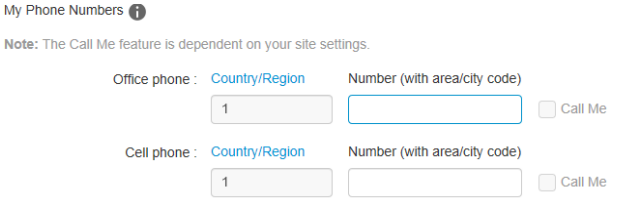
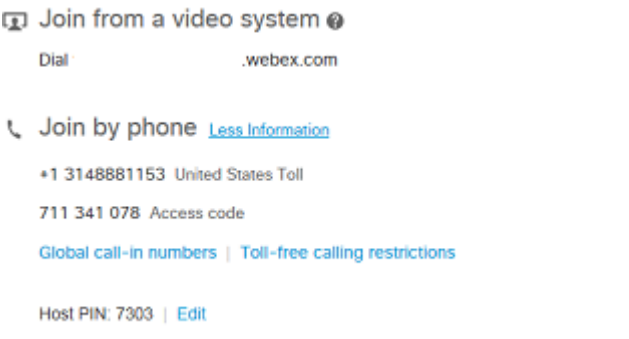
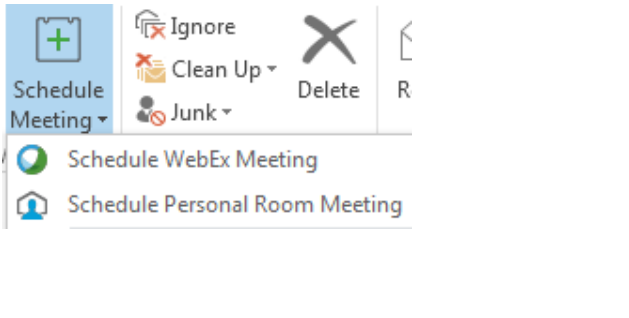
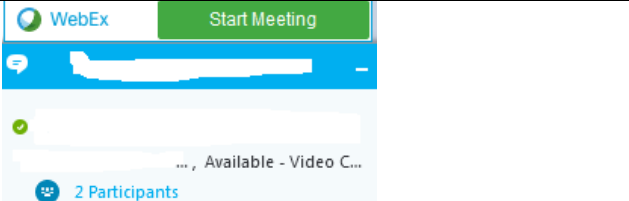


WEBEX® QUICK REFERENCE GUIDE

Subheading

TO	DO THIS					
ACCESS WEBEX	<ol style="list-style-type: none"> 1. Access Webex. 2. Click Log In in the upper-right corner. 					
SAVE YOUR CALL ME NUMBERS Note: You must be logged into your Webex account for Call Me to work.	<ol style="list-style-type: none"> 1. Access Webex, click Log In. 2. Click the My Webex tab. 3. Click Preferences in the left navigation menu. 4. Click Set Up next to <i>Audio</i>. 5. Set an office phone or cell phone to call you by typing in the numbers and selecting the Call Me check box. 6. Click Save. 					
JOIN A WEBEX MEETING	<ol style="list-style-type: none"> 1. Click Join Webex Meeting in the meeting invitation. 2. Make sure you are logged into Webex, i.e., accessed and clicked Log In. Logging in will save you time starting and joining meetings. 3. Click Join Meeting to join the meeting. It will say "Start the Meeting" if you are the host. 4. Choose the <i>Call Me</i> option. 					
FIND YOUR HOST PIN AND CALL-IN NUMBER Note: Your Host PIN is static for Personal Room (preferred method) meetings. If you schedule a meeting via the <i>Schedule Webex</i> meeting option, the dial-in and Host PIN will change each time.	<ol style="list-style-type: none"> 1. Access Webex, click Log In. 2. Click the My Webex tab. 3. Click the More Information link by <i>Join by phone</i> to view your dial-in information and your Host PIN. 					
SCHEDULE A MEETING FROM OUTLOOK Note: You must have Productivity Tools installed to schedule meetings from Outlook and Skype. Contact the Help Desk if you need to have them installed.	<p>Click Schedule Meeting on the toolbar, then choose Schedule Webex Meeting or Schedule Personal Room Meeting.</p> <table border="0"> <tr> <td>Webex Meeting</td> <td>Recommended for larger meetings with internal and external participants. The Host PIN and call-in number will always change.</td> </tr> <tr> <td>Personal Room Meeting</td> <td>Recommended for most meetings. The Host PIN and call-in number will always stay the same.</td> </tr> </table>	Webex Meeting	Recommended for larger meetings with internal and external participants. The Host PIN and call-in number will always change.	Personal Room Meeting	Recommended for most meetings. The Host PIN and call-in number will always stay the same.	
Webex Meeting	Recommended for larger meetings with internal and external participants. The Host PIN and call-in number will always change.					
Personal Room Meeting	Recommended for most meetings. The Host PIN and call-in number will always stay the same.					
SCHEDULE A MEETING FROM SKYPE	<p>Double-click the contact(s) with which you want to start a meeting, then click Start Meeting.</p>					

