



# Webex Meetings

The essentials

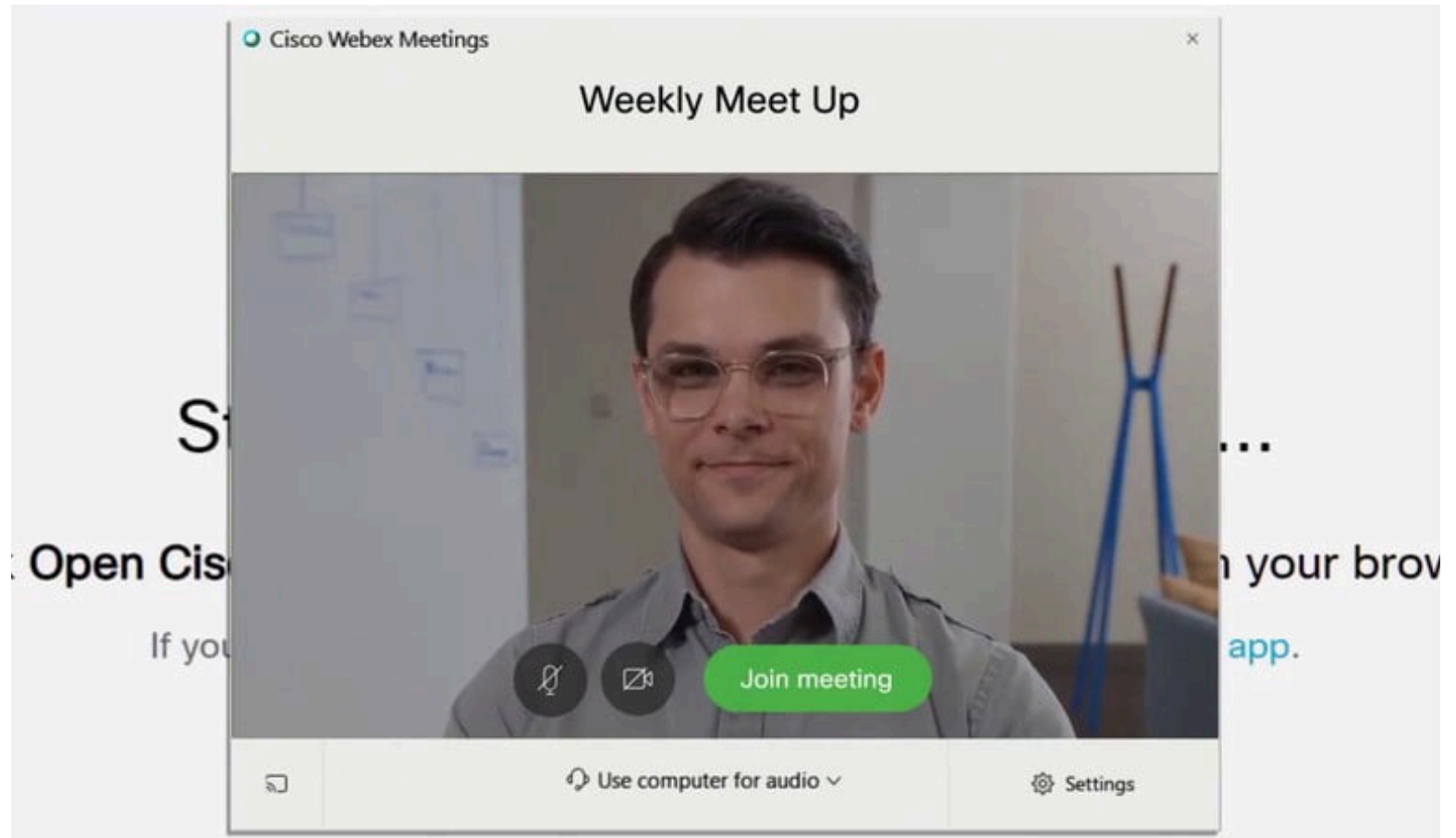


Your first meeting  
made easy

# Joining a meeting made easy

Joining a meeting with Webex has never been easier. Explore this section to find out the different ways that you can join Webex meetings.

To get started, hop in with this video.



# Join a meeting from the Webex desktop app

## Step 1

Open the Webex desktop app and click **Join** next to the meeting you want to attend.

To test your meeting environment first, [click here](#).

