



## Getting Started

Get Up and Running with WebEx MeetMeNow. In just 5 easy steps, you'll be ready to meet online!

- Host an instant web meeting
- Schedule a web meeting
- Invite attendees
- Share your desktop
- Start a FREE phone conference



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**Getting started with WebEx MeetMeNow is fast and easy. Our Getting Started Guide will show you step-by-step how to host, schedule and join a MeetMeNow web meeting.**

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WebEx MeetMeNow is your easy, efficient and effective way of communicating with your customers, business partners, sales prospects, field reps, remote employees, and more — without leaving your office.

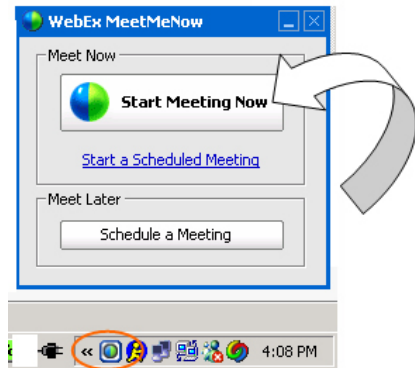


## Hosting an Instant Web Meeting

As the Host of a WebEx MeetMeNow meeting, you have two ways to set up a web meeting. You can choose to start an instant meeting or schedule a meeting to take place in the future.

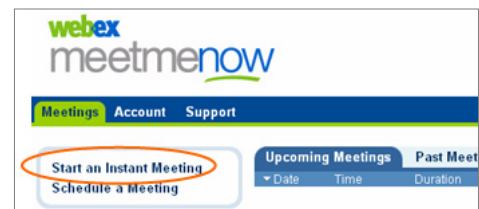
To start an instant meeting, you have 3 ways to begin:

1. **Double-click the WebEx MeetMeNow** icon in your system tray and click “Start Meeting Now”



2. **Login to MeetMeNow.com**

Go to: <http://meetmenow.webex.com> and enter your email address. Click the “Start an Instant Meeting” Link

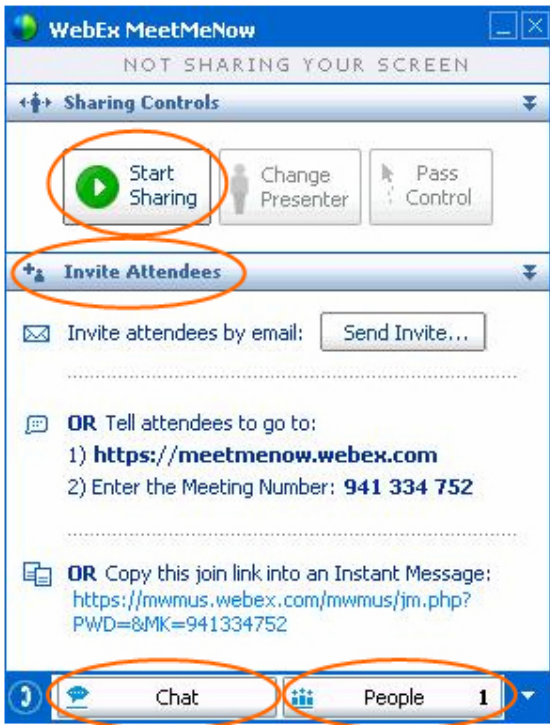


3. **If you use Instant Messaging (IM)**, simply click on “Start Meeting” found on the tab above your IM window.



## Scheduling an Instant Web Meeting

Once you have started your meeting, the WebEx MeetMeNow meeting control panel automatically appears.

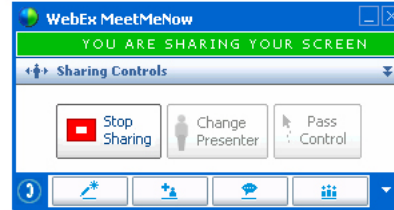


NOTE: If you minimize all of the sections of this panel, the floating icon tray will appear and all of your controls will be available from here:

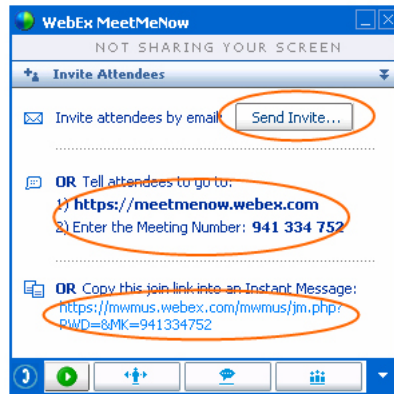


This panel gives you a few meeting options to add to your meeting. You can:

