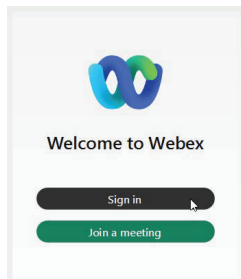


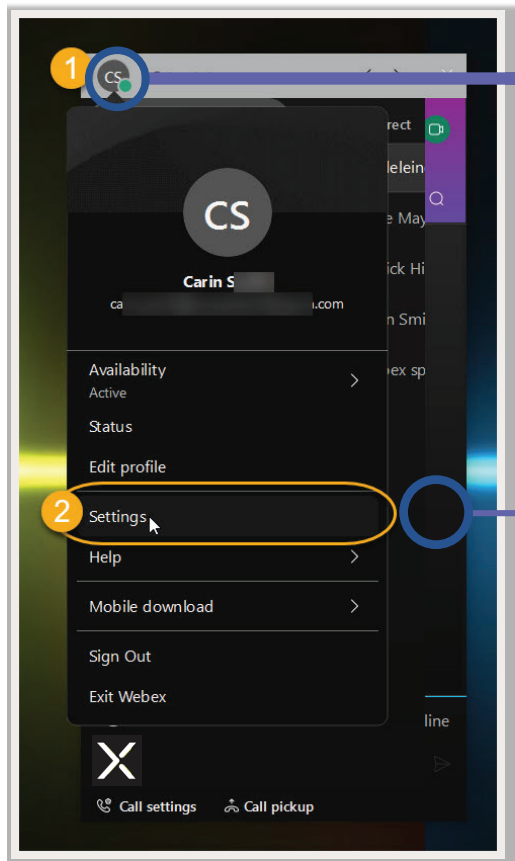
Business Voice Cloud with Webex Settings



Sign In

In Windows, click the Connect with Webex icon on the desktop or go to **Start > Webex** and click on the icon. On Mac, go to the **Applications** folder and click on **Webex**.

Click Sign In and enter your validated email and then your username | password credentials when prompted.

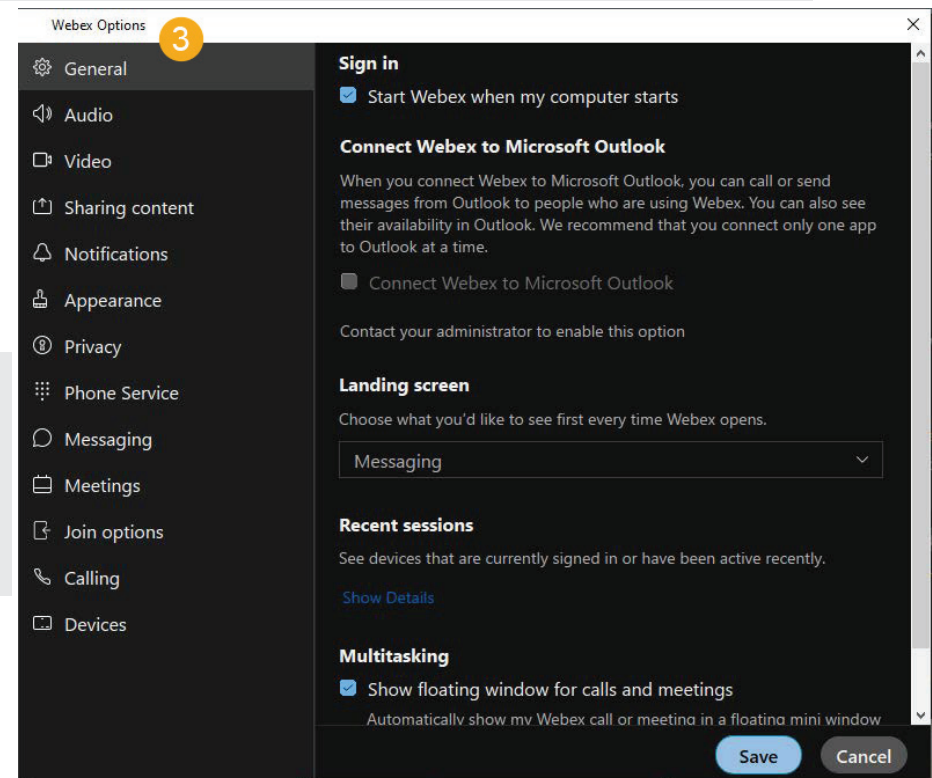


Manage profile and preferences

Click on your pic/icon to open the menu and change the display, update your pic and profile, set your status, access the Help, download the mobile app and sign out/exit the app

Manage Settings

Click on the Settings option to review and manage pretty much everything available to you in your Webex app. Contact your organization's system admin for assistance if you find something you aren't authorized to change.

