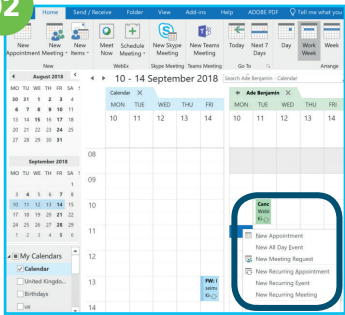


How to schedule Webex Meetings for your executive.

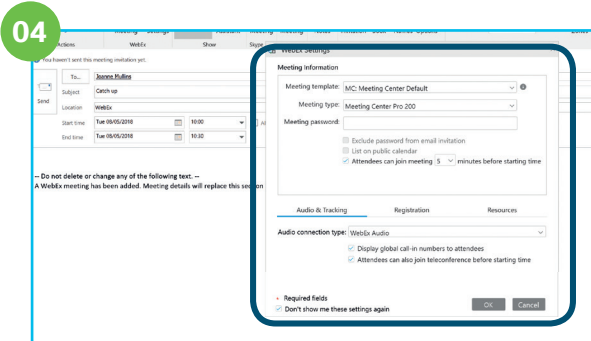
01 Ensure your executive has given you Webex Meetings permissions:

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.

02 In your executive's calendar create a new meeting request.



03 Fill in email addresses, subject, location, date and time.



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

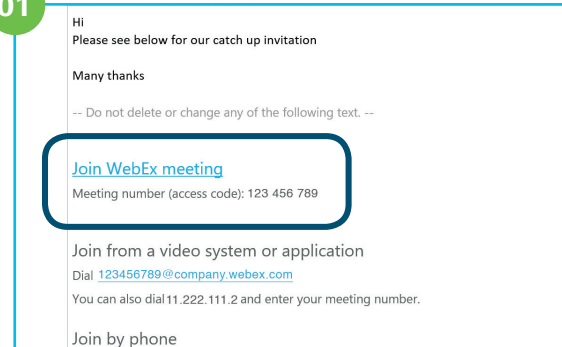
Executive meeting management made simple



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

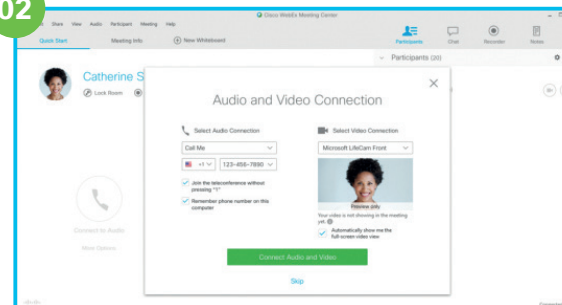
How to join a meeting:

01



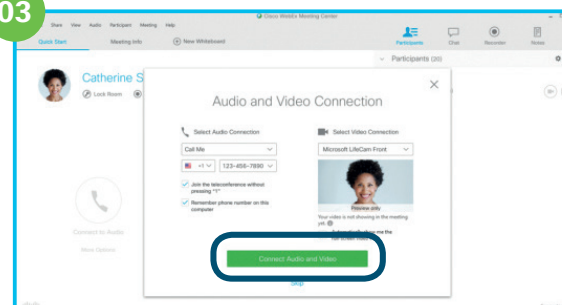
Join a meeting from your calendar by clicking on the link.

02



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

03

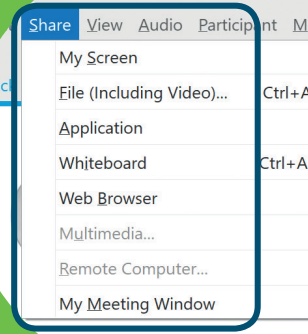


Click Connect to Audio and Video to join the meeting.

Top tips

Show something:

It's easy to share your screen, application or a file in a meeting.



Set up permissions.

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

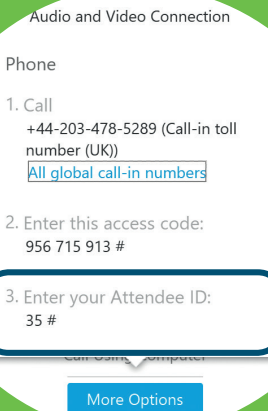
You can mute and unmute participants and manage who has control. Partner up with colleagues so you can make sure your executive is always covered.

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.



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.

Don't forget, you can set up a recurring Webex meeting!