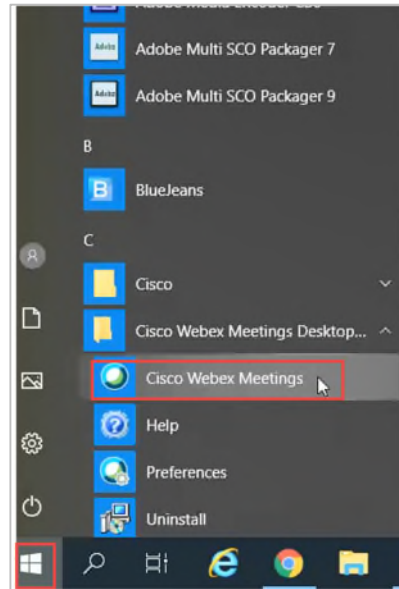


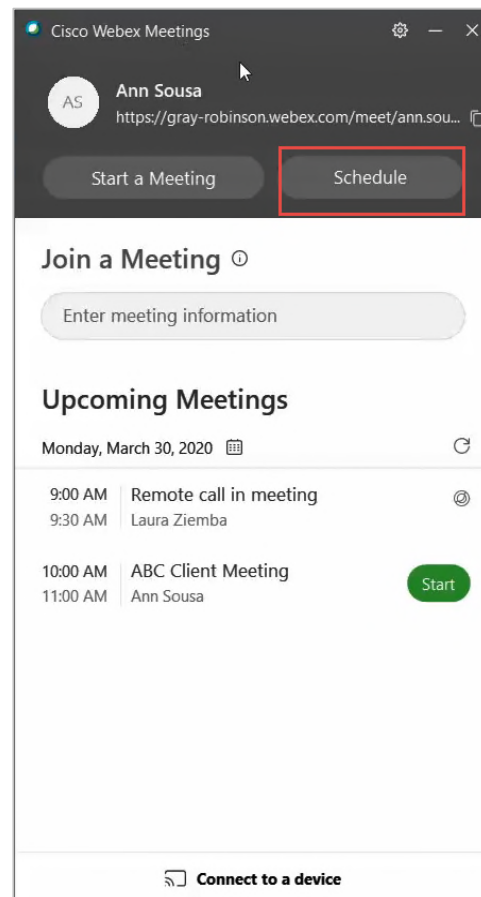
Scheduling From the Desktop App

1. Open the Cisco Webex Meetings desktop app. (Located on your desktop or in the Start menu under the alphabetical list of programs - **Cisco Webex Meetings**).

Enter your **GR email** address; click **Next**. Enter your **Webex password**; click **Sign In**.

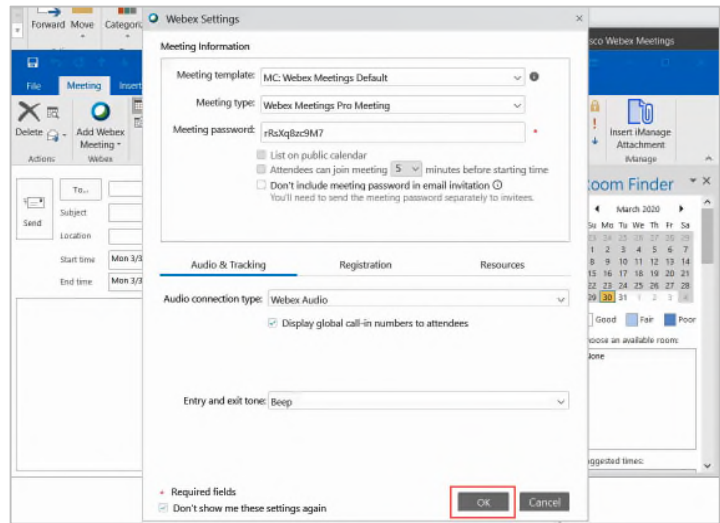


2. Click the **Schedule** button.

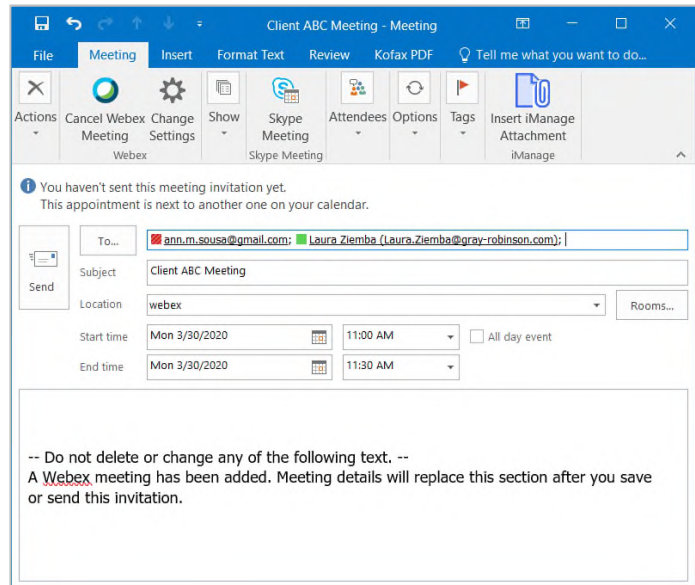


3. A new Outlook calendar meeting invitation will open.

If a **Webex Settings** window appears, please click **OK**.