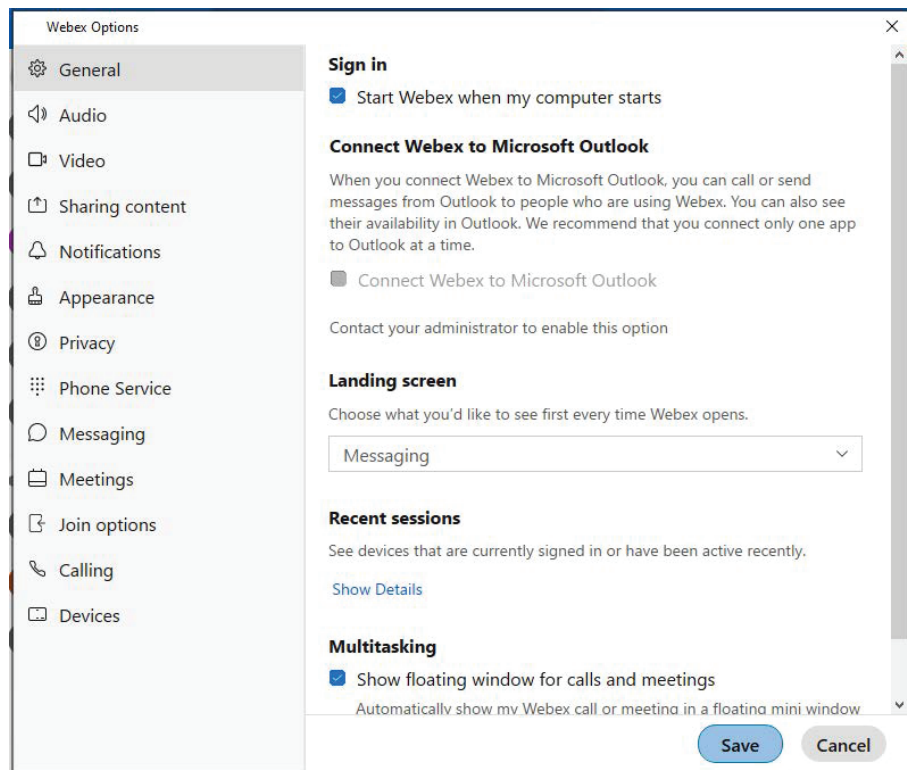


Business Voice Cloud with Webex- Settings

General

The initial view when Settings is selected is the **General** tab. Within this area, a user can set some basic application behavior settings.

Note: Settings are optional and setting access is defined by your organization.



Sign In

- Click to place a check in the box if you want to start Webex automatically each time your computer starts.

Connect Webex to Microsoft Outlook

- Connect Webex to Microsoft Outlook

Click to place a check in the box to allow Webex to be connected to your Outlook. *Contact your organization's Administrator for assistance if you have issues getting this connection started.*

Landing Screen

Use the drop-down selection tool to select the option that defines the view (Messages, Teams, etc.) you prefer to see first every time Webex opens.

Recent Sessions

Review the device access history for your account by clicking on the [Show Details](#) link.

Multitasking

- Show floating window for calls and meetings

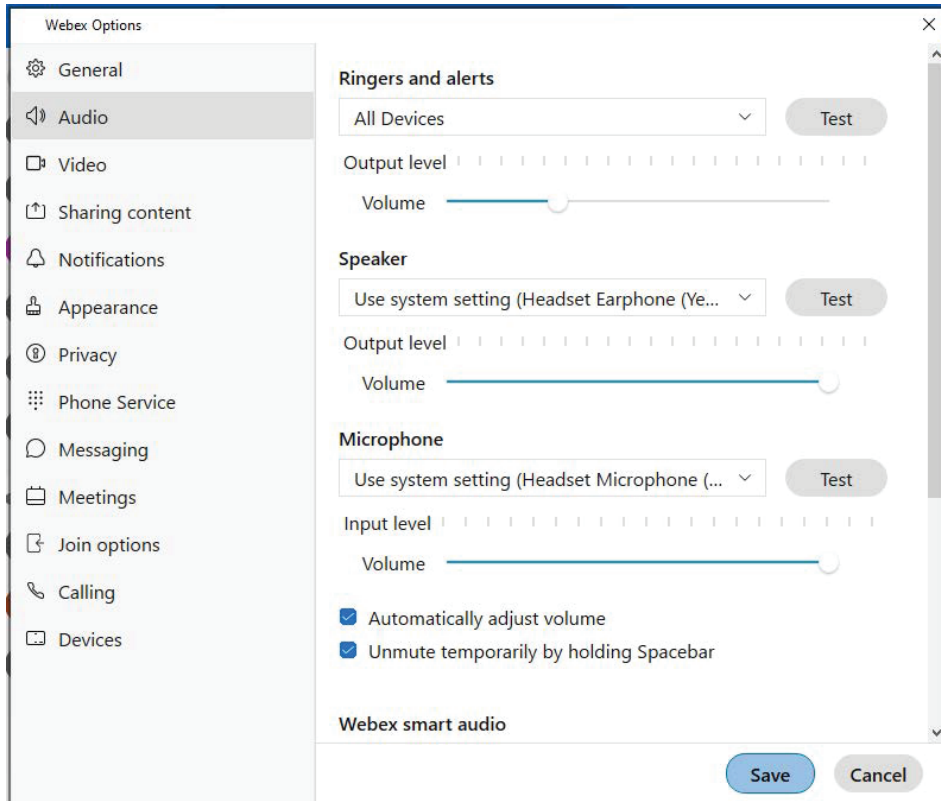
Click to place a check in the box to automatically see a pop-over display for webex calls or meetings in a separate mini window when other apps are in front of your Webex app view.

Always click **Save** before leaving the General view if you have made changes.

Business Voice Cloud with Webex- Settings

Audio

In the this settings section, you can define and check the ways your audio is handled in Webex for ringers, alerts, speakers, microphone, and more.



Ringers and alerts

- Click on the drop-down selection tool to choose from device options.
- **Output level** offers a visual gauge of the loudness level when testing.
- Click and move the **Volume** slider to the right to increase/left to decrease.
- Click on the adjacent **Test** button to check ringer and alert setting selections.

Speaker

- Click on the drop-down selection tool to choose from speaker options.
- **Output level** offers a visual gauge of the loudness level when testing.
- Click and move the **Volume** slider to the right to increase/left to decrease.
- Click on the adjacent **Test** button to check ringer and alert setting selections.

Microphone

- Click on the drop-down selection tool to choose from microphone options.
- **Input level** offers a visual gauge of the loudness level when testing.
- Click and move the **Volume** slider to the right to increase/left to decrease.
- Click on the adjacent **Test** button to check ringer and alert setting selections.
- Automatically adjust volume
- Unmute temporarily by holding the Spacebar (when mute is enabled)

Webex smart audio

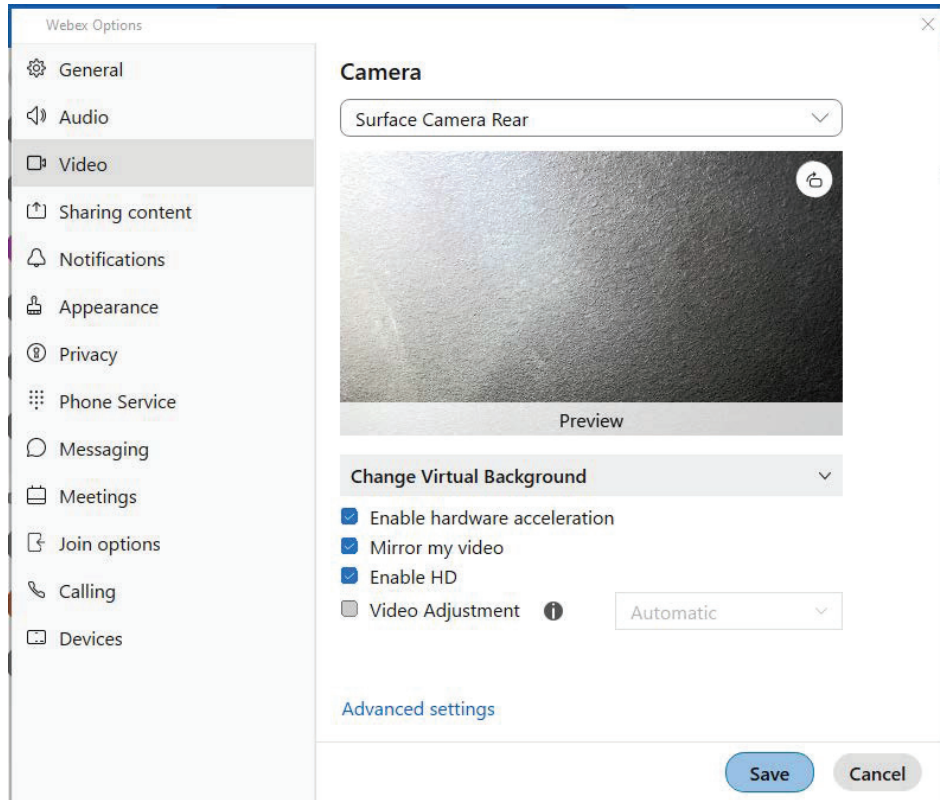
- Noise removal** (removes all background noise when enabled)
- Optimize for my voice** (removes background noise/speech)
- Music mode (allows others to hear the original sound when music is played or you sing.)

