



Assisting just got easier

Executive calendar management made simple

As an executive assistant, you try to take worry out of your executive's day.

You're managing multiple calendars and scheduling is complicated enough as it is. The last thing you need to worry about is the technology in your meetings.

Webex Meetings makes scheduling and managing digital meetings simple... No need to copy and paste conferencing details, you can add a Webex meeting to your executive's calendar with just one click.

The experience will be better for your executive too. With the Webex Meetings mobile app, it just takes one click to join. They'll love how easy it is.

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.

[Find out how to assign permissions](#)

Simple scheduling

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

[Find out how to schedule a Webex Meeting](#)

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.

[Find out how to set up mobile preferences](#)

- ✓ Simple scheduling
- ✓ Easy management
- ✓ Delighted Executives