Scheduling and joining

**Meet with your team anywhere, anytime**

Scheduling and attending online meetings is easy, even when you’re out of the office.

1. Download the Webex app (<https://www.webex.com/downloads.html>)

2. Click schedule

3. Invite your attendees and click send!

And it’s simple to join. In the email meeting invitation, click the green “Join meeting” button to join from your computer, mobile device, phone, or video system.

Learn more! (link to the distilled Webex Essentials landing page scheduling section)