Always click **Save** before leaving the Audio view if you have made changes.

Business Voice Cloud with Webex- Settings

Video

In the this settings section, you can manage the ways your video feed displays in Webex, change your virtual background, and define video capture.



Camera

- Click on the drop-down selection tool to choose from device options. The **Preview** window below offers a glimpse of what the selected camera sees and will show to others.
- The **Rotate** icon within the *Preview* window allows you to rotate 90°

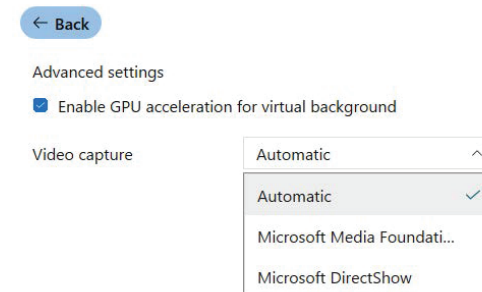
Change Virtual Background

- Click on an option to select a different background when you are on camera.
- The **Preview** window above offers a glimpse of what others will see when you select a virtual background.
- Click the **+** option and follow prompts to add a background image.

- Enable Hardware acceleration
- Mirror my video
- Enable HD Automatically adjust volume

Advanced settings

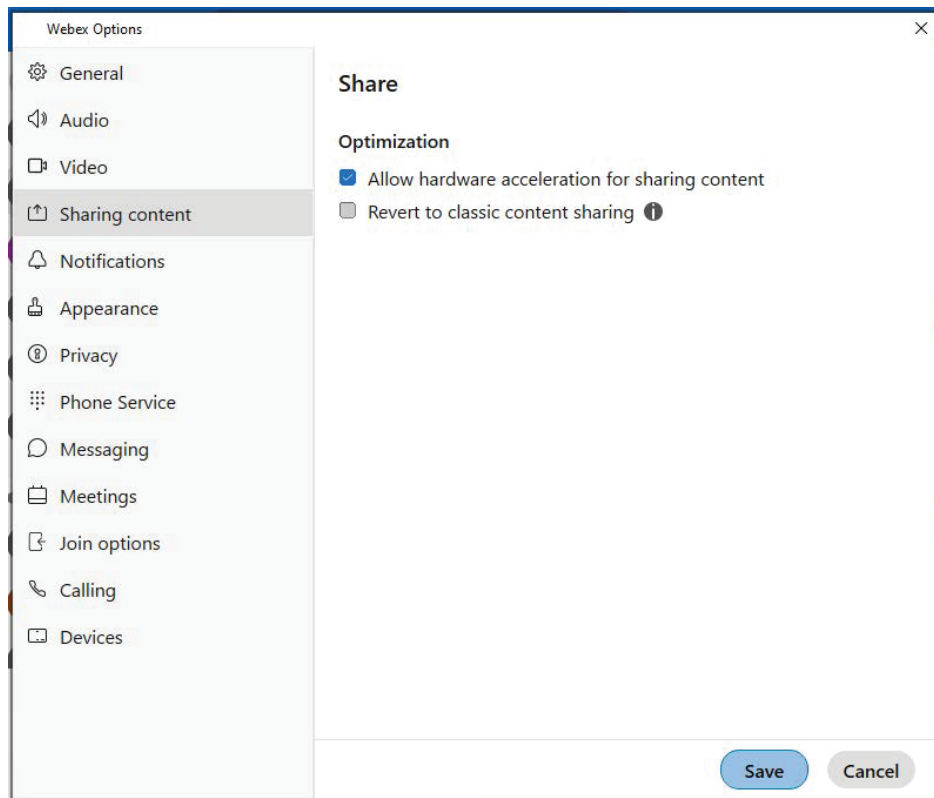
Click on the link to view and select from the available video capture options.



Always click **Save** before leaving the Video view if you have made changes.

Sharing Content

In the this settings section, you can manage the behavior for content sharing.



