How to setup Webex meeting

Schedule a Meeting

Sign in to your Webex site and select **Schedule**. Fill in the necessary meeting information and select **Schedule**.

Schedule a Meeting

* Meeting topic	Quarterly Meeting
* Meeting password	JSNpCDym
Date and time	Thursday, May 31, 2018 3:10 pm Duration: 1 hour ∨ (UTC-08:00) Pacific Time (US & Canada)
	☐ Recurrence
Attendees	Separate email addresses with a comma or semicolon

Schedule

Start a Meeting

At the scheduled meeting time, sign in to your Webex site. From the home page,
under **Upcoming Meetings**, locate your meeting, and then select **Start**.

If you don't see your meeting, you can select **View all meetings** to see more scheduled meetings.
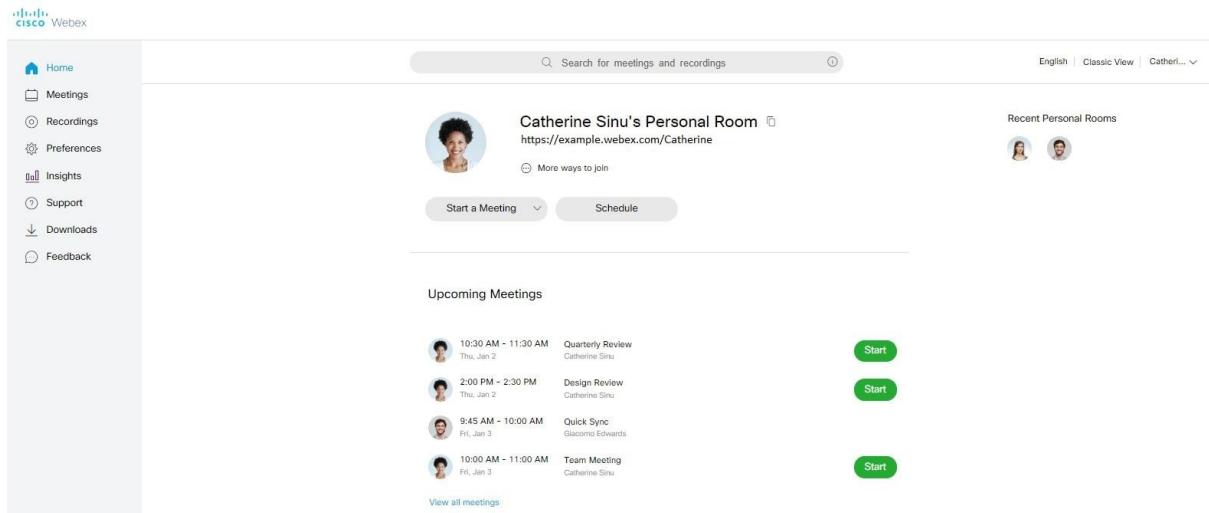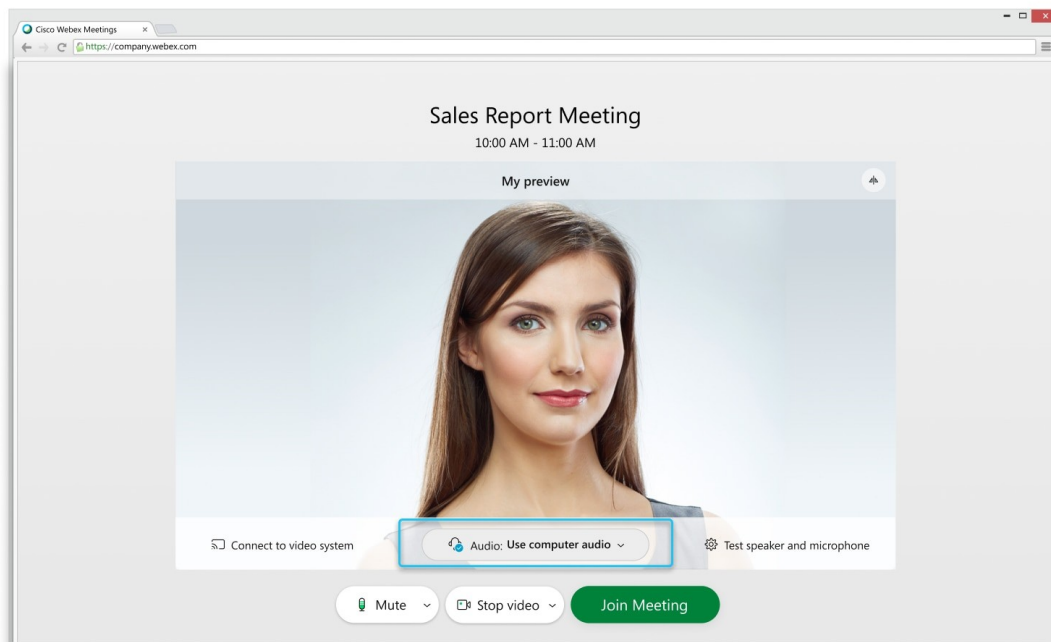
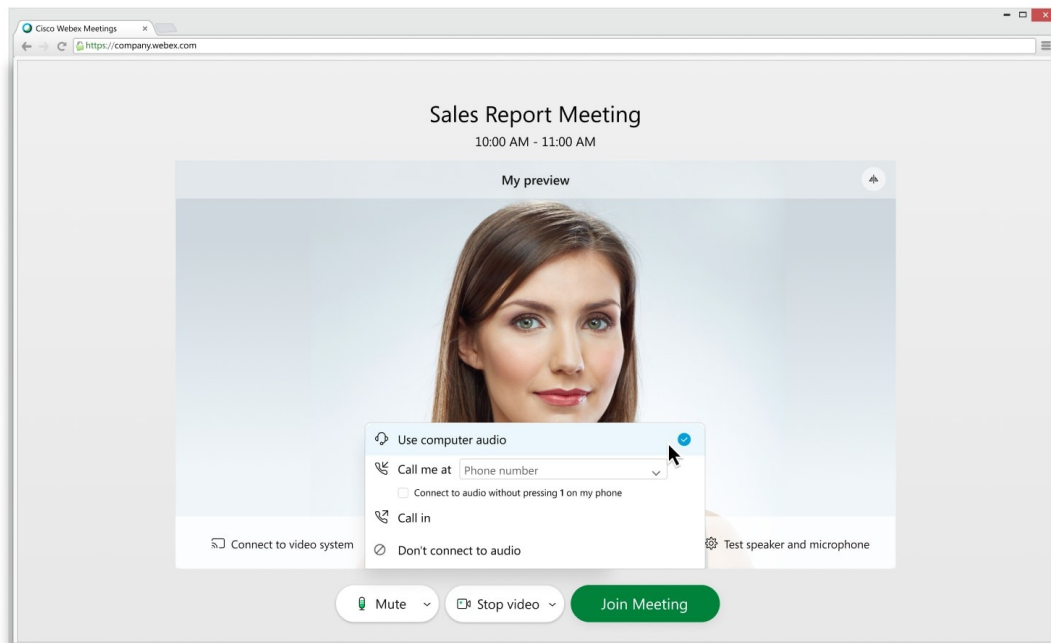You can also start a meeting in your Personal Room.

