

Cisco Webex Meetings Quick Start Guide

Sign in to your Webex account

Depending on your setup, you will either receive a Welcome email from BT or an activation email from Cisco.

Welcome email from BT

Once you receive your Welcome email, you need to browse to the Webex site e.g. company.webex.com and reset your one-time password.

Activation email from Cisco

Once you receive your verification email from Cisco, click on the blue **Activate Button**, you will be redirected to a password creation page.

Note: If your company is using single sign-on (SSO) you will not receive any email, as your account is being verified through SSO authentication.

Schedule your meeting

From the Outlook Add-in (Recommended)

1. Click on the **Schedule Meeting** drop down.
2. Select your meeting type.
3. Complete the calendar invitation as you normally would (do not make changes to the text that loads).
4. Click **Send**.

From the desktop app

1. From the Webex Meetings desktop app, click **Schedule**.
2. Complete the calendar invitation as you normally would (do not make changes to the text that loads).
3. Click **Send**.

Note: The meeting type will be dependent on your last meeting scheduled via the Outlook Add-in.

From the mobile app

1. Access your meeting list by swiping right.
2. Tap on the Schedule icon in the top right corner of the app.
3. Give your meeting a title.
4. Add attendees email addresses.
5. Edit the time and date of the meeting.
6. Tap **Schedule** in the top right.

Starting and joining a meeting

From the Outlook meeting invite

1. Open the Meeting invite.
2. Click on **Start / Join**.
3. You will enter your meeting.


Note: If you do not have the Webex software installed, you can select the option to **Join from your browser**.

From the mobile app

1. For a scheduled meeting, access **My Meetings** by swiping right.
2. Tap the **Start** or **Join** button on the notification.
3. From the Home screen tap **Start Meeting** to start an ad hoc meeting in your Personal room.

Alternatively, tap **Join Meeting** and enter the meeting number, URL, or username

Share content

From within a meeting click the **Share**  icon and choose whether you would like to share your screen or a specific application.