Share

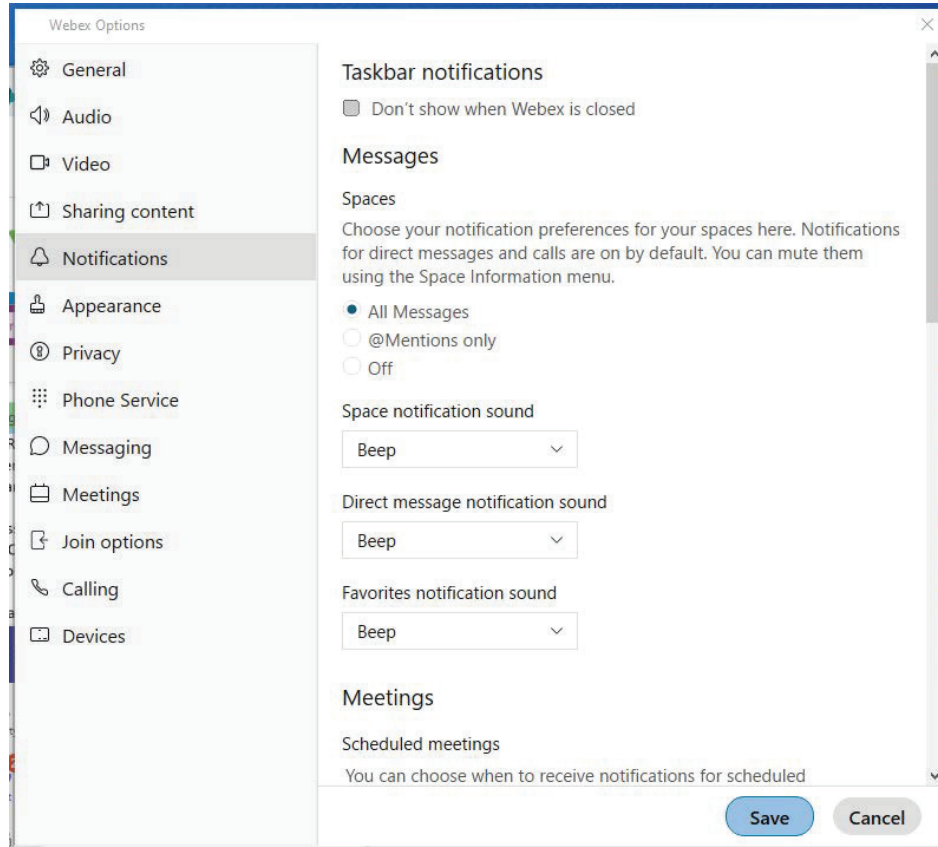
Optimization

- Revert to classic content sharing. (Off by default)
Click to place a check in the box to revert to classic content sharing.

Webex uses advanced content sharing to prevent crosshatch-patterned windows from appearing for others where meeting panels are open on your screen. However, if you're experiencing problems, or if your computer doesn't support advanced content sharing, you may switch to using Classic Content Sharing.

Click **Save** before leaving the Sharing Content view if you have made changes.

Notifications



Notification Options

Taskbar Notifications

Click to keep notifications from displaying when Webex is closed.

Messages

Spaces

Set to Off, All Messages or @Mentions only.

Notification beeps for Messages are on by default, but can be modified here and managed in the Space information menu. Use the drop-down selection tools provided to set to Off or select sounds for the following:

- **Space Notification Sounds**
- **Direct Message Notification Sound**
- **Favorites Notification Sound**

Meetings

Scheduled Meetings

Set notifications prior to meeting start times or turn OFF.

Recording Notifications

Click to enable a notification when recordings are rendered and ready.

In Meeting Notifications

Use the adjacent drop-down menu tools to select the notification types you prefer for activities in your meetings.

