Join a Meeting from the Search Bar
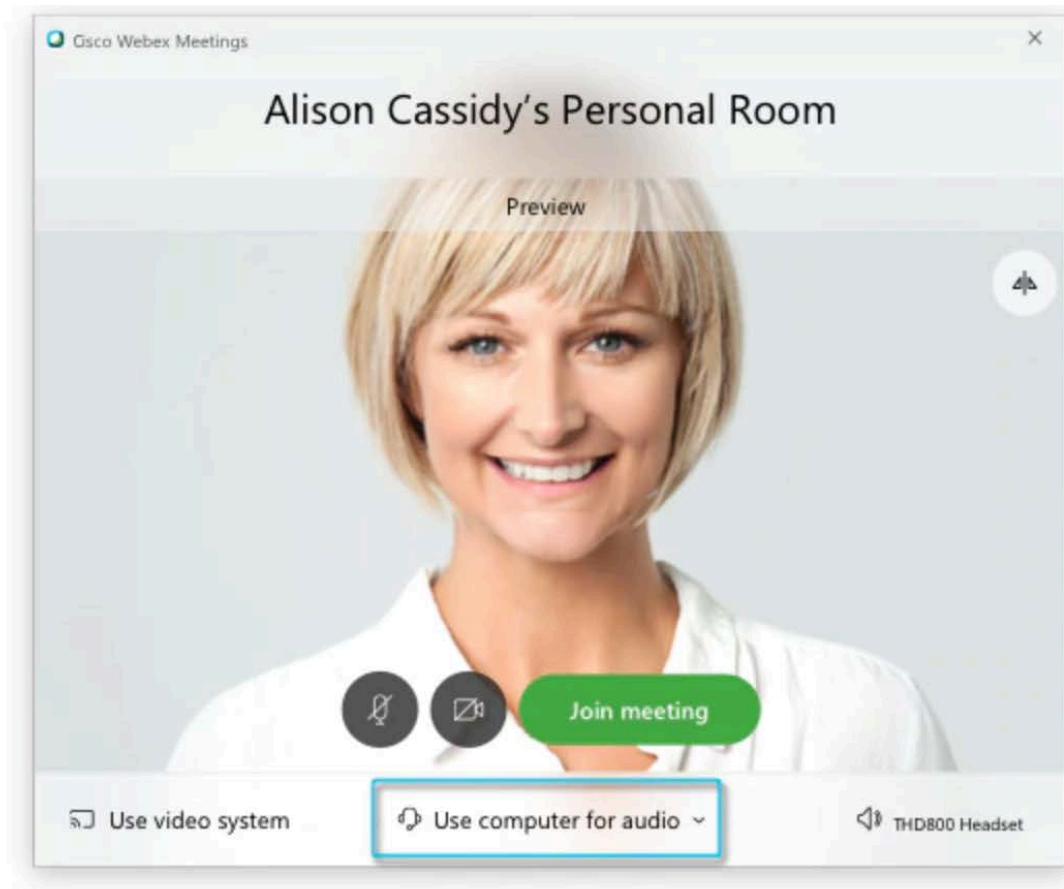
1 Open the Cisco Webex Meeting desktop app.
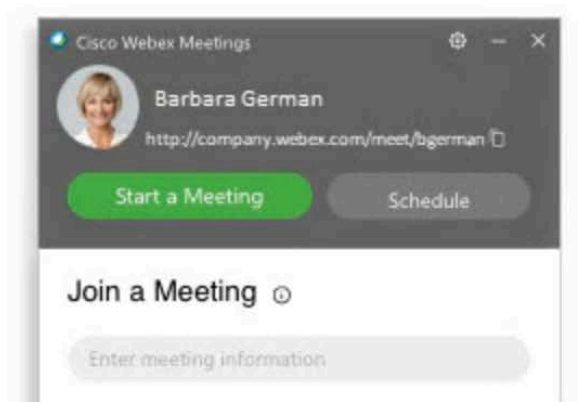
2 Enter a Personal Room ID, meeting number, or meeting link and click **Enter** to join the meeting.

3 Enter the meeting password, if necessary, and click **Join** [Join].

When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.

4 Change your audio and video settings before joining your meeting, unless you've saved them before.

5 Click **Join meeting** [Join meeting].

Sign-in @ gvmed.webex.com or @ WebEx Meet on your device. More info https://help.webex.com

Join from the Upcoming Meeting List

1 Open the Cisco Webex Meeting desktop app and click Join [Join].

Upcoming Meetings

Friday, July 24 ∨

| 10:00 AM 11:00 AM | **Sales Report Meeting** Barbara German | [Join] |
| 10:00 PM 02:00 AM | **Feature Planning** Jacob Greene | ⊘ ↻ |

Monday, July 27

| 10:30 AM 11:00 AM | Webex Visual Exploration Review Meeting Lula Santiago | |
| 13:00 PM 14:00 PM | Weekly Sync Up Meeting Olga Vaughn | ⊘ |

When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.