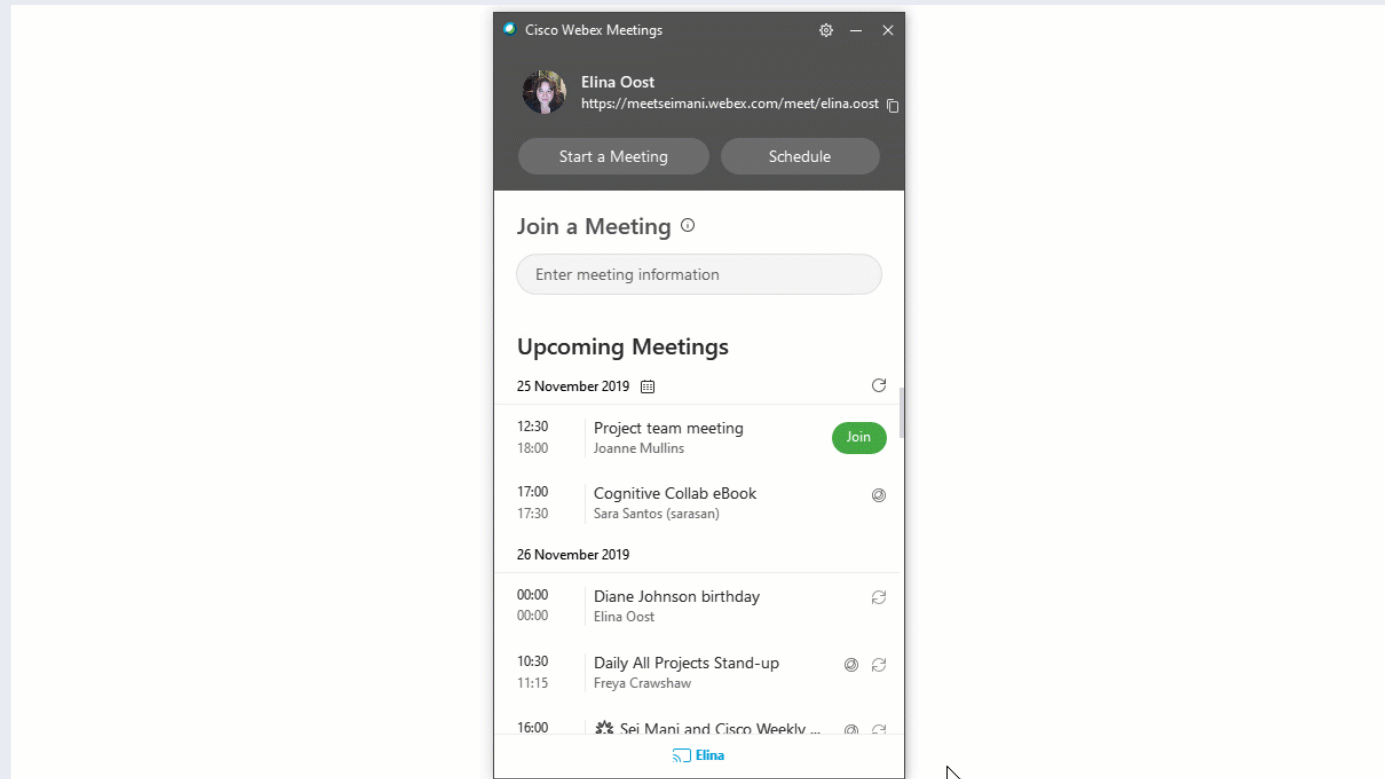
## Step 2

View your video preview before joining the meeting. Once ready, Click **Join meeting**.

### Tip:

Instead of joining the meeting using your computer for audio, you can connect using one of these methods:

- A phone: by selecting it under the Use computer for audio icon.
- A video device: by selecting it under Connect to device.



