

A man with glasses and a black jacket is smiling while looking at a laptop. He is wearing a small, white, over-the-ear device. The background is a bright office with large windows.

Webex Meetings

The essentials



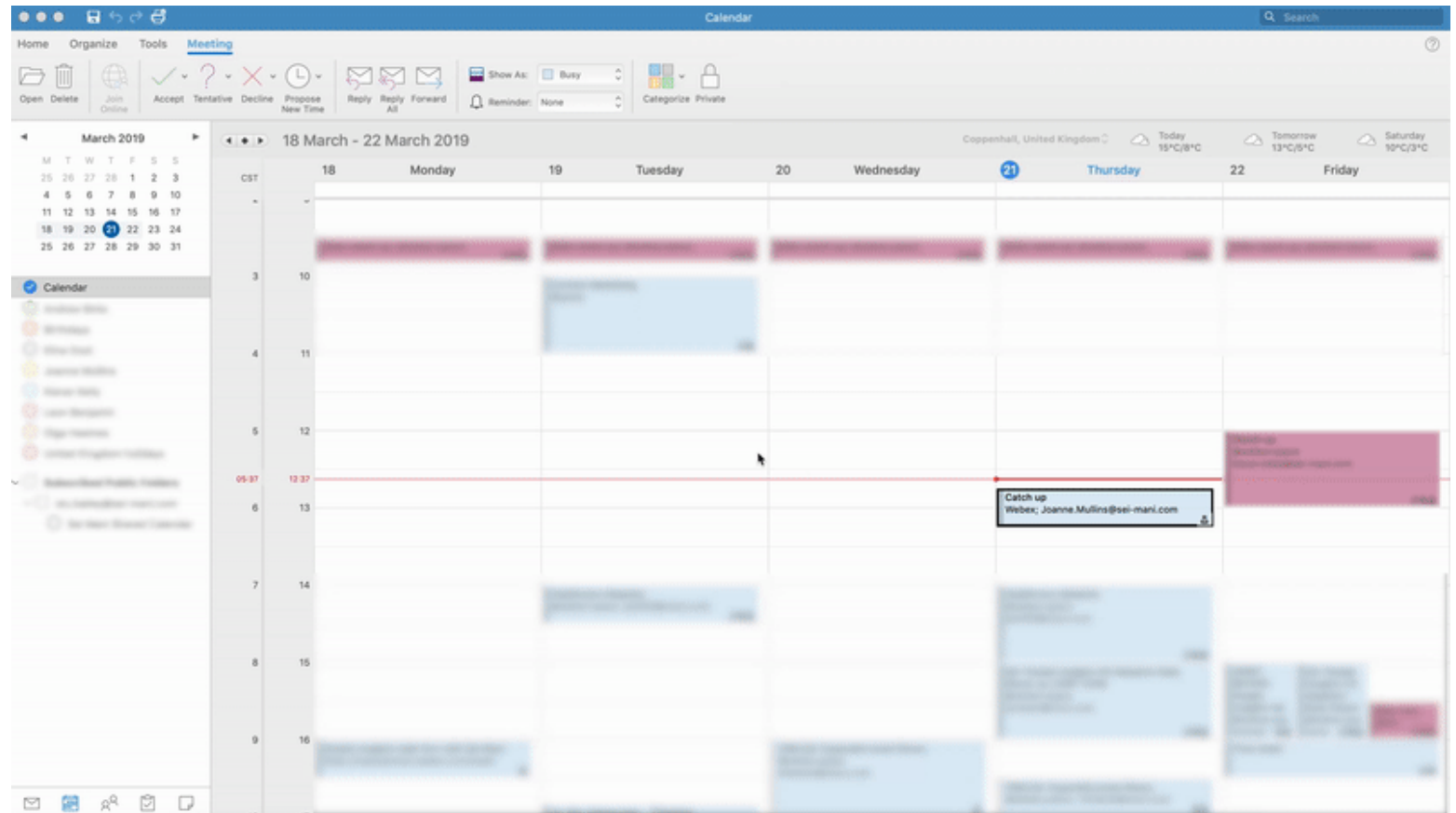
Your first meeting
made easy

Join your meeting in three easy steps

01. Join Webex Meeting

Join the meeting from your calendar invite by clicking **Join Webex Meeting**.

