

# Webex Meetings

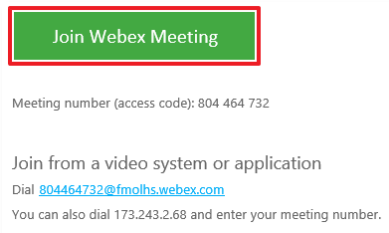
## Connecting to Meetings Using “Call Me”

Team members that attend or host Webex meetings should connect using the “Call Me” feature within Webex. This avoids preventable charges against FMOL as there is a per-person/per-minute charge for every caller participating in WebEx meetings when dialing in directly over the phone.

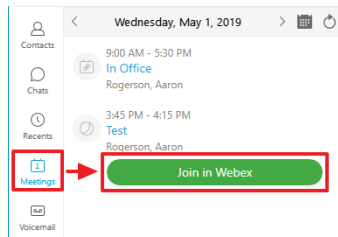
### Attending/Hosting from Computer

1. Join the meeting with email URL link or reminder links found in Outlook, Jabber, or Webex on computer.

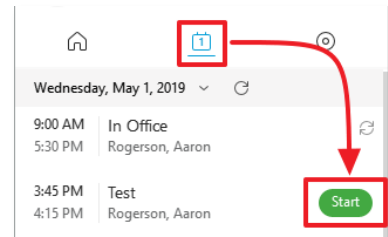
**Outlook:** From calendar invite



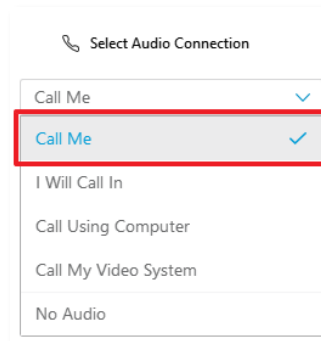
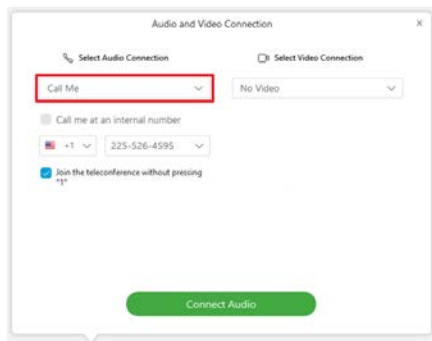
**Jabber:**



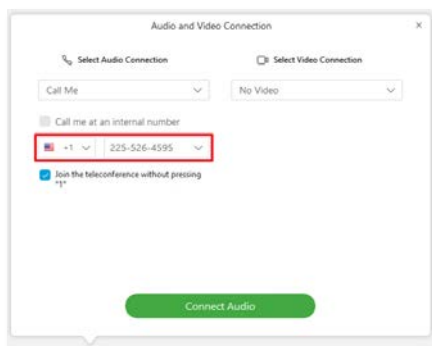
**Cisco Webex Meetings Desktop App**



2. Once signed in and connected to meeting, the *Audio and Video Connection* window will display. Using the drop down box under ‘Select Audio Connection’, change selection to **Call Me**.



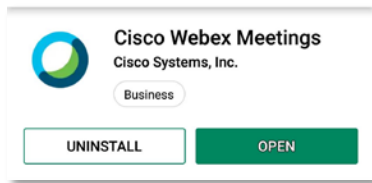
3. Enter contact phone number and click **Connect Audio**. This could be a desk phone or mobile phone number. A call from Cisco will be received and connect phone to the meeting. The next time you attend a meeting, these settings will be remembered allowing connection by clicking *Connect Audio*.



# Webex Meetings - Connecting to Meetings Using “Call Me”

## Attending Meeting from Mobile Device

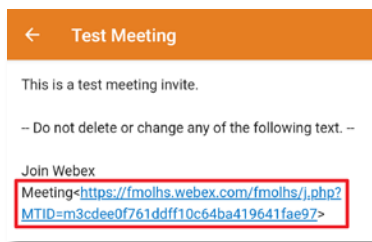
1. Cisco Webex Meeting mobile app must be installed.



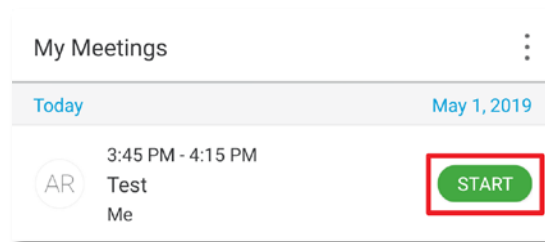
2. After installation, sign into Webex using FMOL email address (First.Last@fmolhs.org) and network password. You will be prompted to select the FMOL site after signing in.

3. Join the meeting with email URL link or reminder links found in Outlook or Webex Meetings app on device.

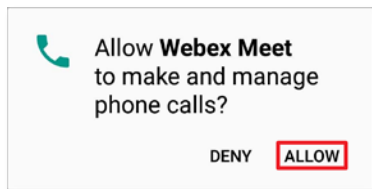
**Outlook Mobile App:** *From calendar invite*



**Cisco Webex Meetings Mobile App:**



4. Device may prompt for additional access or permission; **allow** all requested access.



5. Select **Call Me**. If needed, select down arrow next to number to change contact number.