# Don't have the Webex desktop app yet?

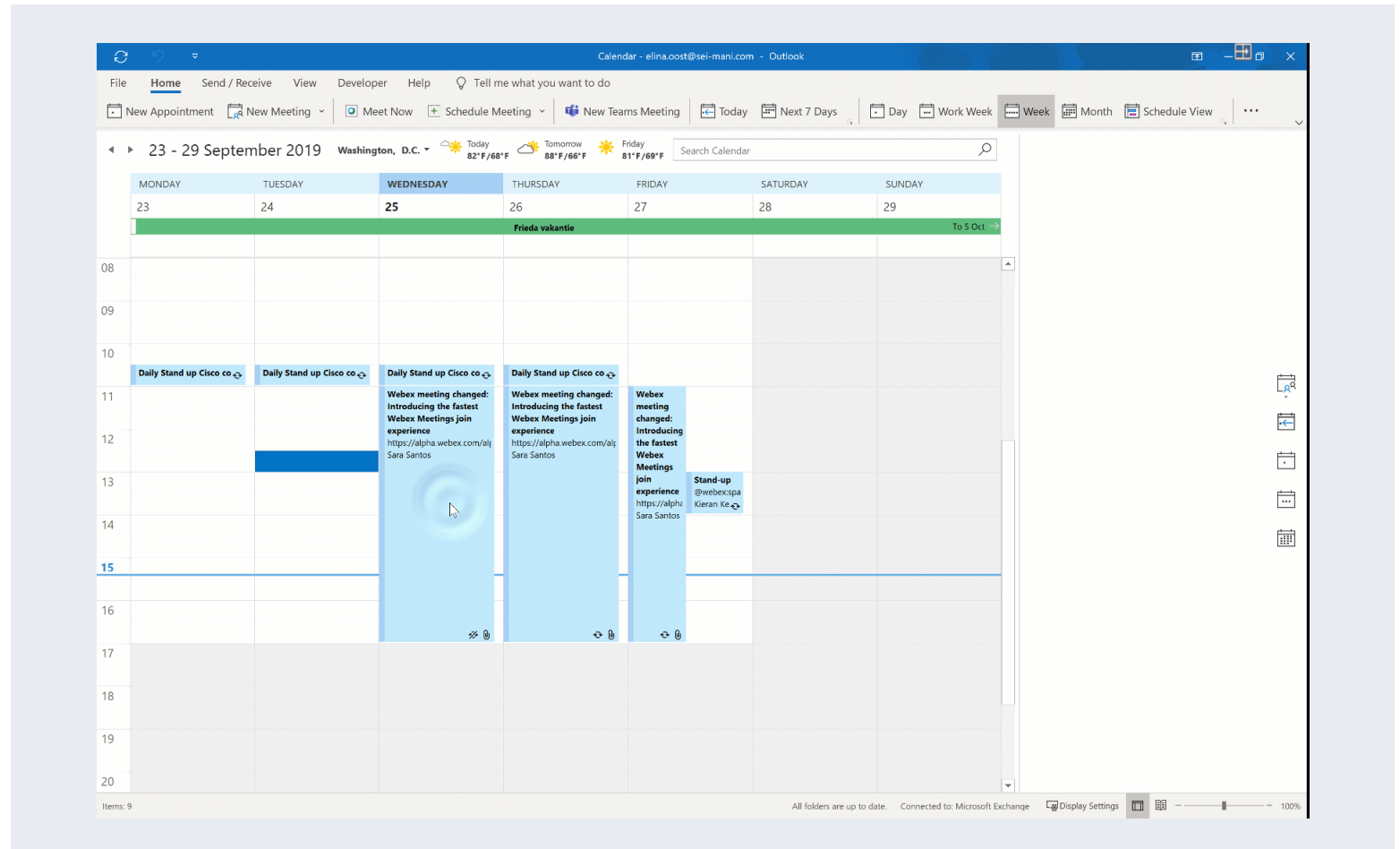
## Step 1

Click **Join Meeting** from your calendar invite.

To test your meeting environment first, [click here](#).

## Step 2

View your video preview before joining the meeting. Once ready, Click **Join meeting**.



# Audio best practice

## Join from a quiet place

If you have a very noisy background, participants will struggle to hear you clearly, so try to join from a quiet location. This is especially important if you are the presenter.

## Mute yourself

Muting your audio is a good way to prevent unwanted sound from your environment disturbing the meeting. Sounds such as keyboard strokes, breathing, and background chat maybe more audible to other participants than you realize. Click or tap your microphone icon to mute.

## Use a good headset

The best audio experience is achieved with a good internet connection and a good quality headset.

Earphones can be used but tend to pick up a lot of background noise, so they are not recommended.

When using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.

## Have one audio source

If you and your colleagues are planning to join a Webex meeting from the same meeting room, it's best for everyone to join the web part of the meeting individually from their computers. However, only one audio connection should be made to avoid feedback and echoes.

Designate one person to join the Webex meeting with audio either by dialing in using a phone or by connecting via their PC. Other participants in the same room should join the Webex meeting, and turn on their videos but not connect to audio.