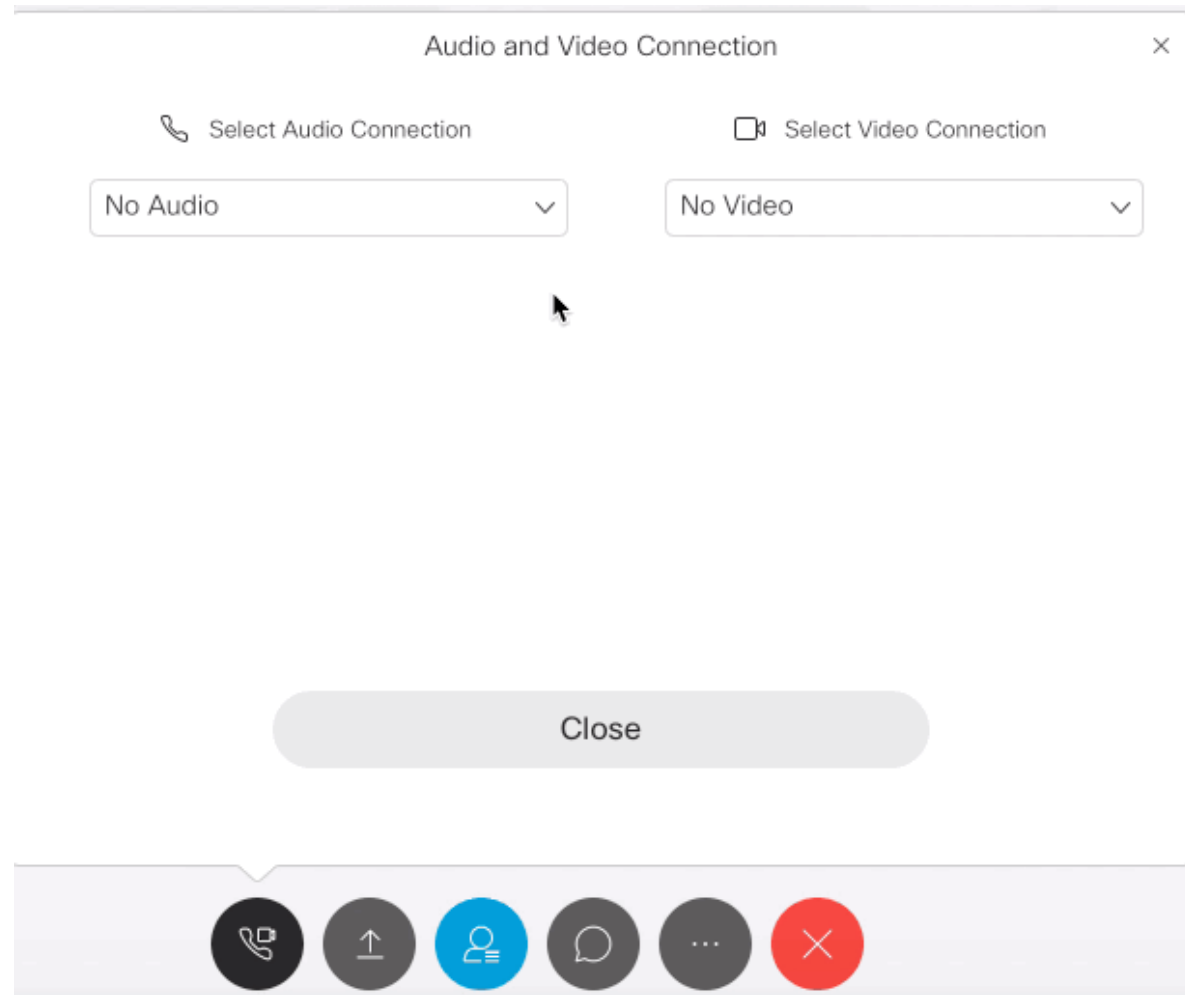
To test your meeting environment first, [click here](#).



