



Welcome to Webex — your new way to work. Collaborate with your team through messages, meetings, and calling, whether you're at your desk or on the go. Bring all your work together in one place to streamline your workday.

Download the desktop and mobile apps from webex.com/downloads or sign in using your web browser at web.webex.com.



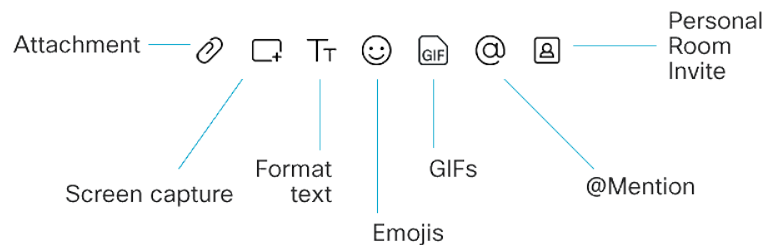
Messaging [Learn More](#)

Direct and team messaging

- Tap the icon to send a direct message or create a group space or use the search bar to find an existing space.
- In the message area, you can format messages with bold text, headers, and markdown.
- Use the icon to attach and share files with everyone.
- Grab screenshots and share them in the chat to give context to your conversation.

Give your messages some personality

You can customize your messages by formatting the text, inserting emojis and GIFs, or adding attachments and screen captures. Let someone know how you feel about their message using emoji reactions.



Meeting [Learn More](#)

Schedule meetings with ease from the desktop app

Scheduling with Microsoft Outlook

When using the desktop Webex app, click on the Meetings tab in the left margin and select **Schedule Meeting**.

If you have Outlook, it will automatically open a new calendar invite and auto-populate the Webex invite information. If you have either the Webex Meetings Scheduler for Microsoft Office 365 or the Webex Productivity Tools add-in, you can schedule your meeting directly in Outlook.

Scheduling through your meeting site

When using Webex, click on the Meetings tab in the left margin and select **Schedule Meeting**. The *Schedule a Meeting* page will open.

Select a meeting template and enter the meeting information into the invite. Invite attendees by email address and then click **Schedule**.

Start and join meetings

Open the Webex desktop app. To start a meeting on the fly, click **Start a Meeting**. To join a scheduled meeting, tap the button next to the meeting you want to join.

Important Note: The *Schedule a Meeting* page and *Personal Meeting Room* are only available with Pro and Elite packages


Meeting (continued)

Meet with someone in an instant

Open the space with the person or group you want to meet. This works for Business/Pro/ and Elite Seats.

Click the  button. When prompted select **Start Meeting**.

Mute your microphone

To reduce background noise, click  to mute yourself if you don't want others to hear your background noise.

Turn on your video

Make sure your video is turned on. If you have low bandwidth, turn off your video to improve quality.

Share your screen

From within the meeting, click the  icon and select **Share your Screen** or an application.



Calling [Learn More](#)

Answer a call

If someone is calling you, you'll see a pop-up to **Answer** or **Decline** the call in the bottom-right corner of your screen.

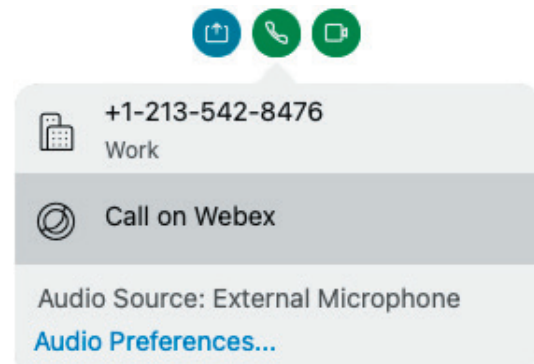
Make calls

Whether you want to show your face on camera or make a quick audio-only call, you can do it with the click of a button.

Selecting either the  or  icon, will allow you to make an Audio-only call or a Call on Webex.

An *Audio-only* call using the work or mobile number is just like making a regular phone call from any other phone.

A *Call on Webex* will allow you to connect with anyone else with a Webex account, even if they're outside of your organization. Connecting through the app will include these In-call options: adding guests to the call, sharing your whiteboard, and sharing your screen.



From the mobile app

Joining a Webex meeting on mobile for the first time? You'll be prompted to download the Webex Meetings mobile app so you can join quickly from anywhere.

Schedule your meeting

- Tap on the **Schedule** icon in the top-right corner of the Webex Meetings app.
- Give your meeting a title.
- Edit the time and date of the meeting.
- Add attendees' email addresses.
- Tap **Schedule** in the top-right corner.

Start and join meetings

- For a scheduled meeting, click **Join** on the notification or from the *My Meetings* page of the app.
- 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.