# Video best practice

## Find your light

Good lighting can make all the difference: too much light behind you can make it look like you're in witness protection, whilst too much light in front can wash you out or create strange shadows. Get it just right by adjusting your curtains or blinds and having a warm light on your desk.

## Get your angles right

Position your camera just above eye level. This gives a warm, open look. You might also want to place the camera slightly left or right from your face so that you appear from your favorite angle.

## What's behind you

Think about what's behind you and in the view of the camera. Clear the clutter and create a backdrop that the people you are meeting with will enjoy seeing. Your background is a great conversation starter and a window to your personality. Don't want to reveal too much? You can buy pop up screens to hide anything you don't want others to see.

## In a group meeting?

When joining a Webex meeting with a group of people from a meeting room (if not all participants are able to join the web part of the meeting using their laptops), ensure the video camera is directed at the room at large instead of one person. This will make it easier for others to follow the discussion.



Tips and tricks



# Joining audio from your computer

The **Use computer for audio** option allows attendees to join audio over the internet

1. Make sure your headset is plugged into your computer.
2. Select the **Use computer for audio** option by clicking the button down in the middle of the interface.
3. Click the option on the bottom right corner of the meeting window to change the settings.
4. Select your headset under **Speaker**, in the drop-down list.
5. Click Test to check you hear the jingle through your headset.
6. Select your headset under **Microphone**, in the drop-down list.
7. Click **Join Meeting**.

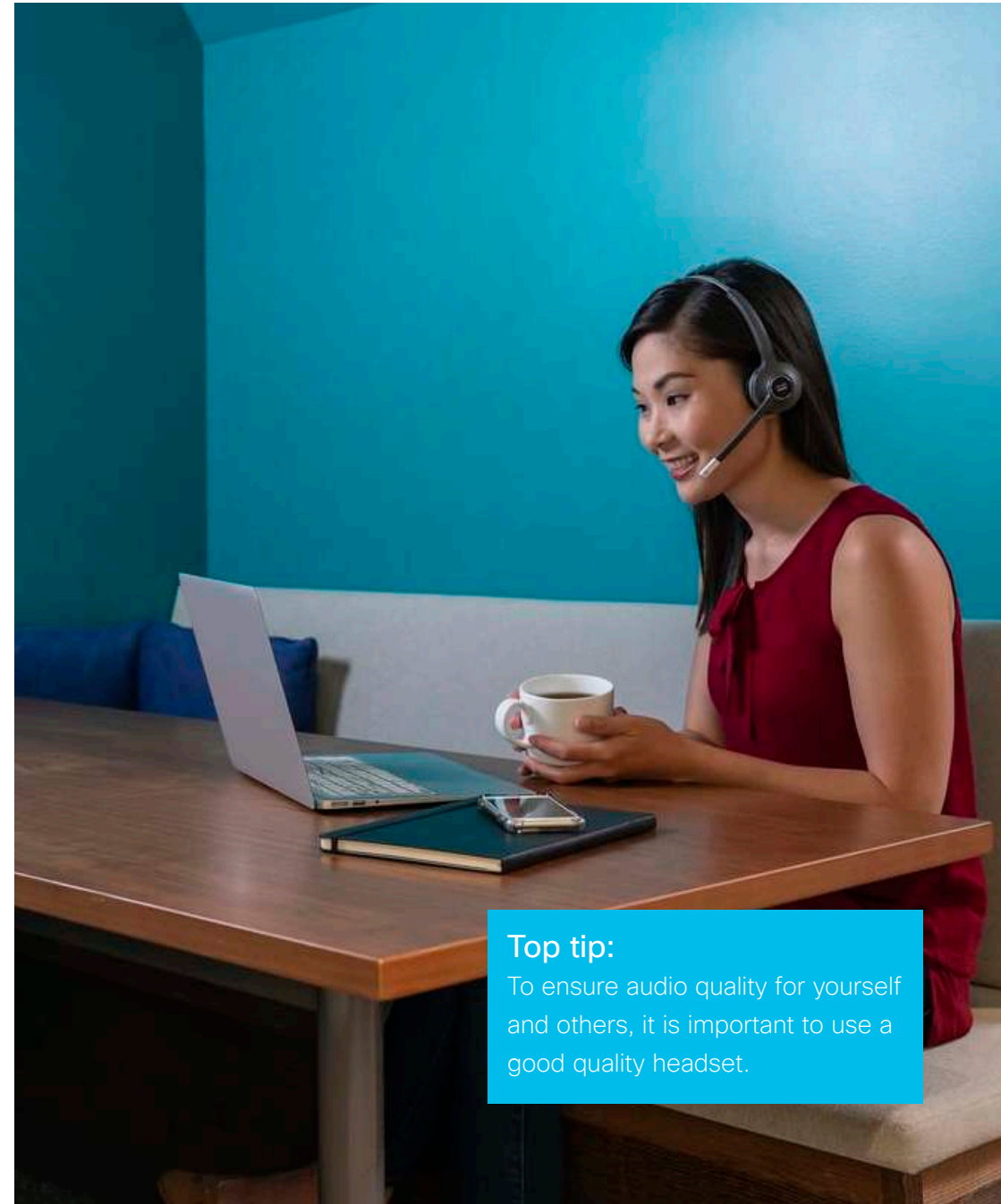
Problems when using the computer for audio?