02. Join Audio

Choose one of the options under **Select Audio Connection:**

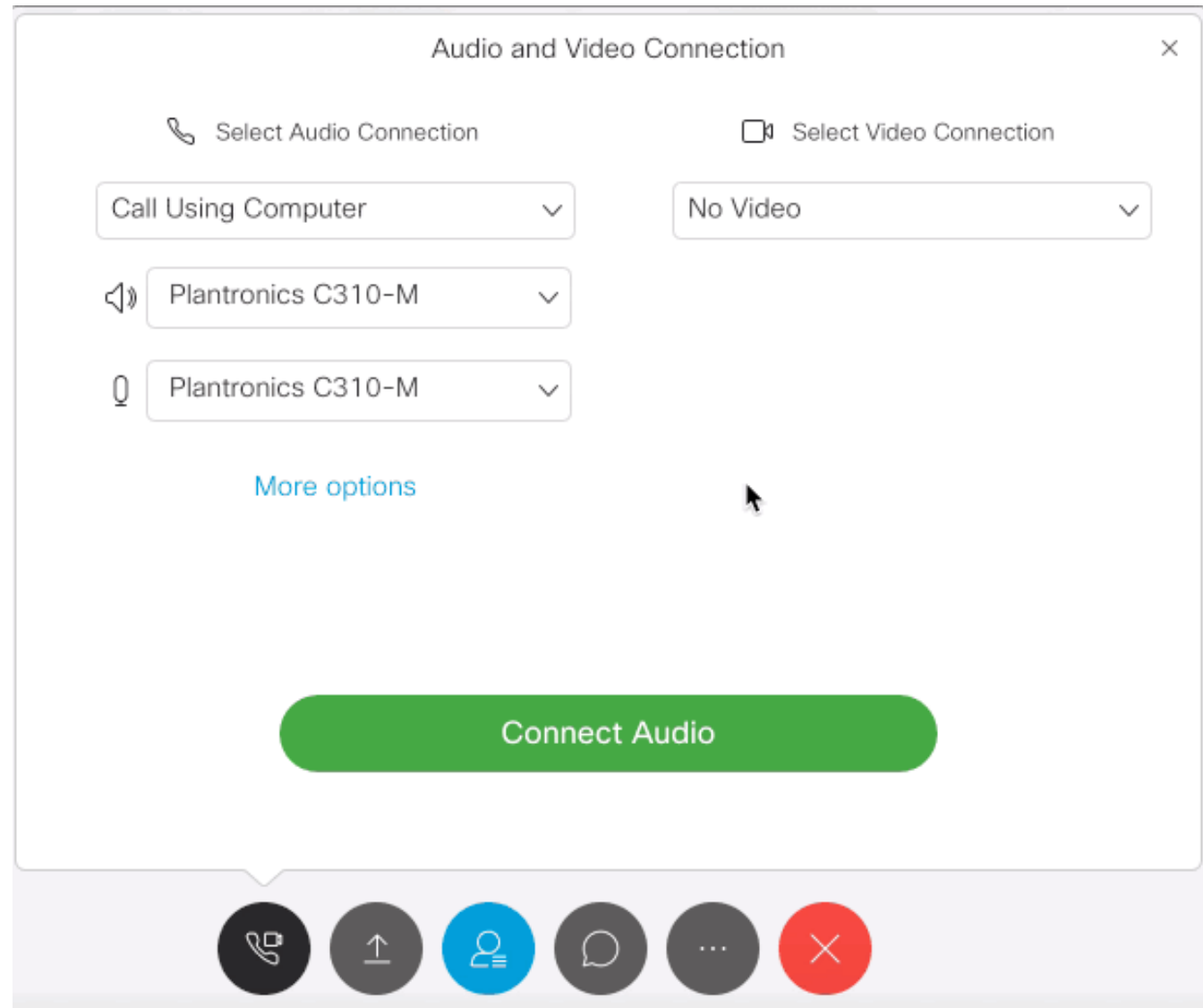
- **Call Using Computer** is the quickest way to join, if you have a good internet connection and headset.
- **Call Me** makes Webex call you on any phone, just enter the phone number.
- **I Will Call In** is useful if you don't know the phone number of the phone you want to use.
- **Call My Video System** makes it easy to join the meeting from video conferencing rooms and hardware.



03. Start My Video

1. Select the webcam you want to use.
2. Click the green button.

Note: The text in the green button will change depending on the audio and video option you selected.



Best practice: Audio

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.

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 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.

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 may be more audible to other participants than you realize. Click or tap your microphone icon to mute.

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.

