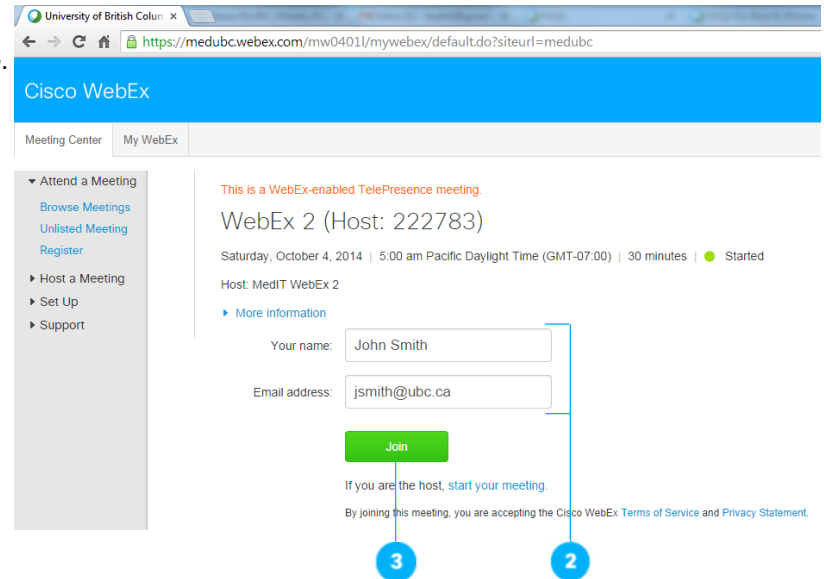


Getting Started Guide: Cisco WebEx Meetings

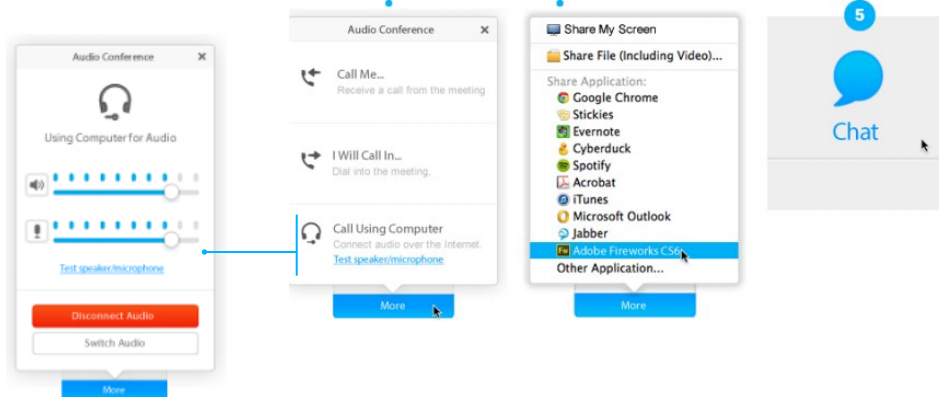
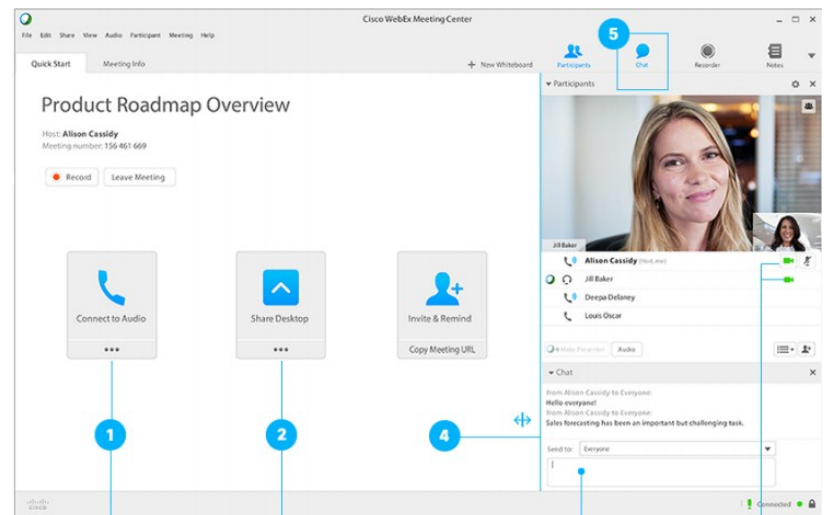
Join a WebEx Meeting

1. Click the meeting link in your invitation email message.
2. Enter **your name** and **email address**.
3. Click the **Join** button to enter the meeting.



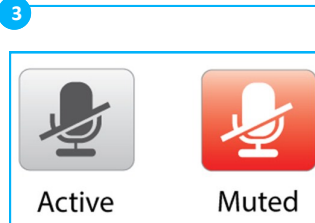
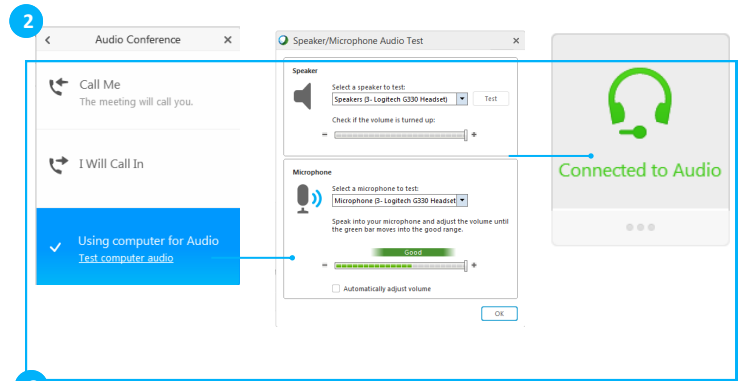
Meeting Essentials

1. **Audio conference:** Connect using your computer's audio system (VoIP).
2. **Share my desktop:** Share files, applications, or videos. Present anything on your computer's desktop.
3. **Share video:** Click the camera icon to allow others to see you. View the presenter in full-screen by clicking the top right corner of the video.
4. **Adjust your view:** Grab the vertical bar in the middle of your meeting window to resize the panels the way you'd like.
5. **Chat:** Ask questions to the presenter and/or moderator of the session.



Audio Conference Tips

1. **Call Using Computer** option is free. You may accrue long distance charges when using the other conferencing options.
2. Use the **Test speaker/microphone** option to ensure you are using the correct devices on your computer. When properly connected you should notice a **headset icon** next to your name.
3. To **mute/un-mute** your microphone, select the microphone icon next to your name in the participant list.
4. You can always select the **Audio > Audio Conference...** menu option at the top of the window to change your audio options at any time.



Etiquette Guide

Keep the following guidelines in mind to improve your WebEx meeting:

- Sit within **camera view**.
- Use a **headset with microphone** for optimal audio quality.
- **Mute the microphone** when not in use.
- Use a **wired internet connection** when possible (wireless can be unreliable).
- Refrain from multitasking while in the meeting.
- Close email and any instant messaging applications if you are sharing your desktop.

Additional Resources

Meet from your mobile device: Join a meeting wherever you are with [WebEx mobile app](#) for iPhone, iPad, Android, and other smartphones.

Test your connection first: Test your browser by joining a meeting using Cisco's [Join Meeting Test](#) website.



Learn More and Support

You can find additional resources by visiting the Cisco WebEx User Guides section on the [WebEx site](#).