Sign-in @ gvmed.webex.com or @ WebEx Meet on your device. More info https://help.webex.com

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Schedule a Meeting

You can schedule a Webex meeting using either the Advanced Scheduler or the Quick Scheduler. Use the Advanced Scheduler when you need to set specific meeting options, such as registration. Use the Quick Scheduler when you only need basic scheduling options or want to meet on short notice.

Sign in to your Webex site and select **Webex Meetings**. On the left navigation bar, go to **Host a Meeting** > **Schedule a Meeting**. Fill in the necessary meeting information.

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to Advanced Scheduler

• Meeting topic:	
• Password:	JdGjm786
Date:	05/02/2017
Time:	10 55 ● am ○ pm San Francisco Time
Duration:	1 hr 0 min
Attendees:	\<Separate email addresses with a comma or semicolon\> Use address book
	☐ Send a copy of the invitation email to me
Audio conference:	Use VoIP only Change audio conference
	Save as template
	Schedule Meeting Cancel

Start a Meeting

At the scheduled meeting time, sign in to your Webex site. From the home page, in the Upcoming Meetings tile, locate your meeting. Select **Start**.

If you don't see your meeting in the tile, you can select **View all meetings** to see more scheduled meetings.

Record a Meeting

Your meetings are important. If your whole team can't be there, or if you want to remember what was said, record your meeting to share later. The recording includes the audio, video, and presentation.

While in your event, select **Recorder** and **Record** to record right away. You and your participants see a red icon at the top right of your window when recording is in process.

When the meeting ends, you can find your recording on the My Recorded Meetings page of your Webex site in Modern View.
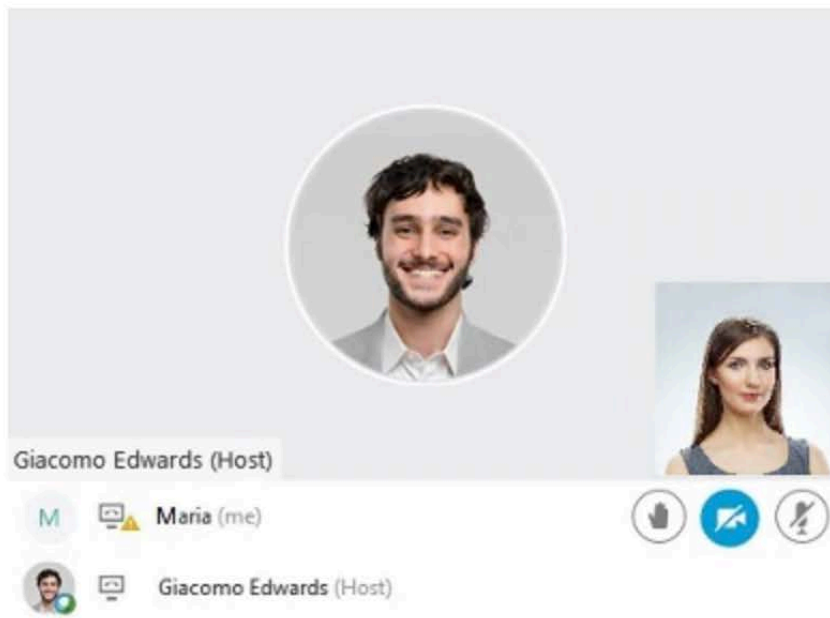
Start Your Video

When you join a meeting, your video is off by default. If you'd like others to see you, select **Start my video** (▪◄) to start your webcam. The button turns blue when your video is on.

💡 If you don't want people to hear you, select **Mute** (🎙).

Giacomo Edwards (Host)

M 🖥️⚠️ Maria (me)

👤 🖥️ Giacomo Edwards (Host)

Change your mind and don't want to be on video? Select **Stop my video** (📹). The button turns gray when your video is off.

Connect to Audio

To connect to the audio during a Webex meeting, you can use your phone, computer, or a video device.

Select **Connect to audio using computer** [icon] or under the button select **More Options**, and choose a different audio connection.

Connect Audio

When you join a meeting, the Audio and Video Connection dialog box appears. If you don't choose an audio connection at the start of your meeting, you can select **Connect audio and video** [icon] to go back to the Audio and Video Connection dialog box.

To connect your audio during a Webex meeting, you can use your phone, computer, or a video device.