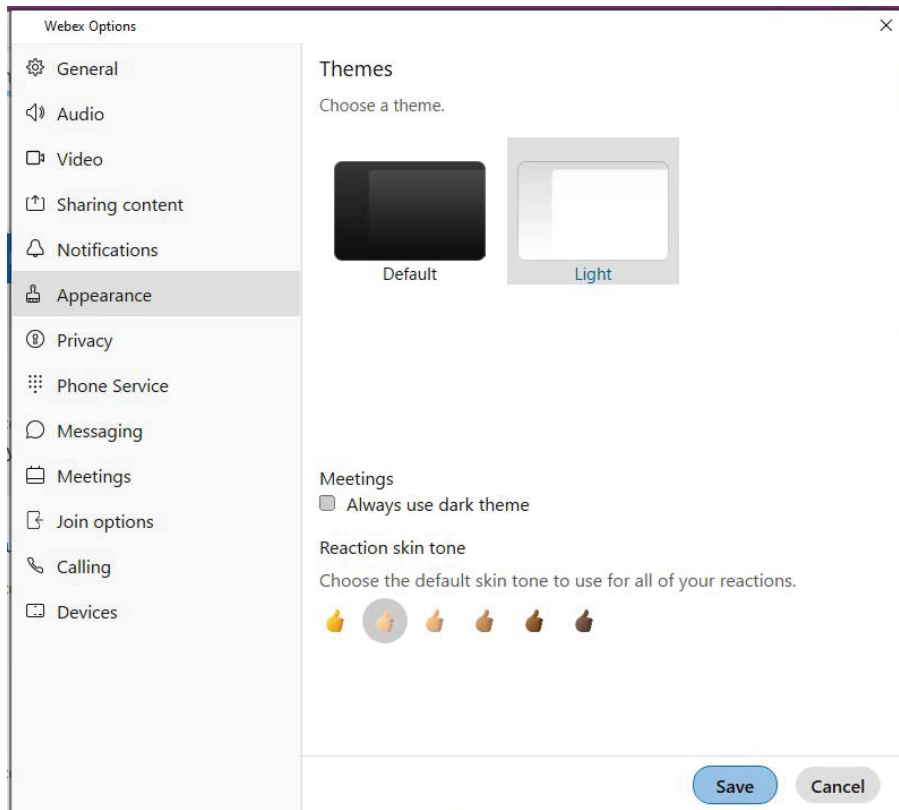
Direct Calls

Choose the notification behavior when receiving a call

Always click **Save** before leaving the Notifications view if you have made changes.

Appearance

In this section of the settings, you may define some display settings.



Themes

Click on an option to select the Dark (default) or Light theme.

Meetings

Click to place a check in the **Always use dark theme** check box to tell Webex to use the dark theme for the Meetings tool.

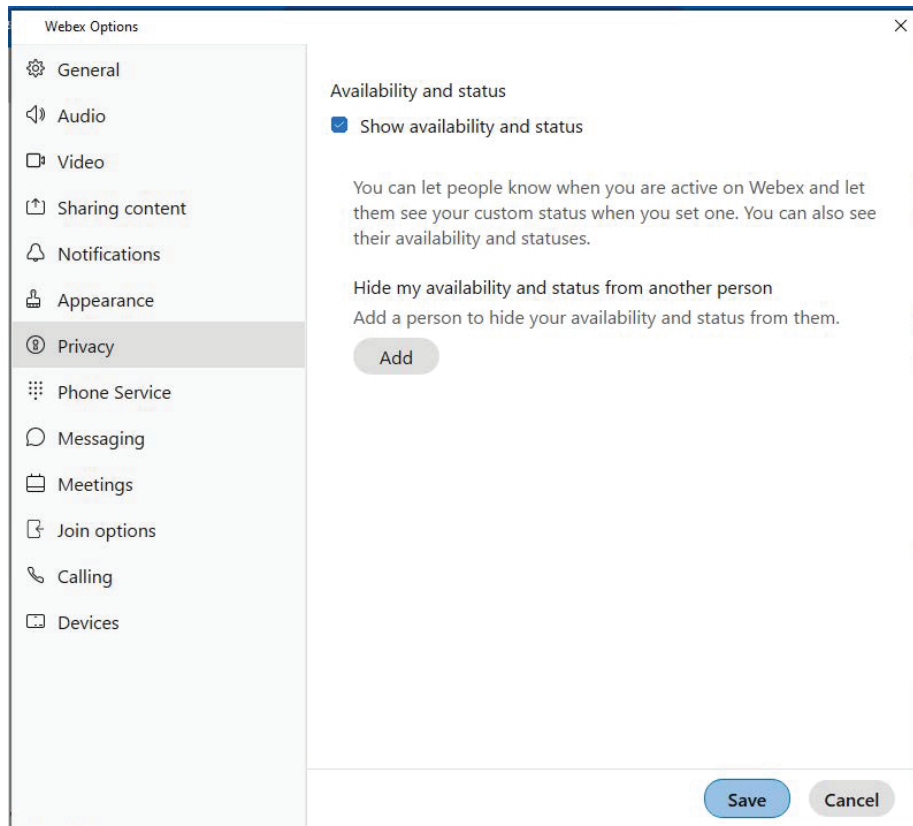
Reaction Skin Tone

Click on an emoticon with the color you prefer to choose the skin tone you wish to show for your reactions.

Always click **Save** before leaving the Appearance view if you have made changes.

Business Voice Cloud with Webex- Settings

🔒 Privacy



In this area of Settings you can decide whether you wish to let everyone know you are active on Webex and allow them to see your custom status message if you set one.

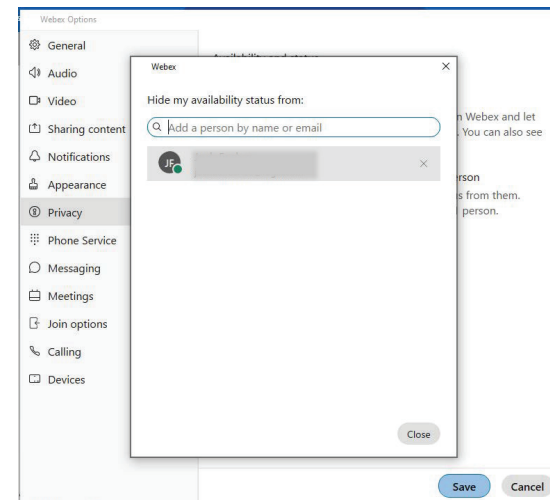
Availability and status

Click to place a check next to **Show availability and status** if you wish to display that information to others.

