

WebEx Resources and Training

This link is your one stop shop to getting started with WebEx. It includes how to schedule a meeting, start or join a meeting, set audio and video preferences, share your screen, host a meeting, and much more. They even have advice for working from home and setting up your home office.

<https://www.webex.com/business-continuity/business-continuity-end-user.html>

Get Started with Webex Meetings

Webex Meetings brings your team together, face-to-face - with video conferencing, high quality audio, messaging and screen sharing on any device.



Get the one page user guide about using Webex with any connection type

Watch a short Webex Meetings video

New! Top 10 tips for great online meetings

Scheduling

From the desktop app

The easiest way to schedule a meeting is through the Webex Meetings desktop app. You will also need to download the [Cisco Webex Meetings Scheduler for Office 365](#) or productivity tool for [Mac](#) or [Windows](#).

1. Open the Webex Meetings desktop app. Or [download the app now](#).
2. Click the **Schedule** button. A new Outlook calendar invitation will open.
3. Fill in the necessary information: **attendees, subject, start and end time**.
4. Fill in the **location** field, making sure to include 'Webex'.