Connect Audio

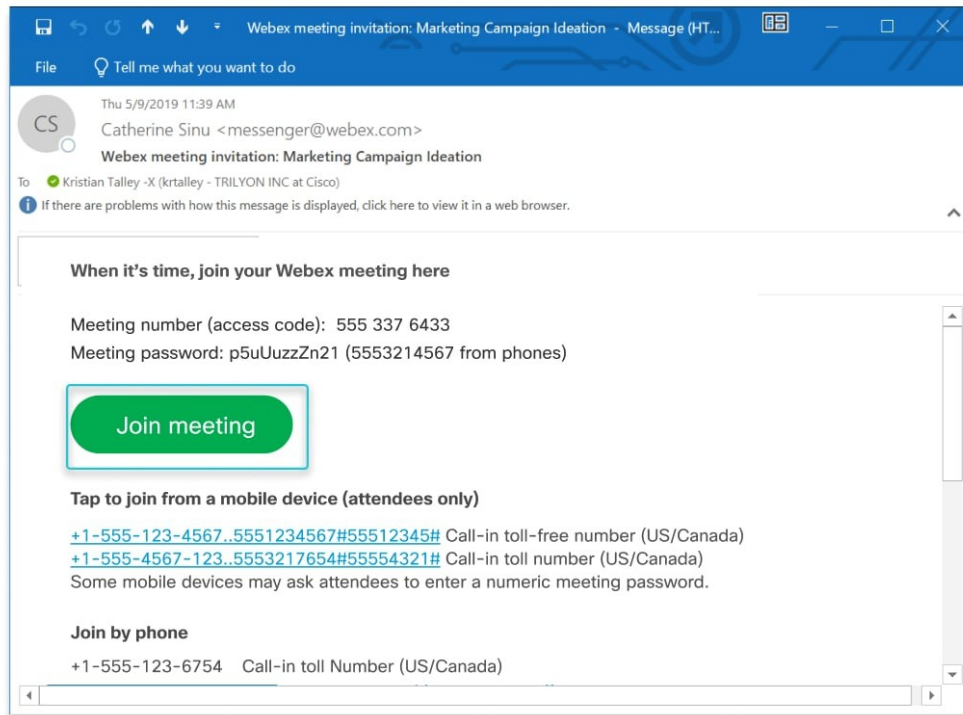Before you join or start a meeting you can choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Webex Meetings app.