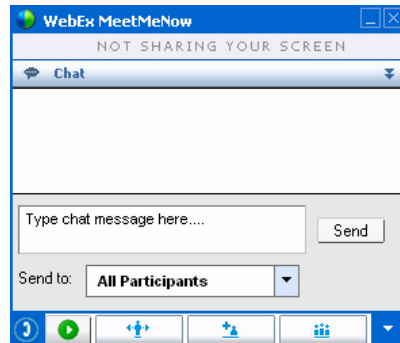
- Share your desktop



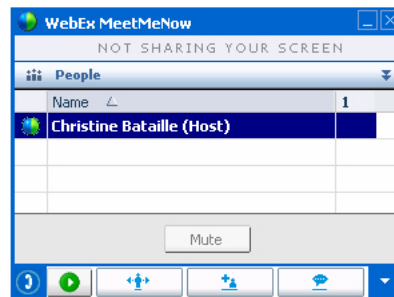
- Invite attendees to your meeting



- Chat with your meeting attendees



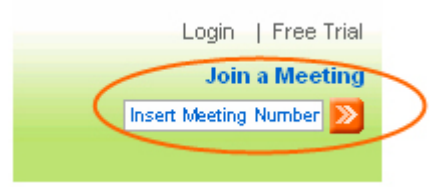
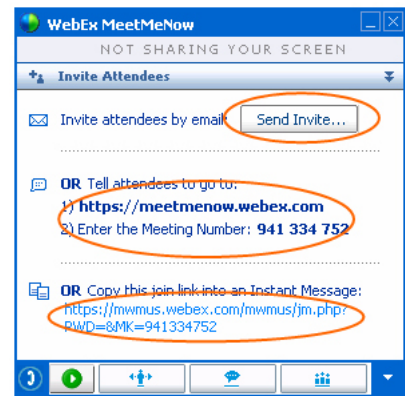
- See the names of all of the people participating in your meeting



## Inviting Attendees

### You have 3 options for inviting attendees:

1. Click “Send Invite” to send an email invitation that contains all meeting information
2. Ask your attendees to go to <https://meetmenow.webex.com>, then enter the meeting number in the upper right-hand corner of the page
3. Copy the meeting link into an Instant Message



*Join a meeting from the MeetMeNow website*



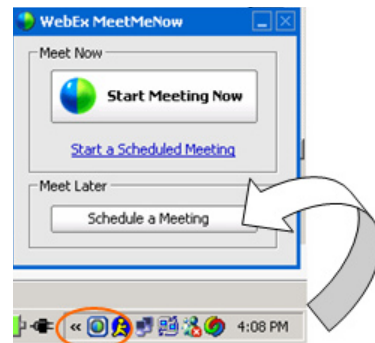
## Scheduling a Meeting

You can schedule a Web Meeting two ways:

### 1. From Your Toolbar

Double-click the WebEx MeetMeNow icon in your system tray (bottom right of your computer screen).

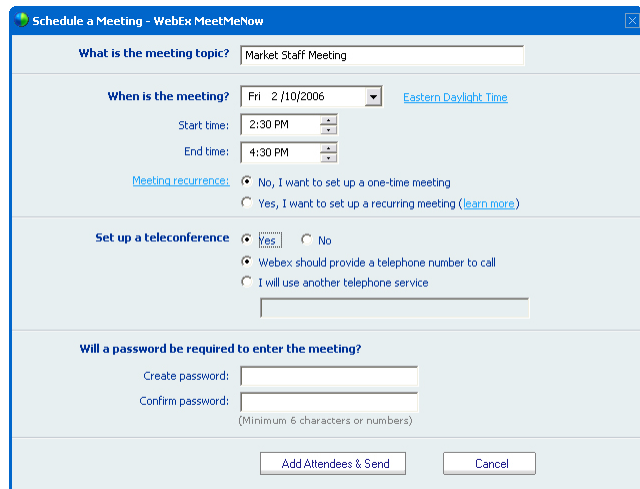
Then click “Schedule a Meeting.”



The *Schedule a Meeting* page pops up. This page allows you to:

- Specify the meeting topic
- Set the meeting date, start/end times and recurrences
- Set up a teleconference
- Set the meeting password

Once you have specified all of the meeting details, click “Add Attendees & Send.”

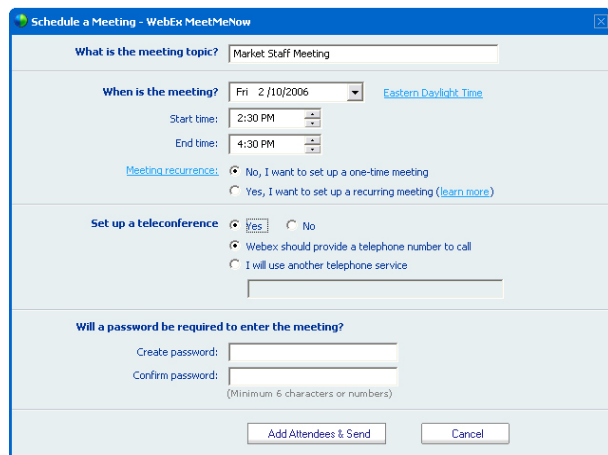


### 2. Log in to MeetMeNow.com

- Go to: <http://meetmenow.webex.com>
- Enter Your email address
- Click the “Schedule a Meeting” Link

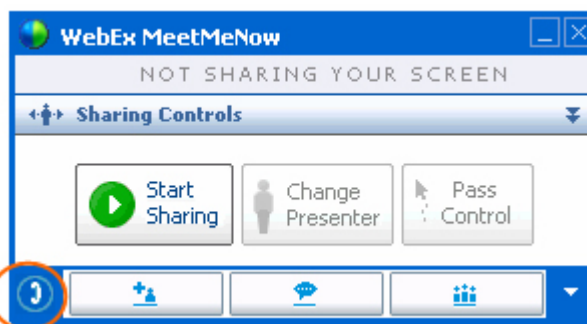


The Schedule a Meeting page pops up, allowing you to create your meeting and fill in the information just like the example shown above.



## Starting a phone conference

WebEx MeetMeNow allows you to have an integrated teleconference with your web meeting for FREE! Simply click on the telephone icon from the floating icon tray or the meeting control panel:



The Teleconference Info page pops up, showing the dial-in number and the meeting number.



With these simple tools, you are now able to use WebEx MeetMeNow to meet, share, present, and more — anytime you need to meet.

For more help, click on the “Support” tab when you’re logged in to MeetMenow.

