

# How will you make Webex work for you?

Hybrid meetings look different for everyone, so we'll show you how to take yours to the next level with Webex, and you choose which meeting style best suits your needs. Let's go!

## Do you need to hold a meeting?

Yes, please!

I don't need to meet

When you don't need to meet, say it in a message! Use Webex spaces to [send messages or content](#).

Have a lot to say? Share your thoughts, feedback, or ideas in a [Vidcast](#).

## Who's attending?

People in and out of my organization

People within my company

## Why are you hosting a meeting?

I want to focus on business strategy and building relationships

I want to engage and align on projects or goals with my team, clients, or vendors

I want to create a truly immersive event

I want to connect and collaborate with my team, other departments, and leadership



High-stakes meetings



Communications



Events



Team meetings

## How will you Webex?



### Team meetings

Need to share project updates or collaborate with other departments? Want to start the day with a team stand-up? Meet with your team on the fly, schedule a one-on-one, or collaborate across departments in a space. Keep ideas flowing with Slido polls, whiteboards, and more.

**Who:** Coworkers and vendors

**What:** Project reviews, cross-functional collaboration, and weekly syncs

**Goals:** Keep projects on track and share progress reports

**Pro tip:** Meeting fatigue can be rough on everyone. Instead, use [Vidcast](#) to share quick updates on your time or [send messages in spaces](#) to keep work moving—no meetings required.



### High-stakes meetings

When everything's on the line, you need intelligent and secure meetings. Meeting with the board, hosting a quarterly business review, or getting together with high-dollar customers? We've got you.

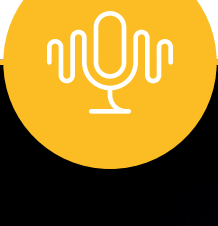
Ensure top-tier [security](#) by using the enhanced lobby feature, turn on Webex Assistant to record and take notes, or use [Webex Go](#) to stay connected even when you're not by your business phone.

**Who:** Executives, clients, and customers

**What:** Board meetings, quarterly reviews, and customer meetings

**Goals:** Build relationships and discuss business strategy

**Pro tip:** Don't waste time asking attendees to repeat themselves. Optimize voices so everyone can hear clearly, turn on [Webex Assistant](#) to record and transcribe action items, and leverage third-party apps to sync your workflows.



### Communications

Share your vision, plan next year's strategy, or make sure everyone aligns on goals. No more passive participation—with polling, Q&A, and even breakout rooms, you can keep attendees fully engaged. Leverage [embedded apps](#) too for idea sharing, brainstorming, and more.

**Who:** Internal and external stakeholders, like employees, investors, and the press

**What:** All-hands, training, briefings, and strategy planning

**Goals:** Engage with stakeholders and align on strategy and goals

**Pro tip:** Create an open and inclusive forum for employees, external stakeholders, and leaders with [Slido polling and Q&A](#) sessions. Encourage participants to raise their hands and use emojis to show approval or celebrate an idea.



### Events

Whether you're hosting a sales kickoff, expo, or large conference, keep your audience engaged before, during, and after your event with discussion boards and content optimized for anyone, on any device. Make your [event](#) truly immersive with attendee networking and gamification.

**Who:** Customers and prospects

**What:** Summits, expos, conferences, and sales kickoffs

**Goals:** Generate leads and build brand awareness

**Pro tip:** Once the event's over, browse through comprehensive reporting and metrics to measure your success.

## Meetings for fun?

No, you didn't misread that! Here at Webex, we love a good time, so we're always finding creative ways to use Webex for fun. We host meetings, use embedded apps, and put Slido to use to host game days, virtual coffee hours, and even baby showers. Share how you're using Webex for fun in the Community.

[Visit the Webex Community](#)



## Impress, every time

We'll show you how to host engaging and, dare we say it, fun meetings using Webex. Our best practices will help you navigate hybrid work too.

[View our best practices](#)

## What now?

The meeting or event may be over, but your work has just begun. Keep projects or conversations moving using the Webex App to send messages or files and share recordings.

[Download the app](#)

## Did you know?

**2.18M**

Webex hosts over 2 million meetings daily.

**40.1M**

We send over 40 million messages on Webex a day!