Webex Quick Reference Guide

TO	DO THIS								
SCHEDULE A MEETING FROM THE WEBEX SITE	<p>Personal Room Meeting</p> <ol style="list-style-type: none"> 1. Access your Webex account. 2. Click Log In. 3. Click Meet Now. <p>Webex Meeting</p> <ol style="list-style-type: none"> 1. Access your Webex account. 2. Click Log In. 3. Click the Meeting Center tab. 4. Under <i>Host a Meeting</i>, click Schedule a Meeting. 5. Fill out the meeting information fields, click Schedule Meeting. 								
ADD A WEBEX MEETING TO A SHARED CALENDAR	<p>Schedule the meeting through your Webex account and then add the email box address in the <i>To</i> field. You will be the host of the meeting and the meeting will be on the shared calendar.</p> <p>Or, fill out the <i>To</i> field with all of the attendees that you want to join the meeting.</p>								
ASSIGN AN ALTERNATE HOST Change Hosts for a Scheduled Meeting <ol style="list-style-type: none"> 1. In Outlook, open the meeting in Calendar view. 2. Click Change Settings. 3. Click Resources. 4. Select the check box next to the attendee(s) you want to designate as alternate hosts. 	<p>In Personal Room</p> <ol style="list-style-type: none"> 1. Access Webex and click Log In. 2. Click the My Webex tab. 3. Click Preferences in the navigation menu. 4. Click My Personal Room. 5. Select the Let others host my Personal Room meetings without me check box. <ul style="list-style-type: none"> • Select let me choose alternate hosts for my Personal Room meetings option. Type the name of the individual for which you want to make an alternate host in the text box. 6. Click Save. <p>For Scheduled Meetings</p> <ol style="list-style-type: none"> 1. In Outlook, click New Items, Meeting. In calendar view, click New Meeting. 2. Add attendees in the <i>To</i> field. 3. Click Add Webex Meeting. 4. Enter a meeting password and modify settings as necessary. 5. Click Resources, then select the check box next to the attendee(s) you want to designate as alternate hosts. 6. Click OK. 7. Enter the remainder of the meeting information in the appointment window, click Send. 								
HOLD AUDIO-ONLY CALLS <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; background-color: #e6f2ff;">Webex Star Codes</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">*0</td> <td style="padding: 2px;">For live in-call assisted</td> </tr> <tr> <td style="padding: 2px;">*6</td> <td style="padding: 2px;">To mute/unmute audio</td> </tr> <tr> <td style="padding: 2px;">*#</td> <td style="padding: 2px;">Plays participant count (dial-in)</td> </tr> </tbody> </table>	Webex Star Codes		*0	For live in-call assisted	*6	To mute/unmute audio	*#	Plays participant count (dial-in)	<p>You can use your Personal Room Meeting information to dial in and have an audio-only conference call without using the Webex app.</p> <p>Know:</p> <ul style="list-style-type: none"> • The toll-free call-in number • Access code • Host PIN associated with your Personal Room Meeting
Webex Star Codes									
*0	For live in-call assisted								
*6	To mute/unmute audio								
*#	Plays participant count (dial-in)								
ACCESS MY RECORDINGS <p>Note: Webex recordings are available for 90 days. After 90 days they will be deleted; they will remain in the Trash Bin for 30 days where they can still be recovered.</p>	<p>You will receive an email with the recording link for playback. You can also use the following directions below to access the recording manually.</p> <ol style="list-style-type: none"> 1. Access Webex and click Log In. 2. Click the Meeting Center tab. 3. Click My Recorded Meetings in the left navigation menu. 								
SCHEDULE AN OPERATOR-ASSISTED CALL	Fill out the Operator Assisted Scheduling Form .								
GET HELP	<p>Contact X M-F 8-5 ET:</p> <ul style="list-style-type: none"> • X@X.com • 1-XXX-XXX-XXXX 								