Getting started with Webex Calling

What is Webex Calling?

Full phone capability on your Webex App or device providing you with a personal phone number and configurable user settings. If enabled this can also include call recording via the Dubber platform.

Activate your account

- Click on the link received in the e-mail.
- Create and confirm your password.
- Enter your e-mail address to login.
- Click Webex Calling (your assigned number will appear on the top right).
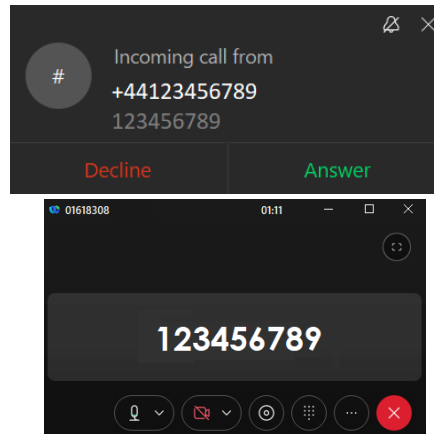
Access the calling menu – Webex Application

1. Click on the **Calling** tab.
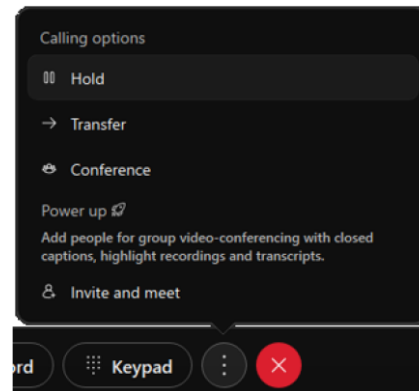   - View call history
   - Missed calls
   - Dial pad
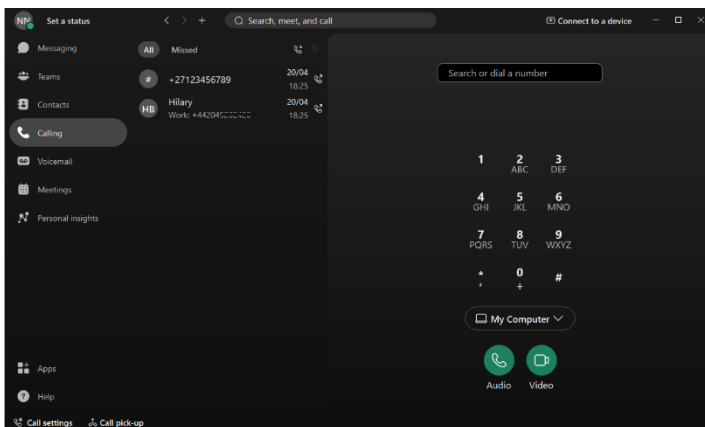
Incoming call alert

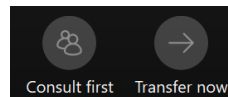When someone calls you, you'll get a notification to Decline or Answer.

Calling features

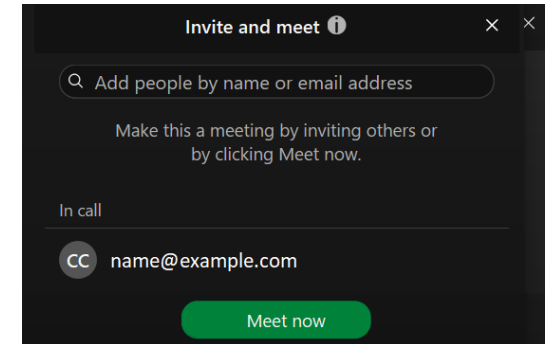For additional in-call controls click on **More Options** during an active call.

Hold – Places the active call on hold.

Transfer – You can choose to **Consult first** or **Transfer now.**

Conference – Allows you to add people to the ongoing call.

Invite and meet – Escalates the call into a meeting by clicking on **Meet now.**

Settings

Access your settings by clicking on your **Profile** > **Settings** > **Calling**

Call forward

Manage my numbers (Office Anywhere)

Advanced call settings

You can configure additional settings in the Webex Calling User Portal.

If you have a handset that's been configured you'll be able to make / receive calls from your device. Please visit Cisco IP Phones.

E911 Emergency Calling services are available to North America (US, its territories, and Canada). To find out more, please visit E911 Location settings(North America only).