Make and receive external calls from the messages or calling tab from your Webex app.

Making and receiving calls from the app

Activate your account

QUICK START GUIDE

- 1. Follow the instructions from your activation email.
- 2. Select the Activate icon.
- 3. Create and confirm your password, on the page that loads.
- 4. Enter your e-mail address to login to the Cisco Webex portal.
- 5. Select **Webex Calling** (your assigned number will appear on the top right).

Access the calling menu from your Webex application

1. Select the **Calling** tab.

Make a call

You can make a call using the following methods:

- 1. the keypad
- 2. using the Search or dial a number command bar
- 3. Search, meet, and call command bar.

Set a status	< > + Q Search, meet, and call	Connect to a device -
Messaging	All Missed 3	
🖶 Teams		bearch or dial a number 2
8 Contacts		
Calling		
Meetings	2	1 2 3 ABC DEF
N Personal insights	Jan Jan	4 5 6 GHI JKL MNO
	le	1 7 8 9 PQRS TUV WXYZ
		• 0 #
BT Support Centre	All calls	□ My Computer ~
Apps	See your call and meeting history here.	
Help		
		Audio Video

Incoming call alert

1. When someone calls, you'll get a notification to **Decline** or **Answer**.

Place a call from a direct message

1. Select the **Call** option from the top right to place your call.





Make a call from the command bar

- 1. Select the **Command bar** at the top of the window.
- 2. Type the name, number, or email of the contact.
- 3. Select the **Call** icon.

Add people to your contacts list

- 1. Select Contacts >Add contact.
- 2. Type the name or email address of the person you want to add.
- 3. If outside the organisation, select Create a custom contact.
- 4. Select Add.

Set a status	< > + (Q lin		Cancel	Connect to a device	- 0
Messaging	> Top contacts	0			
🐮 Teams	> Other contacts	2			
Contacts			Co	ontacts	
📞 Calling			Add here.		ganise ther
Meetings					
N Personal insights				d a contact Create a grou	_
			Webex		×
			Add a contact Select a group and then search fo as a new contact. You can also:	or one or more people to add them	
			Create a custom contact	3	
(i) BT Support Centre			Other contacts	~	
Et Apps		2	Q Add people by name or		
Help				4 Add Cancel	
(87)			L		-

Make a call using your contact list

- 1. Select Contacts.
- 2. Select the name you wish to call. Then chose the **Call** icon.

Call history

- 1. Select Calling tab.
- 2. Call history and missed calls will be displayed in the middle.

E911 Emergency calling

Available to North America (US, its territories, and Canada). To find out more, please visit <u>E911 Location settings</u> (North America only).

Learn more

- <u>Call forwarding ></u>
- Transfer a call >

Discover more at the <u>BT Support Centre ></u>

