

WebEx Reference Guide

FOR EXECUTIVE ADMINISTRATORS

Scheduling an Audio Only Meeting

1. Open Outlook calendar to schedule meeting.
2. Using the list of conference numbers provided by IT, enter the WebEx phone number in the **Location** field. Make sure to separate the WebEx phone number and access code with 3 commas and add a # at the end. Remove all spaces.

Example 1-240-454-0887,,646989651#

Subject:	WebEx Project Updates
Location:	1-240-454-0887,,646989651#

Attending a Meeting from Your Office

DIAL-IN

1. Locate meeting phone number and access code.
2. Dial the number then enter the access code followed by #.

Join WebEx meeting
Meeting number (access code): 646 989 651
Meeting password: Cu8cGiCs

Join by phone
+1-240-454-0887 US Toll
[Global call-in numbers](#)

Can't join the meeting?
If you are a host, [go here](#) to view host information.

3. **Attendee:** Press # key to skip and join as an attendee.

Host: Enter your host PIN followed by # to start the meeting as the host.

USING THE JOIN WEBEX MEETING LINK

1. Open the meeting invite.
2. Click **Join WebEx Meeting**.
3. Enter your name and email then press **Join**.
4. From the **Audio and Video Connection** window, click the down arrow and select **Call Me** (recommended).

Audio and Video Connection

Select Audio Connection: Call Me (selected), No Video

Join the teleconference without pressing "1"

Connect Audio

5. Select a number previously populated (WebEx will save recent numbers you add) or enter a new phone number.
6. Click **Connect Audio**.

Attending a Meeting on a Mobile Phone

Hint: Installing the *Cisco WebEx Meetings* app makes joining meetings from your phone much easier (See instructions below.)

NUMBER IN THE LOCATION FIELD

1. Open the meeting invite.
2. Tap on the phone number and then tap on the **Dial** button that pops up.

Feb 26 Event Details Edit

WebEx Project Updates
1-240-454-0887,,646989651#

Note: You will be connected to your meeting and enter the conference room.

3. **Attendee:** Press # to skip and join as an attendee.

Host: Enter your host PIN followed by # to start the meeting as the host.

NO NUMBER IN LOCATION FIELD

Join with WebEx button or Meeting Link (requires WebEx mobile app)

Note: Go to your respective app store and download and install the Cisco WebEx Meetings app.

1. Open the meeting invite.
2. Locate **Join WebEx Meeting** then tap the link; if you do NOT see the link tap **Show all Notes**.
3. Tap **Open** when prompted to launch the WebEx app.
4. Enter your name and email address and tap OK.
5. Once connected select **Call Me** and WebEx will call you at the number specified.

Feb 27 Event Details

Alert 15 minutes before

Notes

Join WebEx meeting<https://bonsecourshealth.webex.com/bonsecourshealth/j.php?MTID=m06e9a1c472addf1ae4e4d51e75bc48a>

Meeting number (access code): 646 944 863

Meeting password: Cu8cGiCs

Call Me

Call In

Call Over Internet

DIAL INTO MEETING

1. Open the meeting invite.
2. Swipe down in the meeting invite to locate and tap on **Show All Notes**.
3. Locate **Join WebEx meeting** and copy or write down the meeting number (this is your access code).
4. Locate **Join by phone** and tap the phone number listed.
5. Enter the **access code** followed by #.
6. **Attendee:** Press # to skip and join as an attendee.

WebEx Notes

Join WebEx meeting<https://bonsecourshealth.webex.com/bonsecourshealth/j.php?MTID=m06e9a1c472addf1ae4e4d51e75bc48a>

Meeting number (access code): 646 944 863

Meeting password: Cu8cGiCs

Join by phone
+1-240-454-0887 US Toll
Global call-in numbers<https://bonsecourshealth.webex.com/bonsecourshealth/globalcallin.php?serviceType=MC&ED=630957442&IFree=0>

Host: Enter your host PIN followed by # to start the meeting as the host.