



Using WebEx for Audio Meetings and Online Meetings

What is WebEx?


WebEx is a tool that enables you to schedule audio meetings directly from within MS Outlook.

It replaces *MeetingPlace*.

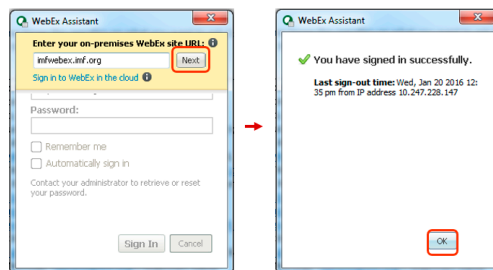
WebEx is easy and convenient!

Before you begin - one-time setup

WebEx is installed on all Fund workstations. However, BEFORE, you can begin to use it, you must set it up:

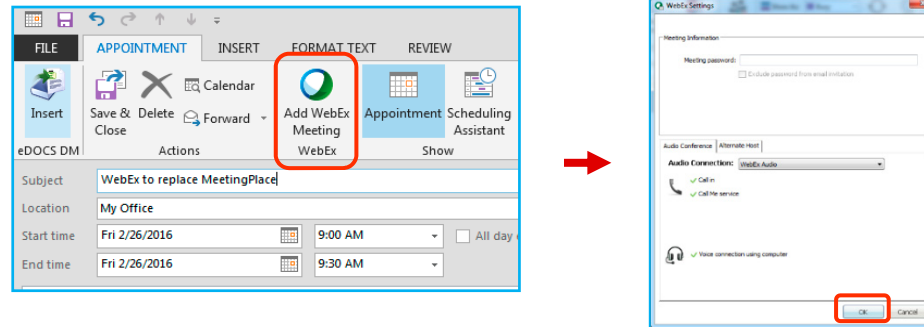
1. Right-click the WebEx icon  and click *Sign In* and then follow the steps below.
2. If you do not see the WebEx icon, click ^ on the status bar – near where the date and time are displayed – to show all icons.

Repeat this for Citrix and Pulse Secure too.



Schedule Audio Meetings

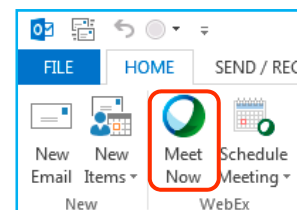
1. Open an Outlook meeting invite, or click the *Schedule Meeting* icon, and add the meeting details (participants, location etc.) as you normally would.
2. From within your Outlook appointment, follow the steps highlighted below.



3. Click *Send* to create the appointment. Meeting attendees will receive an Outlook appointment with the details of the WebEx meeting.

Schedule MEET NOW Meetings

1. Click **Meet Now** to quickly set up a meeting for NOW! These meetings are automatically scheduled for 1 hour from the time you click.
Note: If using for the first time, you may be prompted to update your contact information. Click Next to continue.



2. The WebEx Meetings site will open. You will receive an invitation from *IMF, WebEx* for your meeting – you can forward this as needed to other participants.



WebEx – Join Meetings From Fund and External Locations

Join Audio Meetings From a Phone

Katie Quinton has scheduled this WebEx meeting.

To attend this meeting: Call 30498 (When in Fund HQ) or +1-202-623-0498 (When outside Fund HQ) **1.**

The audio meeting ID is 991 778 0048 **2.**

The password for this meeting is: <This meeting does not require a password> **3.**

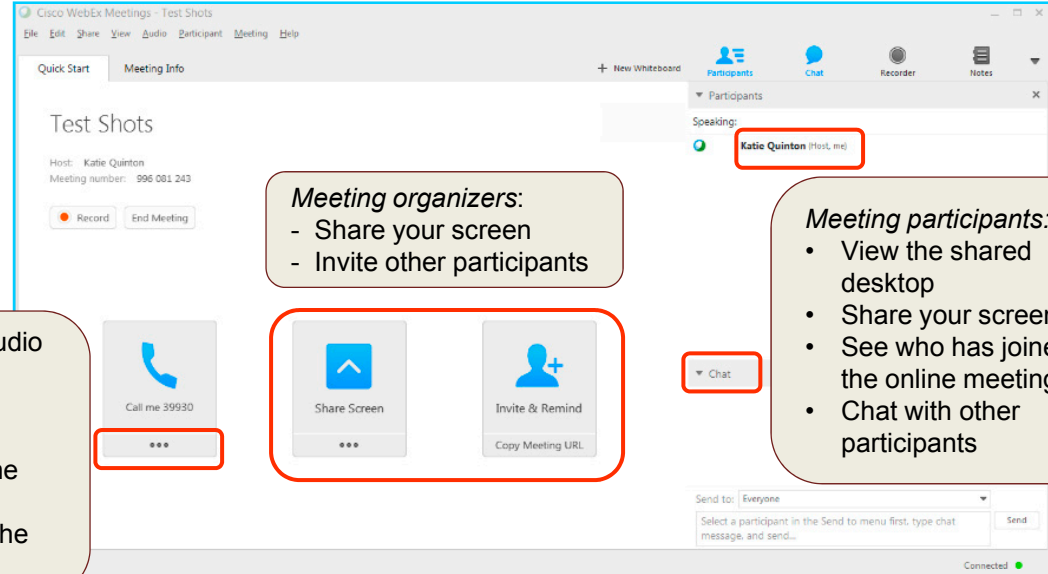
To use WebEx web collaboration features (audio, video, and desktop sharing), click here <https://imfwebex.imf.org/orion/joinmeeting.do?MK=993811664>

For more information on using WebEx, please visit the <http://WorkingWithCommunications> site on the Fund Intranet.

Open the Outlook invite and follow the instructions within to dial in to your audio conference!

Optional: To view desktop of meeting organizer, and use other collaboration tools, click this link and see below for more.

(Optional) Join the Online Meeting



All participants can choose from ways to connect to the audio meeting.

- Call in (dial in to the WebEx meeting using the given number and Meeting ID)
- Call Me (enter your desired phone number and have the system call you)
- Call using internet (connect to the audio meeting using the internet connectivity on your device)

Meeting organizers:

- Share your screen
- Invite other participants

Meeting participants:

- View the shared desktop
- Share your screen
- See who has joined the online meeting
- Chat with other participants