Hide my availability and status from another person

You may also elect to define specific individuals you wish to hide your availability and status from, if you wish. You can always come back to Privacy to change these settings.

Click on the **Add** button and type the name of the person you wish to have no visibility to your availability. Click **Close** to exit the dialog.

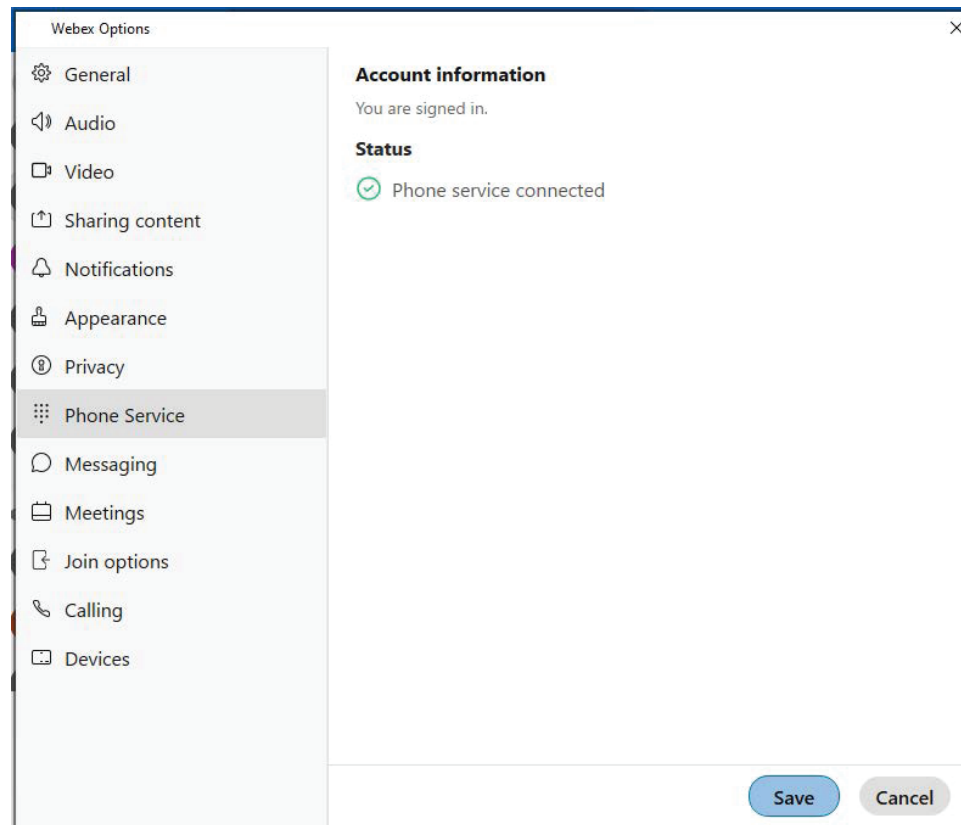


Return here to remove a person from the 'hidden from' list, as needed.

Always click **Save** before leaving the Privacy view if you have made changes.

☰ Phone Service

In this area of Settings you can check to see if your phone service is connected.

