

## What is it?

WebEx is an online meeting and video conferencing program. You will use WebEx to demonstrate Amazon Business to customers or host other virtual meetings.

## How do I login to WebEx?

Before you can use Webex, you will need to request the program through [software.amazon.com](https://software.amazon.com). Once you have WebEx approved and installed, visit [amazon.webex.com](https://amazon.webex.com). This is the URL you will use to start, schedule, and attend meetings.

## How do I launch a meeting on the fly?

It is easy to quickly share your screen with a customer.

1. Visit [amazon.webex.com](https://amazon.webex.com) and login.
2. Click “**Meeting Center**” in the top menu bar.
3. On the next page, click the large “**Start Meeting**” button and WebEx will begin a meeting in your “room.”
4. Invite a customer to access this meeting by visiting [amazon.webex.com/meet/youralias](https://amazon.webex.com/meet/youralias)
5. A customer can enter your room after they type in their name and email address.

## How do I schedule a meeting?

If you know you will share your screen or you want to host an online meeting, you can schedule a WebEx meeting in advance. To schedule a WebEx meeting, log into [amazon.webex.com](https://amazon.webex.com).

1. Click “**Meeting Center**” in the top menu bar.
2. Click on “**Schedule a Meeting**” on the menu on the left, below the “**Host a Meeting**” heading.
3. Enter the Title of the meeting or the Meeting topic. You can leave the random password as is.
4. Set the date and time of your meeting. A best practice is to set the time zone to match the time zone of your meeting attendee.
5. In the Attendees box, add the email address of the person you are inviting. Invite your main contact at the business. You can instruct that contact to forward the invite to any others within their company who might want to attend the meeting.
6. Choose your Audio Option:
  - WebEx audio will provide a phone number for attendees to call.
  - To use Amazon Conference Bridge, select “**Other teleconference service**” and copy the bridge information into the audio section. Bridge information will be included in the invite.
7. Click “**Schedule Meeting**” to save the meeting and send the invites.
8. On the next page, click “**Add to my calendar**” and open the downloaded invite to have the meeting added to Outlook.

## How do I start my meeting?

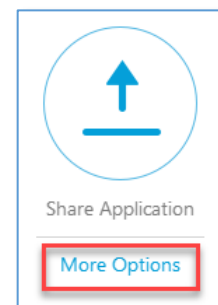
You can launch your meeting directly from the email/invite you sent out. You can also find a calendar of your WebEx meetings at [amazon.webex.com](https://amazon.webex.com) on the “**Meeting Center**” page.

## How do I share my screen during a meeting?

To share your screen, click “**More Options**” below the “Share Application” icon. Here you can choose to share a specific application or your entire desktop.

## How can I let a customer share their screen?

1. Right click on the customer’s name in the “Participants” panel on the right.
2. Hover over “**Change Role To**” and select “**Presenter**.”
3. The customer can now share their screen following the steps directly above.



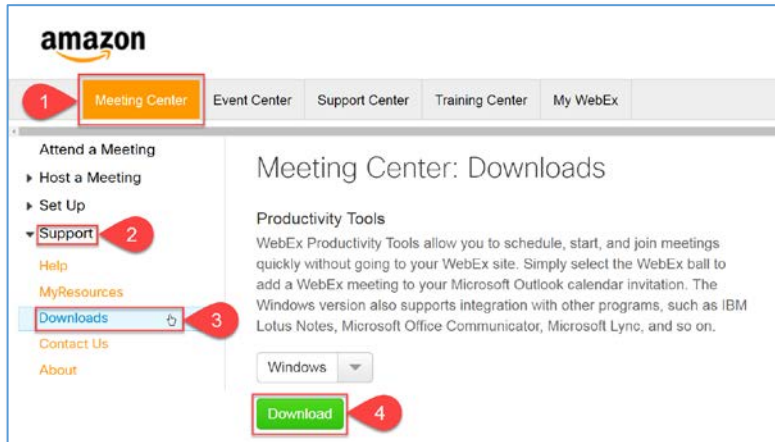
Visit the link for more info and videos: <https://tiny.amazon.com/12med0u6f>

## What is it?

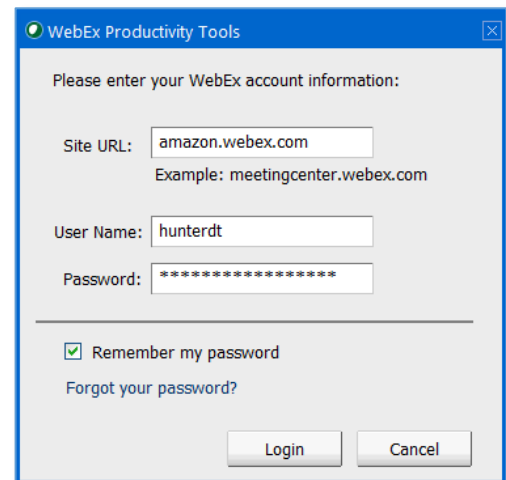
WebEx Productivity Tools allow you to schedule, start, and join meetings quickly without having to visit the WebEx website. You can easily add WebEx meetings to Outlook calendar invitations and launch a meeting from a single button in Outlook.

## How do I install it?

1. Go to <http://amazon.webex.com> and login to your WebEx account.
2. Click on “Meeting Center,” “Support,” and then “Downloads.”

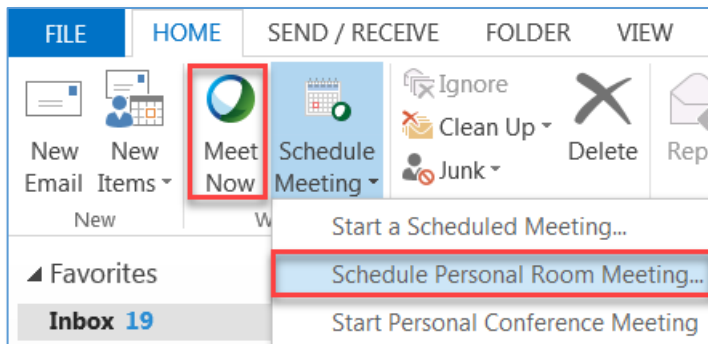


3. Under “Productivity Tools,” select your operating system and click “Download.”
4. Open the file (“ptools.msi”) that downloads and click “Run.”
5. Follow the installation wizard and accept the Terms and Conditions.
6. When installation has finished, a small window will pop up asking for your WebEx account information. Set your “Site URL” as “amazon.webex.com” and enter your WebEx user name and password. Click “Login.”
7. The Add-In is now installed. Close Outlook and reopen it to see the WebEx menu buttons.



## How do I launch a meeting on the fly?

Click the “Meet Now” button in the Home tab and WebEx will launch a session.



## How do I schedule a meeting?

Click the “Schedule Meeting” dropdown and select “Schedule Personal Room Meeting...” A new appointment window will open which automatically includes the WebEx meeting information.

Visit the link for more info and videos: <https://tiny.amazon.com/12med0u6f>