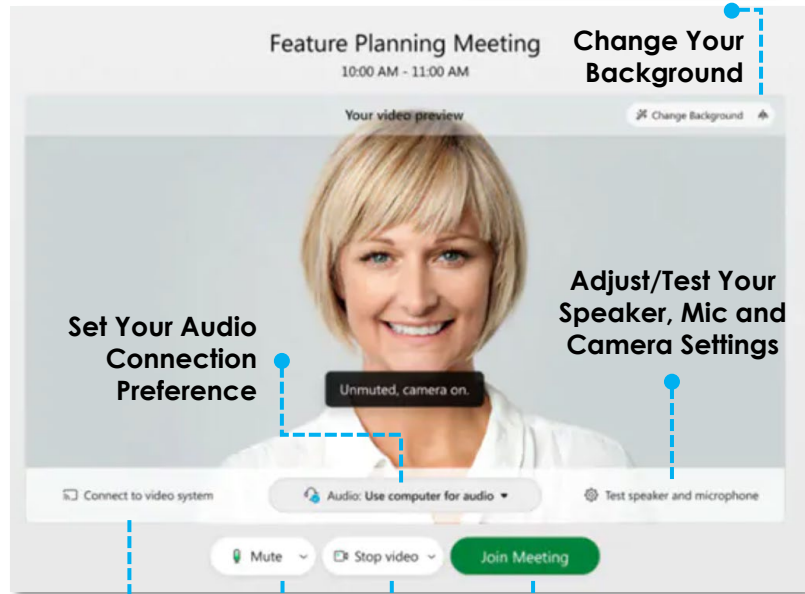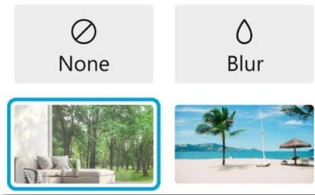**E** Sign in with your work email and standard network password.
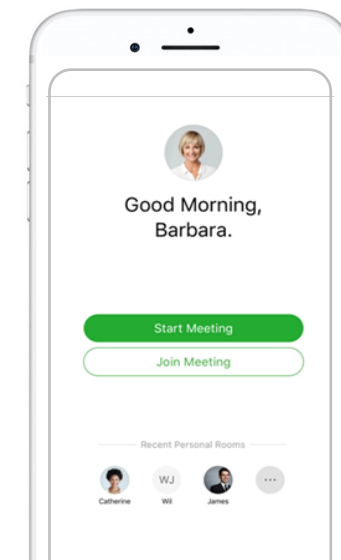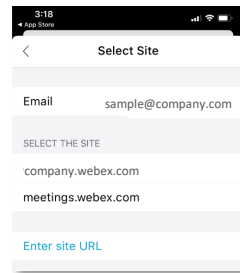
Download the Webex Meetings Mobile App Now!

Get ready to enter your meeting.

Webex Meetings has a preview space with additional options that allow you to have more control over your audio and video settings. Use the preview space to fine tune lighting and background settings, test your audio, etc. before entering a meeting space.

None

Blur

Change Your Background

Feature Planning Meeting
10:00 AM - 11:00 AM

Your video preview

⌘ Change Background

Adjust/Test Your Speaker, Mic and Camera Settings

Set Your Audio Connection Preference

Unmuted, camera on.

Connect to video system   Audio: Use computer for audio ▾   Test speaker and microphone

Mute ▾   Stop video ▾   Join Meeting

Connect through a video conference system or smart TV

Turn your camera on!

