A better way to meet

Meetings are a necessary part of the workday, but that doesn't mean they should be basic.

Schedule meetings with ease from the Webex App

There are several ways to schedule a one-time or recurring Webex Meeting.

Scheduling with Microsoft Outlook

Microsoft Outlook users can use the Webex Scheduler to schedule Webex meetings or Webex Personal Room meetings directly from Microsoft Outlook.

Schedule a Meeting in the Webex App

Click **Schedule a meeting** from the Meetings tab in the Webex App when you want to schedule a meeting.
- Fill in the meeting topic, date, and time
- Add the attendees
- Include an agenda in the description field

Once scheduled, you or anyone you assign as a cohost can start the meeting, invite people to it, start breakout sessions, record the meeting, and share the recording.

Schedule a Meeting in a Webex Space

When you have a recurring meeting with your team or for a specific project, you can keep everything in one place by scheduling a meeting directly within the Webex Space. Click the ⊞ icon from the space to get started.

> If you can't access your calendar, you can still schedule a meeting—just use your Personal Room or built-in site scheduler.

Start and join meetings

Open the Webex desktop app.

To start a meeting on the fly, click **Start a Personal Room meeting.**

To start a scheduled meeting, click the green **Start** button next to the meeting.

To join a scheduled meeting, tap the big green **Join** button next to the meeting you want to join.

Manage audio and video

Before entering the meeting, you have the option to adjust your audio and video settings and see your video preview.

Click **Audio settings** to change your microphone and speaker selection.

Click **Video settings** to change your camera selection. You can reduce background distractions by choosing from a set of virtual backgrounds or by simply blurring your background.

You can manage your audio and video preferences in advance so there are fewer steps to join a meeting.

Mute your microphone

To reduce unnecessary interruptions during the meeting, use the mute button to mute yourself. And don't worry, when you're not on mute, background noise is automatically filtered out for you.

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Get everyone participating

People are happiest when they show up as themselves. Whether teams are working together or apart, everyone has a chance to participate in their own way.

Share your screen

From within the meeting window, click the ⬆ icon and select **Share your Screen** or an application so others only see what you want.

Turn on closed captions

Make meetings accessible and inclusive with closed captions. As people speak, Webex converts speech into easy-to-read captions in real-time.

To show captions, click **Show closed captions** in the lower left of the meeting screen.

Record your meeting

Record meetings for people who can't attend or for those who want to refer back to what was discussed. Your recordings can either be saved to the cloud or your computer as a local recording.

Click **Record** to start meeting recording. If you don't see the Record button, look for it under **More options** ●●● .

Raise your hand

If you have a question or comment and don't want to interrupt the speaker's train of thought, you can raise your hand to notify the meeting host.

When you're ready, click **Raise hand** ✋ .

To lower your hand, click **Raise hand** ✋ again.

Use gestures and reactions

Bring a little fun to your next meeting by using gestures and reactions to cheer on the speaker or show that you love an idea without having to unmute yourself.

Click **Reactions** 😊⁺ and then choose an emoji.

Turn on **Recognize hand gestures** to automatically convert your hand movements into reactions--no clicking required.

Never miss a thing with AI Assistant

In the meeting controls, click **AI Assistant** ○ and choose from:
- Summarize to recap the last 15 minutes
- Summarize more for the entire meeting from the beginning
- Was my name mentioned? to see if anyone said your name
- What are the action items? to get a list of action items compiled so far
- Ask me anything about the meeting to ask AI Assistant questions about the current meeting
- Stop summary to end the summary for everyone.

TIP: Any questions you ask and answers you receive are only visible to you so you don't interrupt the flow of the meeting. Whew!

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Keep it engaging and interactive

It can be difficult to keep the energy high during meetings, especially if you're hopping from one meeting to the next. Make meetings more interactive by adding your favorite apps, whiteboards, and more.

Embedded Apps

No more toggling between windows, tabs, and other applications. Add and access your favorite apps right within your meeting to keep focused.
- Enable your hybrid teams to visually collaborate or brainstorm with Miro.
- Keep your participants engaged with a Slido poll.
- Use the Shared Timer app to help presenters stay
- on track and make the best of everyone's time.

During a meeting or webinar, go to Apps.
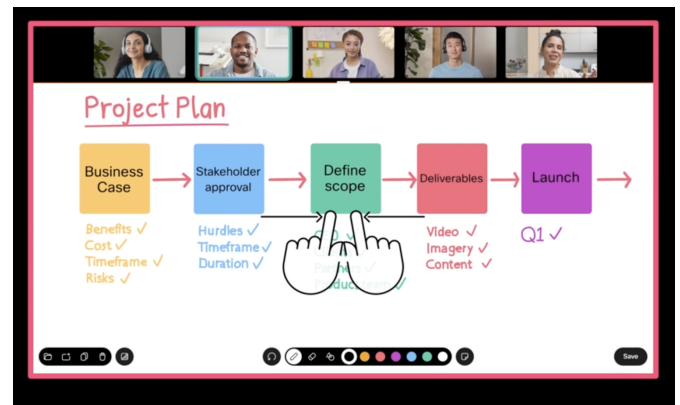Select the app that you want to use.
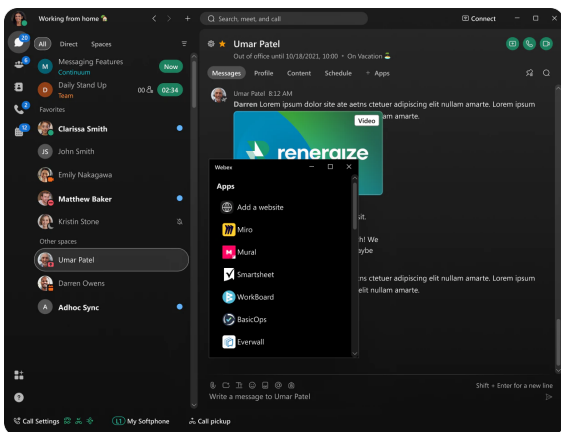
Whiteboards

Whiteboards allow everyone to visualize and contribute.
- Draw on an infinite canvas without running out of space or having to erase
- Add sticky notes without the waste
- Save and share across devices

To share a new whiteboard during a meeting,
go to More options and choose New whiteboard.

Slido Q&A, quizzes, and polls

Use live polls to get instant feedback or run a competitive quiz with a leaderboard. Both presenters and attendees can interact directly in the sidebar without ever leaving Webex.

Create and launch polls or Q&A directly from Meetings by clicking Apps > Slido.

Slido is already included with your Webex subscription.

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