Meet online using WebEx. It’s fast and easy!

See how easy it is to get started using Cisco WebEx™ applications to meet online with anyone, anywhere. Take a few minutes to get to know more about the features of WebEx® Meeting Center. Join your WebEx meeting simply by clicking a link in an email, Microsoft® Outlook® appointment, or instant message invitation.

Join from an Outlook appointment or email invitation

1. Open your email invitation or open your Outlook calendar appointment and click the link to join the meeting.
2. Enter your name and email address in the Join Meeting window, together with the password, which is usually included in your Outlook appointment or invitation email.
3. Click Join Now.

WebEx Meeting Center features at a glance
Interact with others using the WebEx audio, video, chat, and annotation features. Work together on a document in real time, hold a video conference, talk to a group, or hold a private IM conversation.

A Tab menu
B Pointer tool
C Text tool
D Drawing tools: line, shape, pencil, and color palette
E Participant panel
F Meeting window
G Chat panel
H Video panel
Chat

Chat privately with meeting attendees, make comments, or send a note to the meeting host during your WebEx session.

1 Click on the Chat tab to open a chat window.

2 Choose the person or people with whom you'd like to chat:
   - **All Participants**: Address everyone in your meeting.
   - **Host**: Chat privately with the meeting host.
   - **Individual**: Hold a confidential conversation with another meeting participant.

3 Click in the Chat box and type in your message, then click **Send**.

Audio dialogue box

Take advantage of choices for audio that include VoIP (calling using your computer) or traditional phone conference. Look for the **Audio Conference** menu to appear automatically when you join the meeting and choose the integrated audio that’s right for you.

- **Call in**: Choose the phone number that came with your invitation to call into the meeting.
- **VoIP**: Select “Call using computer” from the drop-down **Audio Conference** menu.
- **Call back**: Click “Call Me” and enter your preferred phone number. The WebEx Audio system will call that number and connect you to the meeting. Depending on how the host set up the meeting, you may be asked to provide a meeting number, which you can find on your invitation.

Learn more about Cisco WebEx Meeting Center and the full suite of web meeting applications. Visit us online at [www.webex.com](http://www.webex.com).