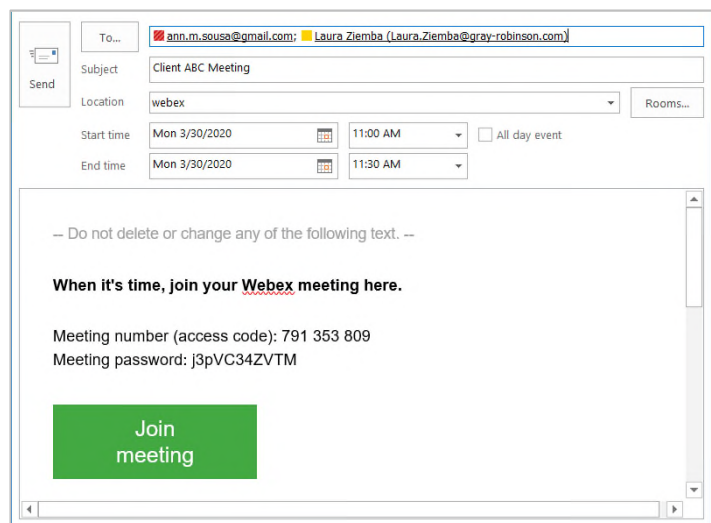


4. Fill in the necessary information: *attendees, subject, start/end time, and location* as you would for a normal Outlook meeting invitation.



5. If you would like to view the meeting access information before sending, click **File | Save**.

Otherwise, you can simply click **Send** and know that the meeting information will populate for the recipients.



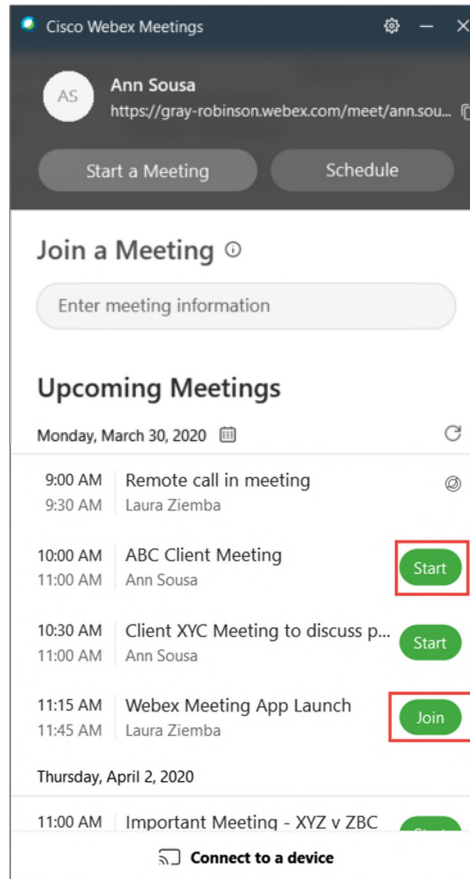
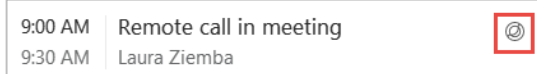
Starting a Meeting

1. Open the Webex Meetings desktop app.
2. For meetings you created click the **Start** button.

OR

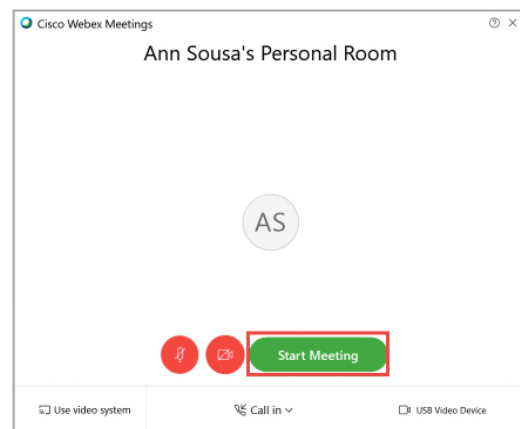
If you did not create the meeting, click the **Join** button.

Please note: **Join** may not appear until *15 minutes before* the start time of the meeting. Earlier than 15 minutes you may see a white Webex icon.



3. A separate window will open. If using video, you may turn it on and check your camera view before fully starting the meeting. Click the red video camera button, if needed, to enable video (**note:** when it appears red, video is not enabled).