If you do not hear any sound, make sure:

- The headset is plugged in.
- To turn up the volume.
- To test the headset in another USB port.
- That the correct device is selected in the list.

If others do not hear you (well), make sure:

- The correct device is selected in the list.
- The microphone is not muted (there might be a button on the device itself).



## Top tip:

To ensure audio quality for yourself and others, it is important to use a good quality headset.



# Tips and tricks for the host during a meeting

## Never paste the details from a meeting invitation to another date/time

The meeting details are unique for every meeting you schedule, except if you are using your [Personal Room](#).

## Tips for being the host

If you schedule a meeting or are an assigned host, you have access to moderate and manage the meeting.

- Record meetings to share with people that couldn't attend.
- Mute other participants when there is unwanted noise
- Assign an alternate host when you can't attend a meeting you scheduled

## Help new Webex users

If you are inviting clients or other external parties to your Webex meeting, don't assume that they've used Webex before. Help them avoid any bumps in the road by sending them to the [Quick Start Guide](#).

## Get there early

Start your meeting a few minutes early, especially if you have invited clients or other external parties. This will give you time to join and prepare for your meeting.

## Help using headsets

If people experience difficulties when using their headsets, use the Chat panel to help them get connected. It could be that their microphone and headset have not been configured correctly, so start here.

## Turn your video on

Video makes for a much more immersive meeting experience and aids communication. If you, as the host, turn your video on, it will encourage others to do the same.

## Show your meeting window

Share your Webex Meeting window with new users to teach them the in-meeting options that are available in Webex Meetings. Or if someone in the meeting is struggling, you can show them where to go and what to select. To do this click the **Share** menu and select **My Meeting Window**.

