How to join a meeting:

01

When it's time, join your Webex meeting here.

Meeting number (access code): 125 506 579
Meeting password: wucmEHAc

Join meeting

Join by phone
Tap to call in from a mobile device (attendees only)
1-650-276-7305 US Toll

Join a meeting from your calendar by clicking the **Join meeting** icon.
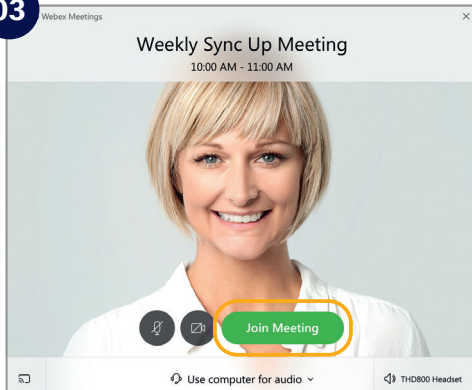
02

⌒ Use computer for audio ✓

☏ Call me

↗ Call in

◁× Don't connect to audio

Choose how you want to connect to audio.

03

Webex Meetings   ×

Weekly Sync Up Meeting
10:00 AM - 11:00 AM

Join Meeting

⛶   ⏷ Use computer for audio ⌄   ◁》 THD800 Headset

Click on **Join Meeting**.

Check list:

Do the following to make your Webex Meetings experience even better.

☐ Choose suitable surroundings e.g. lighting.

☐ Turn your webcam on.

☐ Adjust webcam position.

☐ Connect to audio.

☐ Background noise? Go on "mute".

☐ Share your screen.

☐ No content to share? Make video full screen.

☐ Someone can't join? Record the meeting and send the link.

Need to host your own Webex Meetings?

To get an account please [customer to add process for requesting a Webex account]. See inside to get started.

Hey sales!

Make your minutes matter with Webex Meetings

Cisco Webex
Meetings

Travel less. Save time.

Plane tickets, hotels, expense reports – it all takes time. To be more productive, you need to have meaningful conversations from anywhere and travel only for those high impact moments.

Webex Meetings reduces time on the road so you can focus on what matters.

Sealing deals is all about building relationships.

You want to impress customers and earn their trust, even when you can't be in the same room. You're hungry for high-quality, no-hassle virtual meetings.

With Webex Meetings, easy-to-use video and screen sharing helps you nurture relationships and make every meeting count.
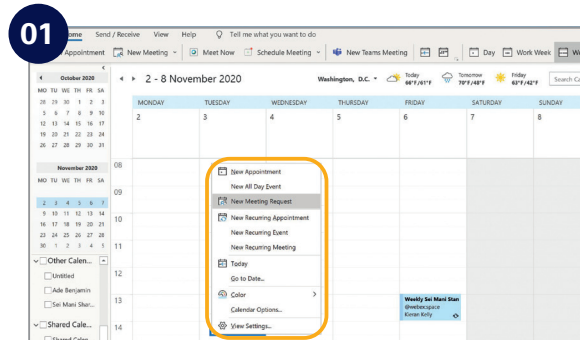
Increase productivity.

Speed up quarter and year end activities and dial down the pressure.

With Webex Meetings you can:

· Join customers wherever they are with a single click.

· Strengthen relationships with HD video and cut down on travel.

· Enjoy a great experience from your desk, home or on mobile at the airport lounge.
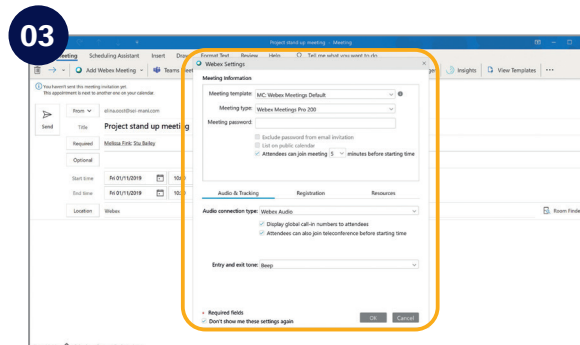
How to schedule a meeting:

In your email calendar create a new meeting request.
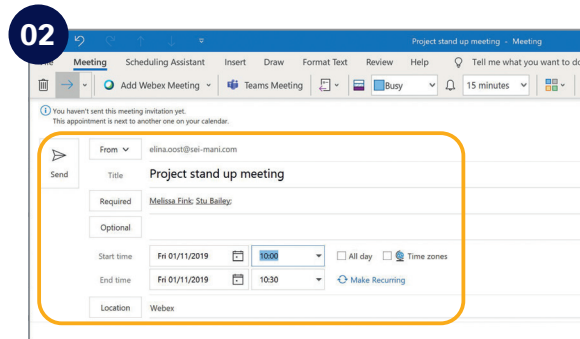
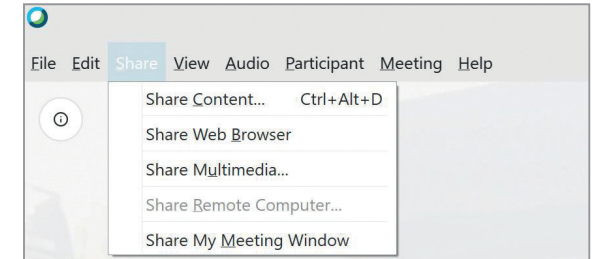Fill in email addresses, subject, location, date and time.

Click "Add Webex Meeting", click the **OK** button and click send.
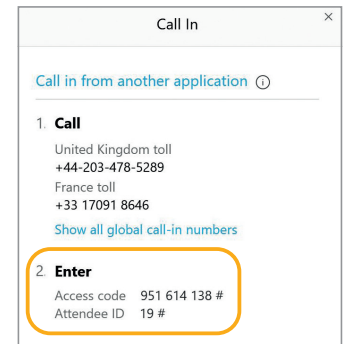
Top tips

Show something:

It's easy to share your screen, application or a file in a meeting.

If joining the audio using 'Call in' remember:

If you forget to enter your attendee ID other people on the call aren't able to see who you are.

Don't forget, you can set up a recurring Webex meeting!