Once you are ready, click the **Start Meeting** button.



4. The meeting window will open.

Depending on your settings, a **Call In** window may appear giving you options to connect your audio. If you would like to dial in from a phone, use the phone number and access code provided to you.

*Please be sure to use the **Attendee ID** provided to you so that Webex recognizes you as the host.*

OR

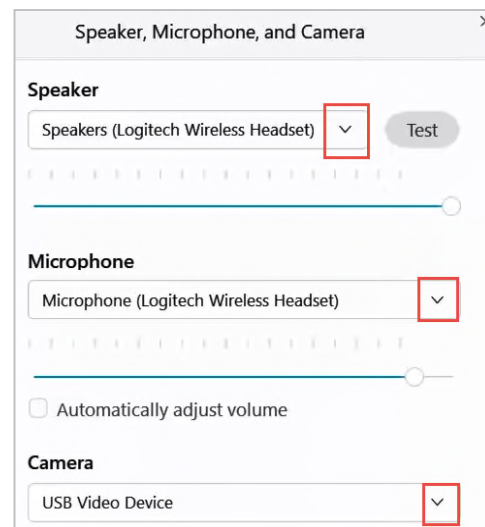
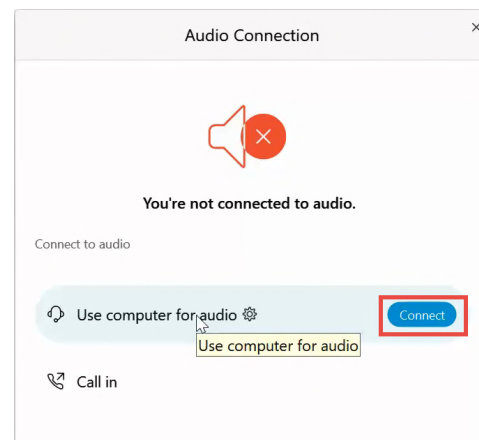
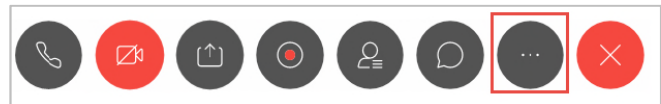
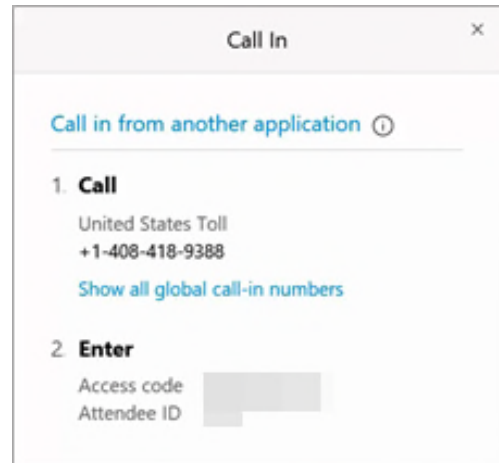
If you do not see call in options, or if you prefer to use your laptop's microphone, click the **More** button and select **Audio Connection**.

Within the **Audio Connection** window, hover your mouse over the **Use computer for audio** or **Call in** text, and click the **Connect** button that appears.

Once an initial audio connection has been established, use the **More** button to change the audio connection options, if needed.

When using the computer for audio, if you have multiple speakers or microphones available, you can set the one you would like to use during the conference by clicking the **More** button and selecting **Speaker, microphone and camera**.

Click the drop down arrows to choose your preferred speaker, microphone and/or camera device.











Screen options (*during meeting*):

The screenshot shows a Webex meeting window with several annotations:

- Change your Video Layout:** An arrow points to the 'Video Layout' icon in the top right corner, with text explaining it controls where video participants and panels are viewed.
- Choose Floating Panel View:** An arrow points to the 'Floating Panel View' icon in the top right corner, explaining it allows panels to be positioned on a second monitor.
- Meeting Info:** An arrow points to the 'Meeting Info' icon in the bottom left, explaining it provides details about the meeting.
- Meeting controls hide:** An arrow points to the meeting controls toolbar at the bottom, explaining that controls hide when not used and re-appear when the cursor moves over them.

Meeting Controls toolbar (*available only during the meeting*):

	Use to mute or unmute your line. <i>Red indicates you are Muted.</i>
	Use to control if your Video camera is displayed for participants in the meeting. <i>Red indicates you are not sharing video.</i>
	Use to Share your screen or a specific open program with the participants in the meeting.
	Use to Record the meeting for people who could not attend. To include video be sure to record in the cloud. Cloud recordings may take up to 24 hours to be available

	Click to view a list of Participants in meeting.
	Use to show the Chat window.
	Click to access More Options such as changing the audio settings during the meeting.
	Use to End the meeting