How to schedule Webex Meetings for your executive.

- 01 Ensure your executive has given you Webex Meetings permissions:
- 1. In their Outlook, click Webex.
- 2. Click Schedule Meeting.
- 3. Click More.
- 4. Click Set Scheduling Permission and a web page will open.
- 5. Under Scheduling Permission, fill in your email address.
- 6. Click Save.



executive's calendar create a new meeting request.

In vour



	Actions	WebEx		Show		Skype	a week semilar		
Tout	aven't sent thi	is meeting invitation yet.					-		
	Tom	Joanne Mullins					Meeting Information		
Send		Cetch up					MC: Meeting Center Default	•	
	Subject								
	Location	WebEx							
	Start time	Tue 08/05/2018		10:00	×] A	Meeting password:		
	End time	Tue 08/05/2018		10:30				Exclude password from email invitation	-
								List on public calendar Attendees can join meeting 5 minutes before st	arting time
		r change any of the fo							arting time
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Click "Add Webex Meeting", click the OK button and click send.

Check list:

Best practices for assistants.

- Make sure your executive installs and signs in to the Webex Meetings app on their phone.
- Don't copy and paste Webex details from a previous meeting.
- Encourage the person you assist to attend Webex Meetings training.
- Set yourself as alternate host when scheduling.
 - Do not edit the meeting details.
- Ensure your executive knows they start the meeting themselves by clicking the big green Join button.
- Forward Webex invites directly to new attendees.

Does your executive need to host their own Webex Meetings?

To get an account please [customer to add process for requesting a Webex account]. See inside to get started.

Cisco Webex Meetings

Assisting just got easier

Executive meeting management made simple



No more dialing in. Webex Meetings calls your executive directly.

Set up permissions.

Executives can give several assistants permission to manage their Webex Meetings.

You can mute and unmute participants and manage who has control. Partner up with colleagues so you can make sure your executive is always covered.

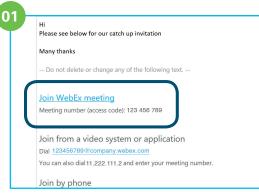
Simple scheduling.

Adding Webex Meetings to any calendar invite is simple. You can schedule one-off or recurring meetings for your executive.

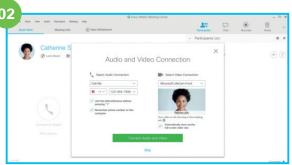
Personalize Webex Meetings for executives.

Encourage your executives to add their mobile number for the best join experience. Now, when they join, Webex Meetings automatically calls them. No more frustrating dial-in numbers.

How to join a meeting:



Join a meeting from your calendar by clicking on the link.



Join audio and video via the pop-up window. If you want full screen video, click **Automatically** show me the full screen video view.



Click Connect to Audio and Video to join the meeting.

Top tips

Show something: It's easy to share your screen, application or a file in a meeting.	Cuic Share View Audio Particip nt M My Screen Eile (Including Video) Ctrl+A Application Whiteboard Ctrl+A Web Browser Multimedia Remote Computer My Meeting Window
Audio and Video Connection Phone 1. Call 444-203-478-5289 (Call-in toll number (UK)) All global call-in numbers 1. Genter this access code: 956 715 913 # 1. Genter your Attendee ID: 35 # Control Computer	If joining by audio, remember: If you forget to enter your attendee ID other people on the call aren't able to see who you are.
you o recu	on't forget, can set up a rring Webex meeting!