## Mute your audiences

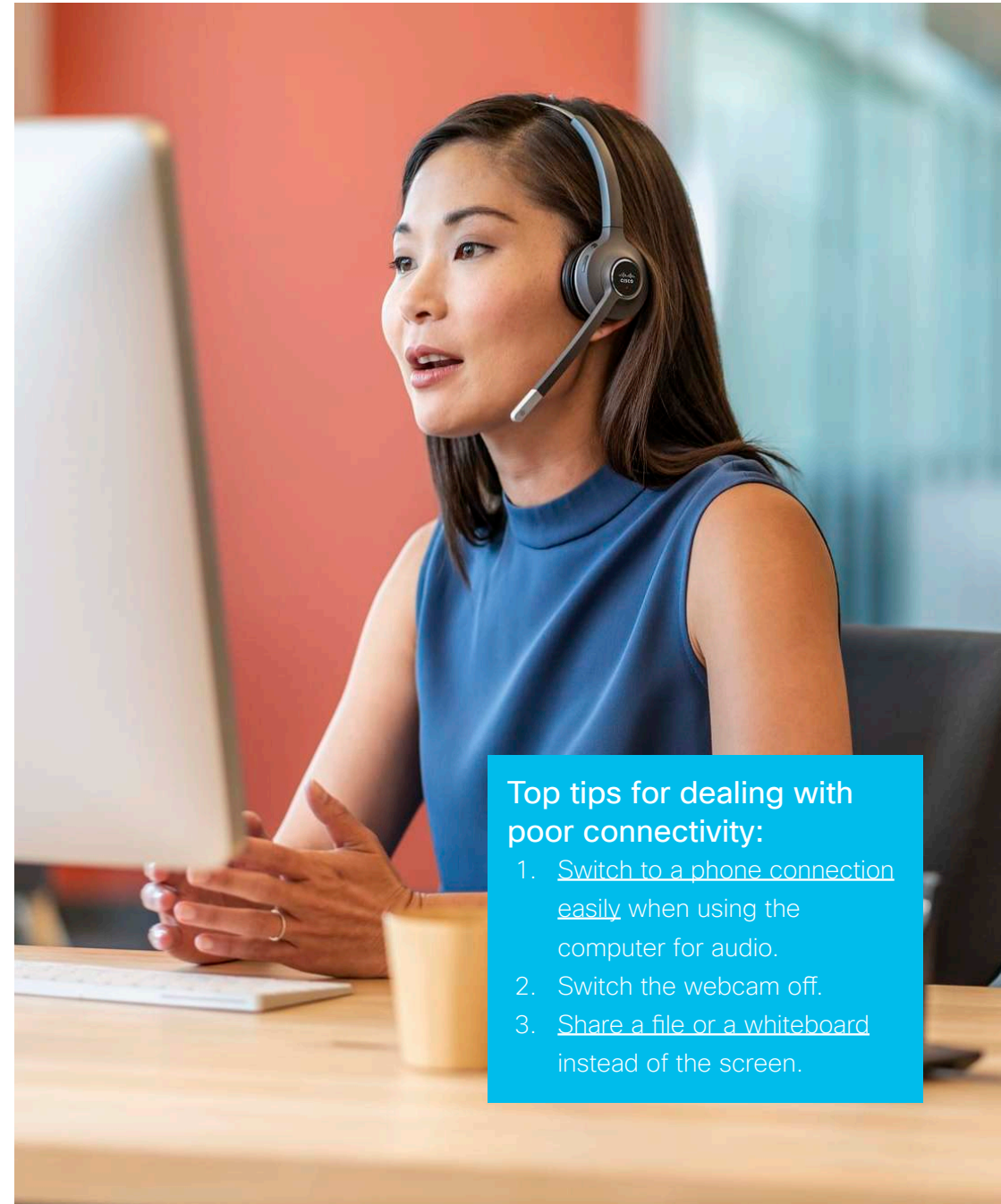
To avoid noise disturbances at any time, you can [choose to mute](#) everybody at once.

## Record the meeting

Make sure no one misses the important details. [Record the audio](#) and the presentation.

## Keep people engaged

Keep your session engaging by asking questions, giving the floor to others and encourage everyone to turn their video on. Share your application to show the meeting agenda, presentation, actions, etc, and refer to it regularly to drive discussion and boost participation. If you have uploaded your presentation, the screen [annotation tools](#) are very useful to keep everyone on the same page.



### Top tips for dealing with poor connectivity:

1. [Switch to a phone connection easily](#) when using the computer for audio.
2. Switch the webcam off.
3. [Share a file or a whiteboard](#) instead of the screen.



# More agile meetings

Using your Personal Room



# Difference between standard Webex meeting and Personal Room (PR)

## Standard Webex meeting

- Each time a Webex meeting is scheduled, it creates a unique URL link to join the meeting.
- The meeting can be joined by anybody invited whether the host is present or not.
- Once the scheduled Webex meeting has finished, the link cannot be used again.

## Personal Room

- A permanent meeting link, unique to you.
- No need to schedule as you can simply send people the link.
- Personal Room link never changes.
- Personal Rooms must be started by the host or an alternative host they have allocated.
- Unlike a standard Webex meeting, if the host wants to join the Personal Room by dialing-in only, they will need to enter their host PIN to open the meeting. Others won't be able to join until then.

### Standard Webex Meeting

### Personal Room (PR)

**Good for scheduled meetings?**

Ideal for scheduling in your calendar.

You can schedule a PR meeting, but the host or alternate host needs to start the meeting before others can join.

**Good for ad-hoc meetings?**

Not great for ad-hoc meetings as they need to be scheduled first.

Ideal for ad-hoc meetings, just share the PR link.

**Can the host start the meeting by dial-in only?**

Joining by internet and video is highly recommended but the host can dial-in only using the number and access code in the Webex invite.

Joining by internet and video is highly recommended, but the host can dial-in only if they enter their host PIN, otherwise others won't be able to join the meeting.

**Can attendees join the meeting by dial-in only?**

Joining by internet and video is highly recommended but attendees can dial-in only using the number and access code in the Webex invite.

Joining by internet and video is highly recommended. Attendees can dial-in only but will be kept waiting in the 'lobby' until the host or alternate host opens the Personal Room.