During a meeting, you can stop or start your audio connection at any time. From the meeting control panel, you can select

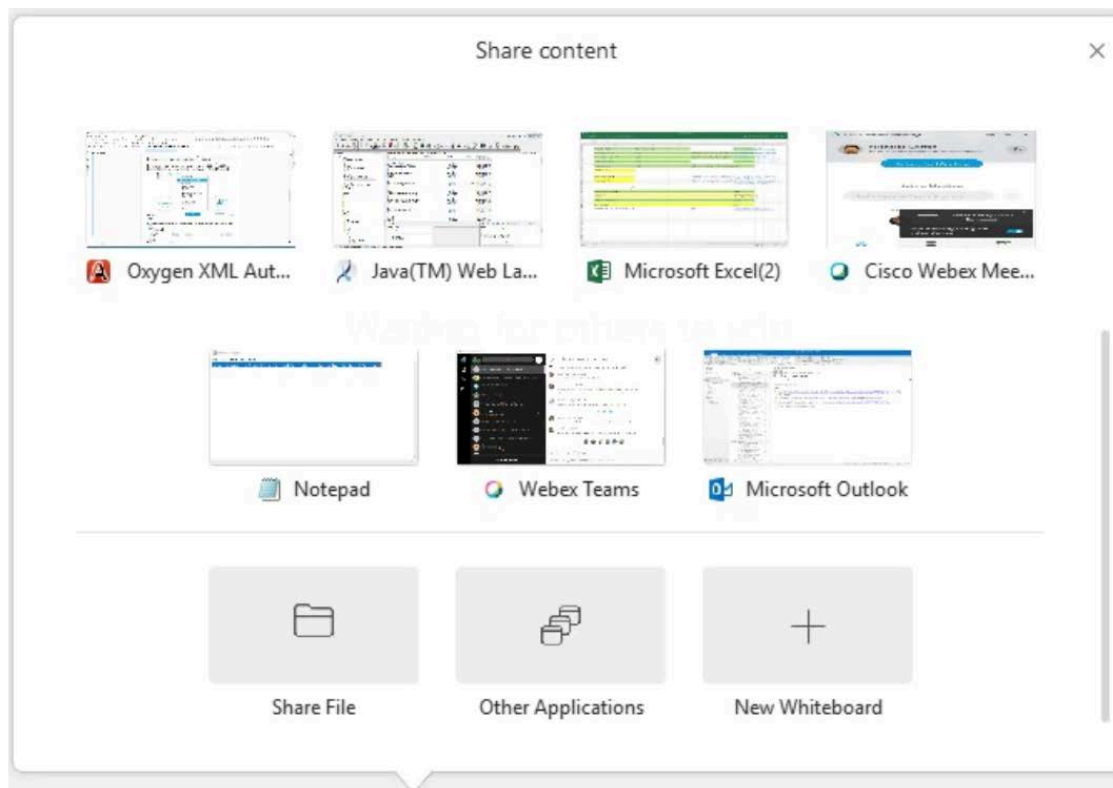**Mute** [icon] and **Unmute** [icon] to turn your audio on or off.

Share Content

To share content during a meeting, from the meeting control panel, select **Share content** .

💡 Go to the **Share** menu for more sharing options.

OVERVIEW

Change your **Video Layout** to control where you view video participants and panels on your screen.

Choose **Floating Panel View** to position any panel where you want it – even on a second monitor.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.

Access the **Meeting Info** to get details about the meeting.

High-Quality Video-Supported Cameras

Most PC-compatible cameras should work with Webex.

- Cisco Precision HD
- Cisco VT Camera II
- Cisco VT Camera III
- Logitech HD Pro Webcam C910
- Logitech HD Webcam C920
- Logitech QuickCam C905
- Logitech QuickCam Orbit AF
- Logitech QuickCam Pro 9000
- Logitech QuickCam S7500
- Microsoft LifeCam Cinema
- Microsoft LifeCam HD
- Microsoft LifeCam NX-6000
- Microsoft LifeCam VX-1000
- Microsoft LifeCam VX-3000
- Microsoft LifeCam VX-6000

High-Definition Video-Supported Cameras

The following cameras were tested for high-definition video:

- Logitech HD Webcam C310
- Logitech HD Webcam C500
- Logitech HD Webcam C510
- Logitech HD Webcam C905/B905
- Logitech HD Pro Webcam C910/B910
- Logitech HD Webcam C920
- Microsoft LifeCam HD-5000/HD-5001
- Microsoft LifeCam HD-6000
- Microsoft LifeCam Cinema
- Microsoft LifeCam Studio
- Cisco Precision HD
- Cisco VT Camera III
- Apple iSight HD

Sign-in @ gvmed.webex.com or @ WebEx Meet on your device. More info https://help.webex.com