Once all your preferences are set – Join your Meeting!
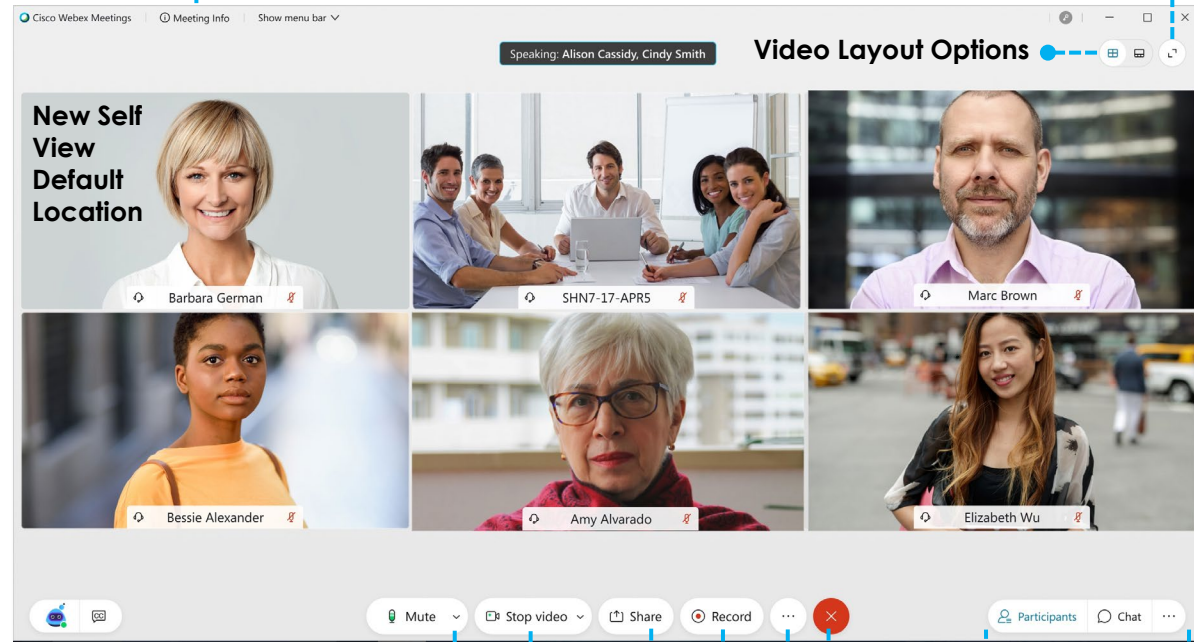
Mute or Unmute Audio Manage Audio Input/Output

All the options to run an amazing meeting.

Meeting controls are easy to find and always available at the bottom of your screen. Panel controls like Participants and Chat are consolidated and moved to the right, so they align with the panel section of your screen ready to open when selected.

Meeting Info

Floating Panel View

Cisco Webex Meetings   ⓘ Meeting Info   Show menu bar ⌄

Speaking: Alison Cassidy, Cindy Smith

Video Layout Options

New Self View Default Location

Barbara German

SHN7-17-APR5

Marc Brown

Bessie Alexander

Amy Alvarado

Elizabeth Wu

Mute ▾   Stop video ▾   Share   Record   ···   ✕   Participants   Chat ···

Mute or Unmute Audio Settings
Watch the microphone to see when you're speaking

Hold the space bar to temporarily mute/unmute

Camera On/Off Video Settings

Record

End Meeting

Share Your Screen/Content

Panels:
• Participants
• Chat
• Polling
• Notes

Other:
• Switch Audio
• Connect to Video System
• Lock Meeting
• Invite & Remind
• Copy Meeting Link

PARTICIPANT PANEL

Managing participants is a breeze.

In order to run an effective meeting, it's vital that the host be able to manage participants effectively.

Sort Participants

Connected Through Video Conference System

Active Audio

Audio Connected Through Computer

Camera On

Audio Connected Through Phone

Muted Audio

Unmuted Audio

Connected Through Mobile App

Mute All Participants

Unmute All Participants

CO-HOSTS

Assigning a Co-Host.

You can now assign a co-host to help you manage your Webex meetings and breakout sessions. Co-hosts can mute attendees, invite and remind participants, lock the room, manage the meeting lobby and more!

A   Open your Participants panel.

B   Right click the name of the person you'd like to assign co-host permissions.

C   Select 'Change Role To'.

D   Select 'Cohost'.

Set up your breakout sessions.