2. Choose how you want to hear the audio in the meeting:

o **Use computer audio**—Use your computer with a headset or speakers. This is the default audio connection type.

  You can change your headset, speakers, and microphone.

o **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.

o **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.

o **Don't connect to audio**—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

  3. If you want to join the meeting with your audio muted, click **Mute**

You'll see when your microphone is muted. Click **Unmute** when you want to speak in the meeting.
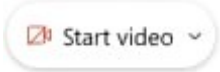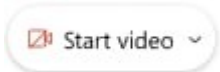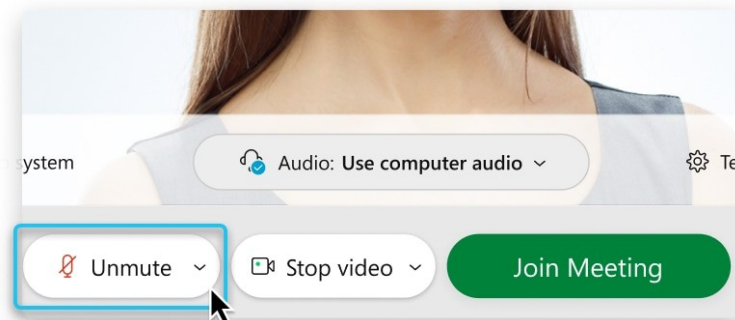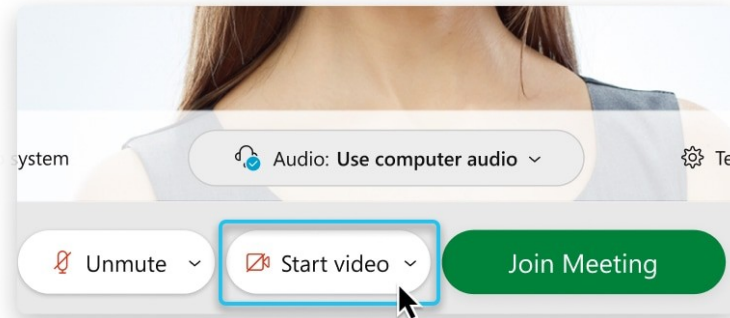

toStart Your Video

Before you join or start a meeting you can choose the settings you use for video in the meeting.

1. If you want to join the meeting with your video turned off, click **Stop video** .

You'll see when your video is turned off. Click **Start video** when you want to show your video.

2.   By default, your self-view video shows in mirror view. You can <u>turn off mirror view</u> if you want to see yourself in your self-view video the same way that other meeting participants see you.

   If you're happy with the audio and video settings that you chose for this meeting, you can <u>save them</u> for your next meeting.
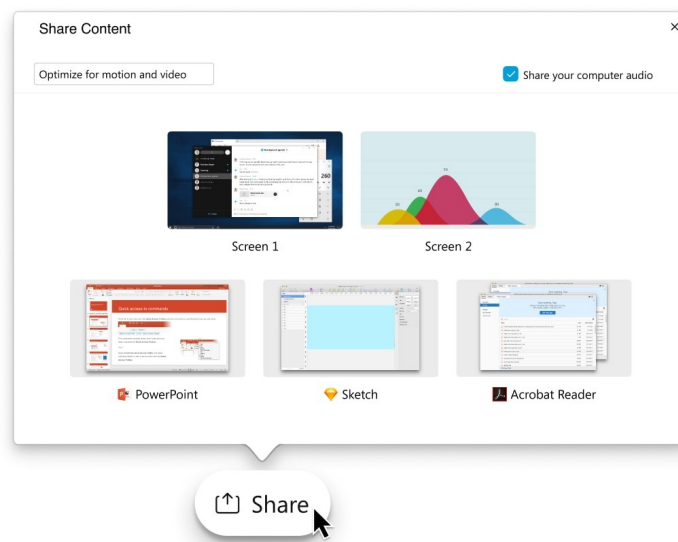
3.   If you want added privacy or to limit possible distractions from your video, you can <u>use a virtual background</u>. Click **Change background**, and then choose to blur or replace your background.

To join the meeting from a compatible video device, <u>connect to a device</u>.

Share Content

To share content during a meeting, from the meeting control panel, select **Share** .
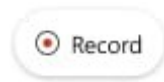
Go to the **Share** menu for more sharing options.

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 meeting, click **Record** , and then **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 **Recordings** > **My Recorded Meetings** page of your Webex site. If you recorded in the cloud, when the meeting ends, you receive an email with the recording link. Depending on file size and bandwidth, it can take up to 24 hours to receive your recording.