

Virtual Guardians Webex Calling Class

Prerequisites:

Download and install the Webex App:

- Why:
 - The Webex app enhances your phone system to the point of making it a full collaborative environment.
 - The Webex app on your mobile device is your disaster recovery system. Should your internet go down, or your power go out, simply disconnect from your WiFi on your mobile device and keep on making and receiving calls.
- How:
 - Webex Quick Start Guide:
<https://resources.webex.com/s/2skj42nts5zsjg9bvhtstwt>
 - There is both a link for the computer and a QR code for the mobile phone in this document.

Accept and create your Webex Account:

- Why:
 - Your Webex account ties you to your phone extension and any phone equipment you are going to utilize.
- How:
 - Click the big blue Activate button in the email you received from "Cisco <webex_comm@webex.com>". First check your SPAM folder and then check with your administrator if you did not receive the email.

Webex App overview:

Messaging and Spaces

- Single person space
- Multi-person space
- Space meetings
- Space features:
 - Messages
 - Profile
 - Content
 - Schedule

Phone:

- Dial
- Return Calls
- Use your computer or control your phone

Voice Mail:

- Listen
- Return
- Mark as Read / Unread

Calendar:

- Space Meetings
- Webex Meetings, Webinars, etc depending upon license

Control your telephony environment:

Set up Voice Mail:

- What:
 - Reset Voice Mail PIN
 - Configure Voice Mail from Phone
 - Configure Voice Mail from App
- How:
 - <https://settings.webex.com/>
 - From Phone
 - From App

Configure your personalized environment

- What:
 - <https://resources.webex.com/s/mxw3psgvvspmfkckprkw4f7z>
- How:
 - <https://settings.webex.com/>

Phones:

Cisco 7800 Series Quick Start Guide:

https://www.cisco.com/c/dam/en/us/td/docs/voice_ip_comm/cuipph/7821_7841_7861/10_1/english/quick_ref/QRG_7821_41_61.pdf

Cisco 8800 Series Quick Start Guide:

https://www.cisco.com/c/dam/en/us/td/docs/voice_ip_comm/cuipph/8800-series/english/qsg/8800-series-qsg.pdf

Questions and Answers: