

Bring your meetings to life with Webex

With so many high-impact features, Webex empowers you to create even better than in-person meeting experiences. We'll show you how to transform your meetings into engaging, productive collaborative sessions.

Want more productive meetings?

Say hello

- A clear purpose
- A prepared agenda
- Safe space
- Active collaboration
- Actionable takeaways

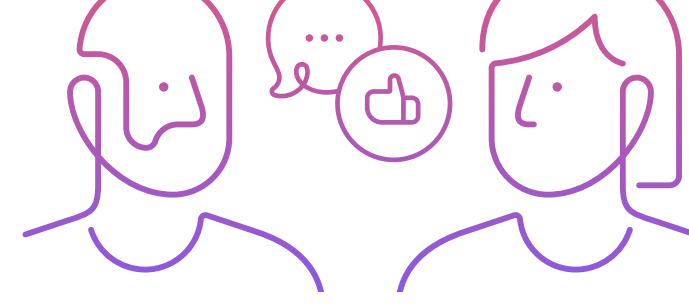
Say goodbye

- Status updates
- Aimless tangents
- Lack of preparation
- No clear takeaways
- Poor time management

Meeting tips

Want more engaging and productive meetings every time? We'll show you how.

48%



Consider your team

Forty-eight percent of people prefer to meet between 10 am and noon. Try to schedule meetings when everyone's at their best!

Do we need to meet?

If you can say it in a message, skip the meeting. Say hello, share project updates, and more with Webex Messaging.

What to do before your meeting



Schedule meetings in seconds

Whether you're giving project updates, meeting for virtual coffee, or brainstorming, you can schedule meetings in just a few seconds and collaborate from anywhere.



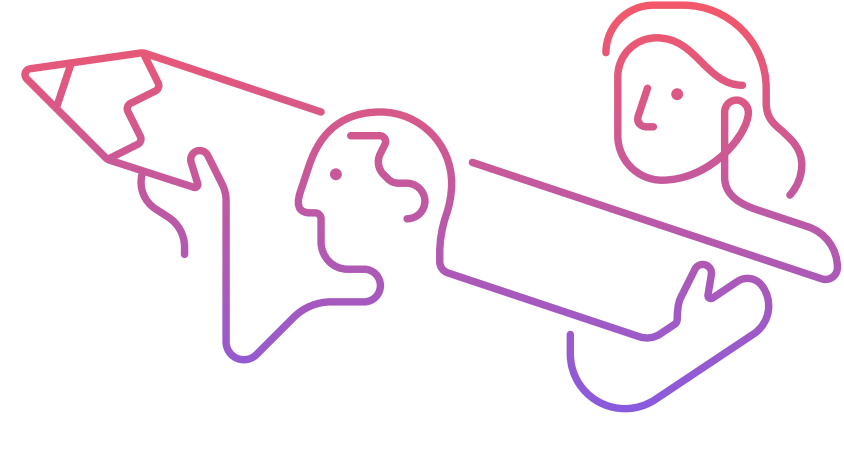
Share the agenda in advance

More productive meetings start with an agenda. Use file-sharing in Webex to distribute the agenda and any necessary documents before a meeting. Use Webex spaces to quickly share.



Use the apps you love

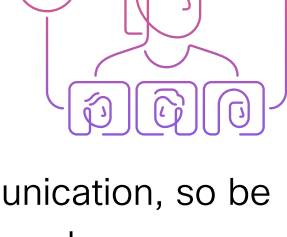
Brainstorm in Miro or put together a project plan in Dropbox to arrive at your meeting fully prepared. Webex works with all the apps you love and more, so you can keep work moving.



What to do during your meeting

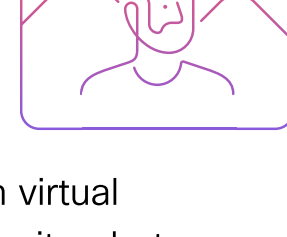
Catch up, share updates, and collaborate. With Webex, you can host fully inclusive meetings, whether it's to collaborate on a big project or celebrate a colleague's work anniversary.

Turn on your video



Nonverbal cues enhance communication, so be sure to turn video on so your coworkers can see those nonverbal cues and better understand the meaning behind what you're saying.

Glam up your background



Show off your personality with virtual backgrounds! Upload your favorite photo, use our presets, or blur out background distractions like unfolded laundry.

Say goodbye to noise



Don't let distractions get in the way of engaging meetings. Enable noise cancellation in Webex to eliminate distracting background noises during your meeting.

Record your meetings



Forget taking notes! Get the key details without scribbling a word. Record your meetings with Webex and access the recording any time after the meeting.

Whiteboard it!



Your entire team can contribute to a brainstorming session with the whiteboard app in Webex Meetings. Use sticky notes, doodles, and more.

Need some space?



Create live breakout sessions for people to discuss topics in groups. Breakouts help you better engage with your team and speed up decision-making.

Go hands-free



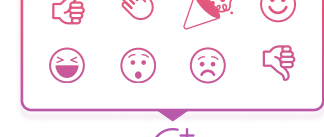
Activate Webex Assistant, your voice-activated AI helper, to manage the meeting for you, so you can focus on what's important. It can start your meeting, takes notes, and more.