Breakout sessions allow you to place your meeting participants into smaller groups to collaborate and share ideas. They are easy to create and manage. You can even have participants assigned automatically. Inside of the breakout session is like being in a smaller meeting, complete with audio and video where participants can collaborate, share content, or even ask the host for help from the main session. The host can step in and out of each breakout room as needed and then bring everyone back into the main session at any time or after a scheduled time limit.
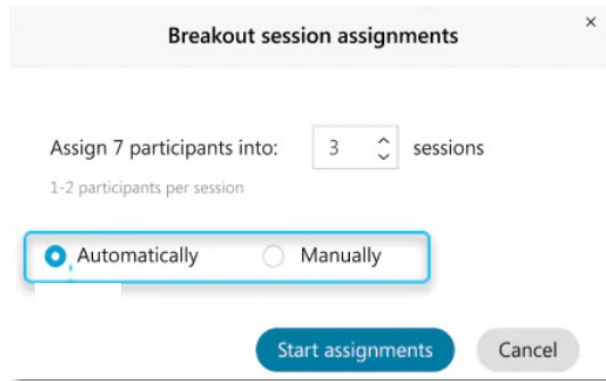
A From the top menu bar, click **Breakout** and select **Enable Breakout Session**.
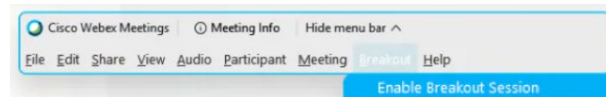
B Choose the **number of sessions** and whether to assign participants **automatically** or **manually**.
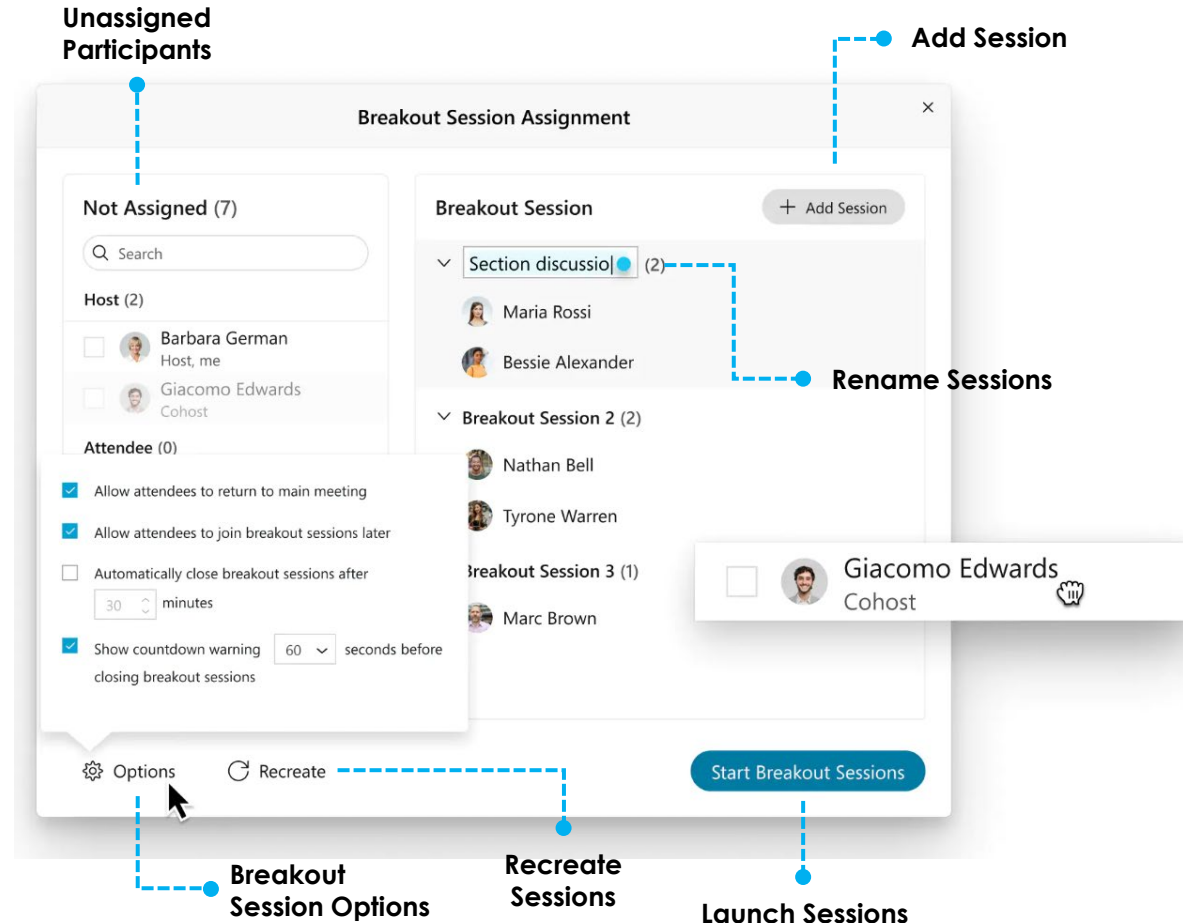
C Add additional sessions by clicking the **+ Add Session** button.

