


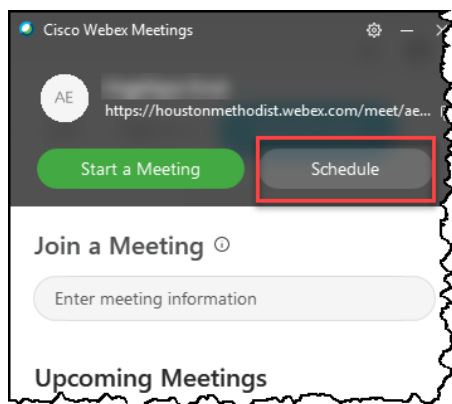
WebEx Tips

Set up WebEx to use remotely on your personal device.

- From Apps Center, Outlook doesn't have the **Add WebEx Meeting** button.
- Go to [WebEx.com](https://www.webex.com) and download the app on your personal computer (for smartphones, download the app).
- From now on, to use WebEx, click the **Start** menu (left corner of your screen),  then scroll to **Cisco Web Meetings** and click it.

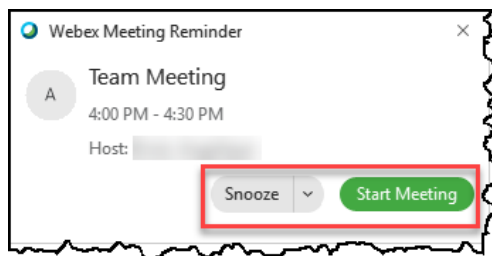
Schedule a WebEx meeting.

- Click the **Start** menu.
- Scroll to **Cisco Web Meetings** and click it.
- From the pop-up, click **Schedule**.



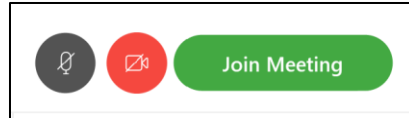
WebEx meeting reminders

- WebEx reminds you when your meeting time is approaching.
- From the pop-up reminder window, you can click **Snooze** or **Start Meeting** (when it's time).



Attend a WebEx meeting

- Click the **Start** menu.
- Scroll to **Cisco Web Meetings** and click it.
- From the pop-up, click **Join Meeting**, then click **Join Meeting** again.



- If you've set up your personal smartphone number, WebEx will automatically call you.
- Reminder: Keep your phone on mute, unless you're speaking. This blocks out background noise.

Set up your personal phone for WebEx audio

- The first time you join a WebEx meeting, set up your phone. Afterward, it defaults to your phone number.