**Is it suitable for adjacent meetings?**

Yes. The host just needs to leave a scheduled

Yes, if the host locks their meeting once everyone has joined and unlocks it just before the next

# Webex.new

## The quickest way to your personal room

If you prefer working from your browser and want to avoid jumping from one application to the other: We've got your back: Meet Webex.new!

By just typing Webex.new in your web browser your personal room will automatically launch if you are signed into the Webex desktop app.

Not installed the Webex desktop app yet? No worries, Webex.new will launch the page where you can download it!

### Tip:

You know how some names stick in your head and others don't?

To help you, instead of **Webex.new**, you can also type **letsmeet.new** or **mymeet.new** to get the same result.



A .new meeting shortcut



Webex with your  
video devices



# Webex with your video devices

Webex Meetings allow attendees to join from video conferencing systems and rooms. It is an additional joining option that must be activated by your company. When activated the option appears as **Connect to a device** when joining a Webex meeting.

## Connect to a device from Webex Meetings

### Step 1

Join the Webex Meeting from your calendar invitation.

### Step 2

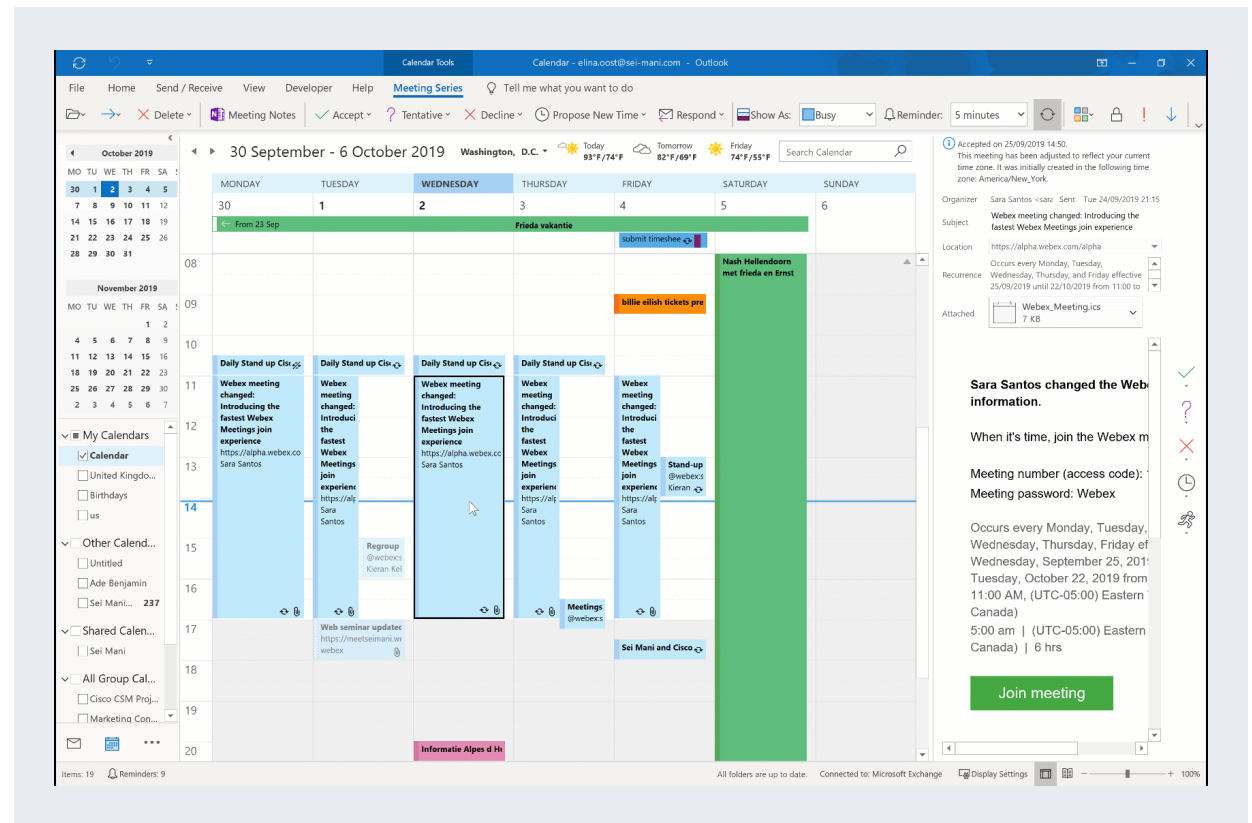
Click the **Connect to a device** icon on the lower left side of the Webex window.

### Step 3

Click the device displaying or type the video device address.