D Move and swap people between sessions by dragging and dropping them where you'd like them to be.

E Set breakout session options, such as a time limit and/or a countdown warning before the sessions end.


Unassigned Participants

Add Session

Rename Sessions

Breakout Session Options

Recreate Sessions

Launch Sessions

## Communicate with your breakout sessions.

If your participants need help inside breakout rooms, you can join the rooms individually to answer questions or clarify instructions. You can also send a message to let breakout session participants know about important updates.

A From the Participants panel, click the **Breakout sessions** tab to view each session and who is assigned to them.
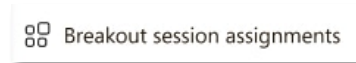
**B** To join a session, simply click the blue **Join** link to the right of the Session Name.
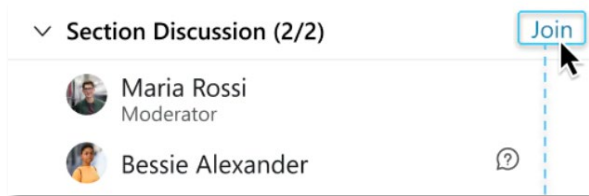
C If during a breakout session an attendee needs help, they can send you a notification asking for assistance. Just click the **Join session** button and you're in.
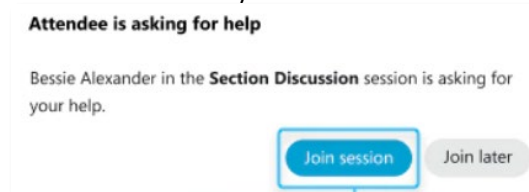
D To adjust who is assigned to each group, click the **Breakout session assignment** link on the bottom left of the panel.
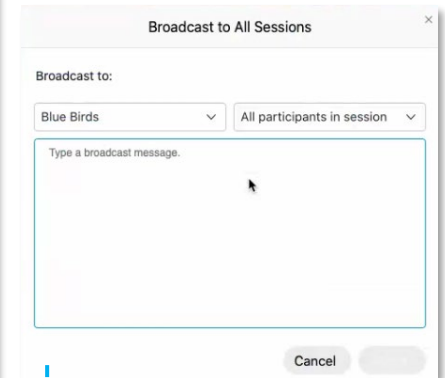

E Need to send a broadcast message to let breakout session participants (all or select set) know about important updates? Just click the **Broadcast** link at the bottom right of the panel.
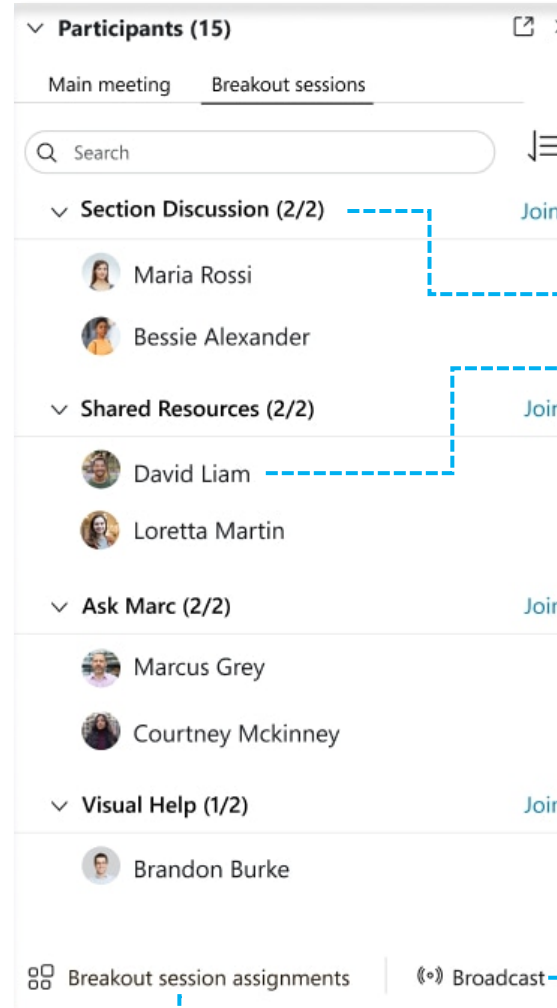
- Join a Breakout Session
- Session Title
- Session Attendee
- Send A Message to Active Sessions
- Review Session Assignments

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