Best practice: Video



Have a clear background

When joining a Webex meeting from home or a busy area in the office, try to keep a clear background behind you to avoid distractions for other meeting participants.

Use one webcam

When joining a Webex meeting from a meeting room with a big group (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.

Give notice when leaving

Let others know if you're leaving the meeting early to avoid them thinking you've lost connection. This will also give the host a chance to cover any topics needing your input, before you go. You can use the Chat feature to discretely let everyone, or just the host, know you're leaving.



Tips and tricks

Tips for joining audio from your computer



The **Call Using Computer** option allows attendees to join audio over the internet

1. Make sure your headset is plugged into your computer.
2. Click the **Call Using Computer** option.
3. Next to the speaker icon, in the drop-down list, select your headset.
4. Next to the microphone icon, in the drop-down list, select your headset.
5. To test it's working, click **More options** and then **Test**.
6. When ready, click **OK** to exit testing.
7. Click **Connect Audio** and **Video**.

Tricks 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.



What does it mean to be the host?

The person who schedules the meeting is usually the host. Hosts have access to functionalities that allow them to manage and moderate the meeting, for example they can record the meeting for others to view afterwards. They can also mute other participants if there's unwanted noise. If the host can't make it to the meeting, they can assign an [alternate host](#), to assume the host role when they are not there.

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](#).

Help others participate

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

If possible, start your meeting a few minutes early, especially if you have invited clients or other external parties to your meeting. This will give you time to ensure you're connected to the visual and audio part of the meeting, and are ready to greet attendees as they join.

It will also allow you to prepare any applications you wish to share, or upload a presentation.

Tips and tricks for the host during a meeting

Guide people who are using headsets

When people use **Call Using Computer** for audio, there are sometimes issues connecting. This might mean that the microphone and headset have not been configured correctly. You can use the **Chat** panel, to help attendees.

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

If someone in the meeting is struggling with any in-meeting options, you can share your Webex Meetings window to 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

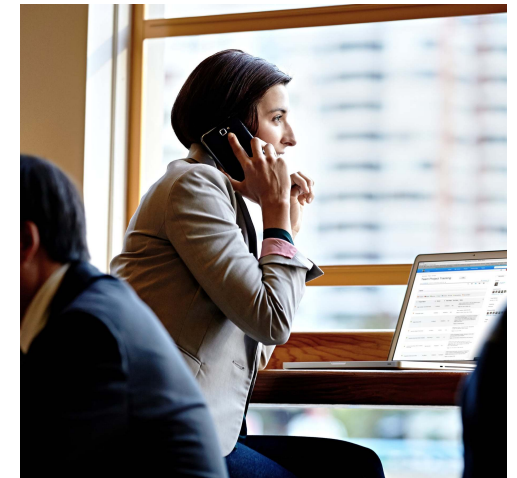
Make sure no one misses the important details of your meeting. [Record the audio](#) and the presentation.

Keep people engaged

Keep your session engaging by asking questions and giving the floor to others. 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.





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 dialling-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 need 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 meeting and join the next one.	Yes, if the host locks their meeting once everyone has joined and unlocks it just before the next meeting. Otherwise you might have attendees crossing over.



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 Call My Video System once you've opened a Webex meeting.

Tips and tricks for using a video endpoint/room device in a meeting:

Call my video system from Webex Meetings

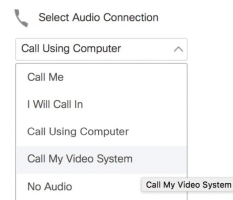
STEP 01

Join the Webex meeting from your computer.

STEP 02

Click, **Select Audio Connection**, then select **Call My Video System**.

Please note: Webex Meetings will try to detect your video systems automatically using proximity. If not, you can type in its video address manually.



STEP 03

Click, **Connect Audio and Video**.

Connect Audio and Video

STEP 04

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

Move the call to my video system from Webex Meetings

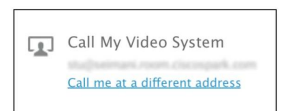
STEP 01

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 02

Select **Audio Connection**, and then choose **Switch Connection**. Then under Audio and Video Connection, click **Call My Video System**.



STEP 03

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

Getting more out of Webex



Resources to learn more about Webex Meetings

To learn about more options and gain expertise:

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



Thank you for reading

Webex Meetings