### Step 4

Click **Join meeting**.



## Move the call to my video system from Webex Meetings

Sometimes you join your meeting from your laptop and mobile on your way to the office or conference room. Easily move your meeting to a video conferencing device without disconnecting from your meeting

### Step 1

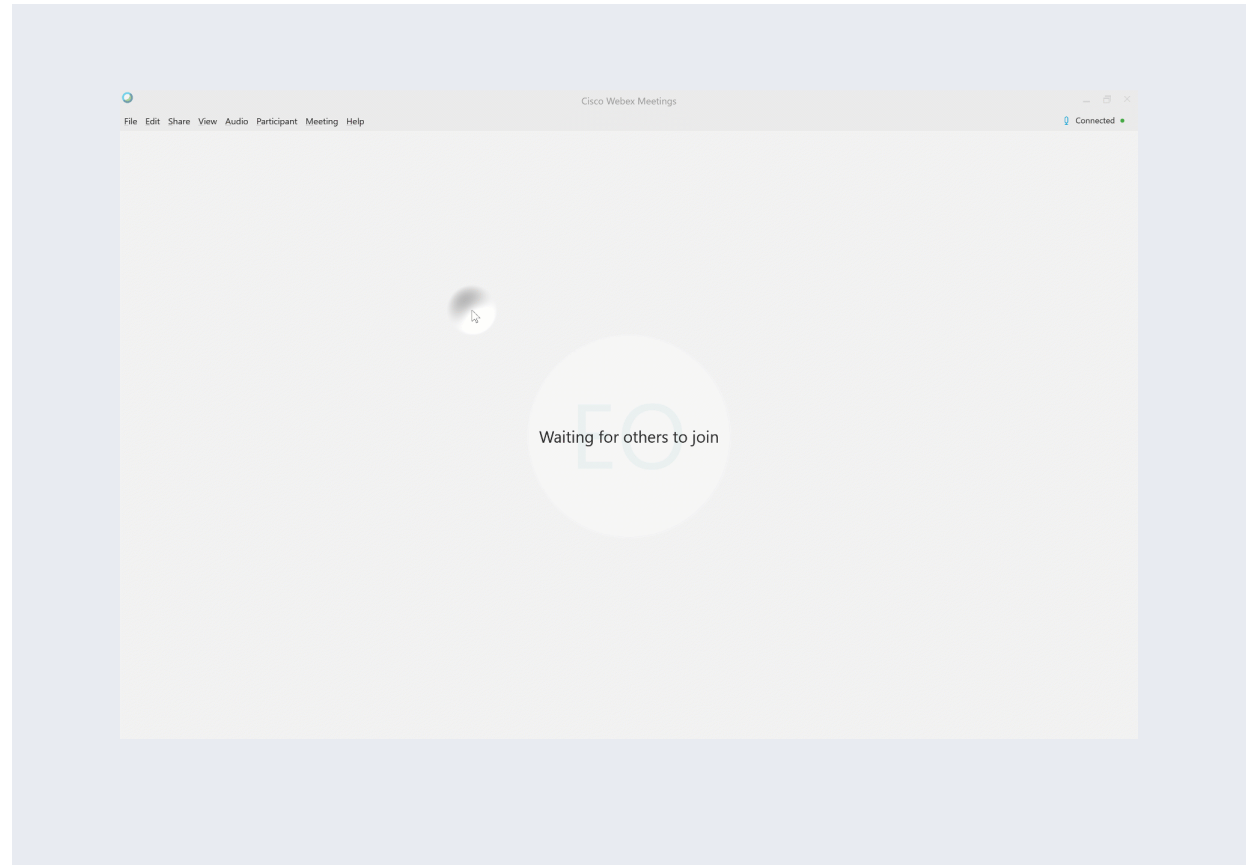
If you have joined a Webex meeting on your computer or by phone but want to switch to your video system, move your pointer over the meeting control panel and select **More** options.

### Step 2

Click **Connect to a device**.

### Step 3

Tap **Answer** on the video system when the call comes through.





Getting more out  
of Webex

# Resources

Learn more about  
Webex Meetings:

1. Access [step by step tutorials](#).
2. Attend [free training sessions](#).
3. Join the [Cisco Community](#).
4. Learn about your [Personal Room](#).
5. Explore [advanced scheduling](#).
6. [Create polls](#) within your meetings.
7. Learn about your [Desktop App](#).



Thank you for reading

# Webex Meetings