Be inclusive of everyone



Host inclusive meetings by activating real-time, on-screen closed captions and translations for those with hearing impairments or whose native language isn't English.

Say hello, goodbye



Webex lets you express yourself, your way. Respond to questions, celebrate a win, laugh at a joke, and more with emoji reactions.

Time for a pop quiz!



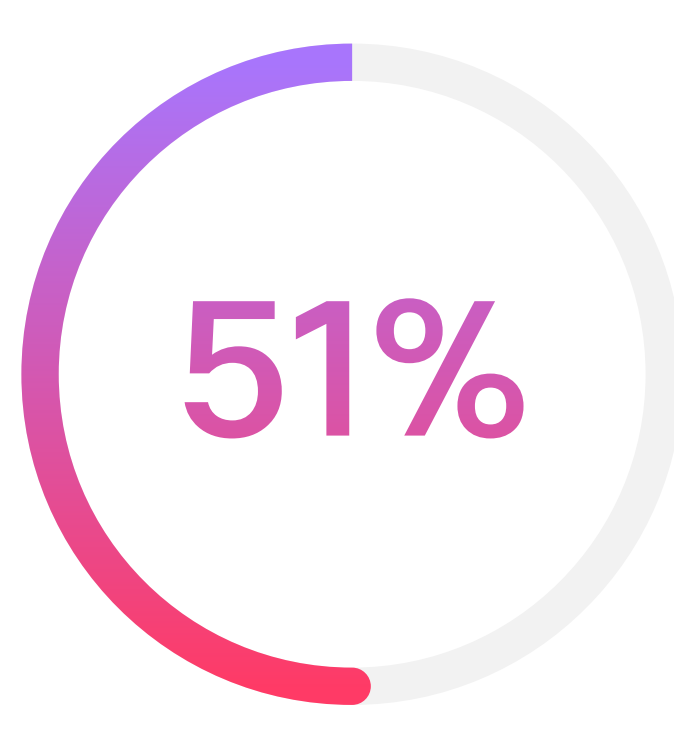
Host even more engaging meetings with Slido in Webex. Poll your team, run interactive Q&A sessions, create fun quizzes, and more.

[Watch our Meetings 101 video](#)

What to do after your meeting

Continue collaborating long after the meeting ends. If you have meetings with larger teams or have a lot of action items, you'll want to do a meeting recap.

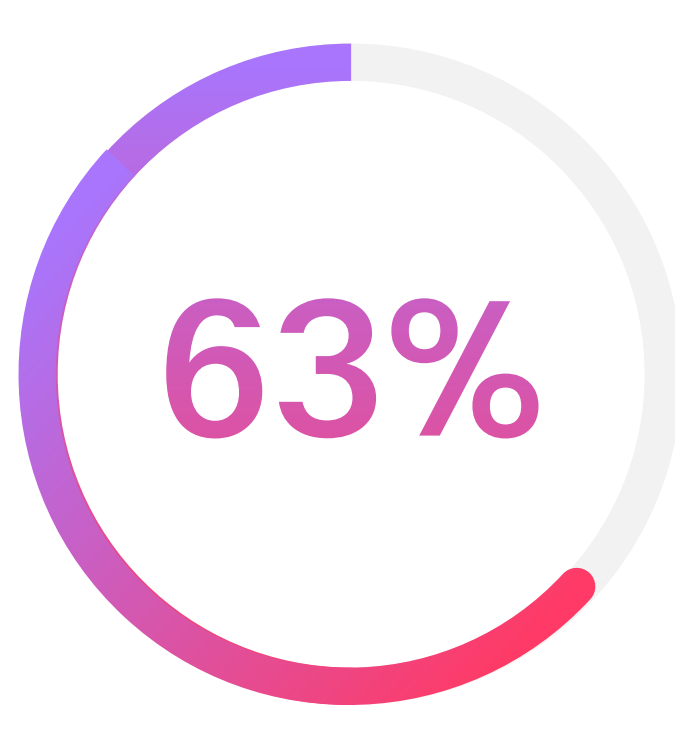
Use integrated apps, file-sharing, and Webex spaces to make post-meeting collaboration easy.



of people still take individual meeting notes

Keep conversation going

Sometimes, the best ideas come after the meeting. Send direct messages or talk with a group in your meeting space to continue any discussions from the meeting with Webex Messaging.



of people don't have a single source of documented truth for meetings

Collaborate in a single place

After a meeting, share action items, files, deadlines, notes, and more in a Webex space to ensure everyone's on the same page and can access all meeting notes in a single place.

Tip: Don't wait for an invite to start the conversation.

Tip: Use integrated apps like MS Word to create an editable living document.

Research data source: The Future of Meetings Report 2021 (Fellow)

The future of work is now

Hybrid work is here to stay. Need help getting started with this new way to work? Check out our hybrid work infographic.

[View our hybrid work infographic](#)

You work on the go. Your meetings should too

Whether you're on your couch, at your desk, or on the go, take your meetings with you with the Webex mobile app.

[Download the app](#)

Did you know?

4.6B

As of January 2021, users hosted 706 million meetings on Webex, with more than 4 billion attendees.

213.9B

Since January 21, 2021, users have spent nearly 214 billion hours in Webex meetings.