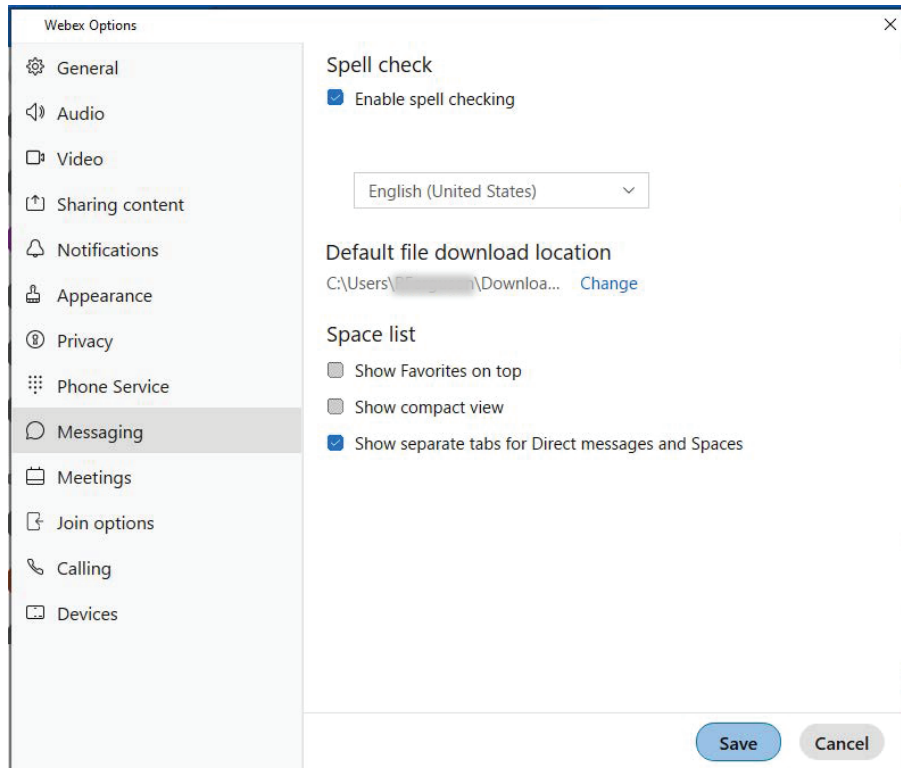


Always click **Save** before leaving the Phone Service view if you have made changes.

Business Voice Cloud with Webex- Settings

Messaging

In this section of the Settings, you may manage some general settings related to your Messaging section.



Spell check

Click to place a check in the box next to **Enable spell checking**, as desired.

Language

Use the drop-down selection tool to choose an available language. English (United States) is the default.

Default File Download Location

The default location is in your local Downloads file on the C: drive. Click on the [Change](#) link to open a local file browsing dialog to locate and select a new location for saving your file downloads.

Space List

Click to place a check in the box next to an option to enable it:

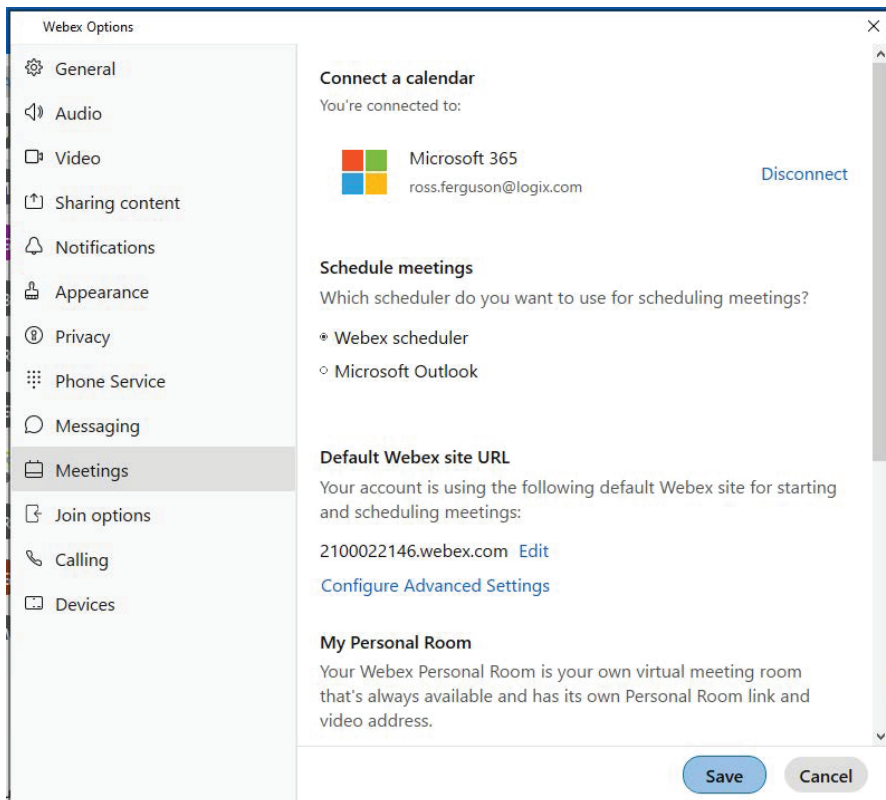
- Show Favorites on top (in Messages)
- Show compact view (list of names, rather than chats)
- Show separate tabs for Direct Messages and Spaces

Always click **Save** before leaving the Messaging view if you have made changes.

Business Voice Cloud with Webex- Settings

🔗 Meetings

Manage several useful meeting settings in this section of Settings.



Connect a calendar

Use the connect tool to integrate a calendar (Google, Outlook) with Webex.

Schedule Meetings

The default is Webex Scheduler, but you may select the connected calendar instead.

Default Webex site URL

Click on the [Edit](#) link if you wish to modify the URL for your Webex meetings.

Configure Advanced Settings

Click on this link to go to Meetings online, click Sign In (top right) and manage your settings from there.

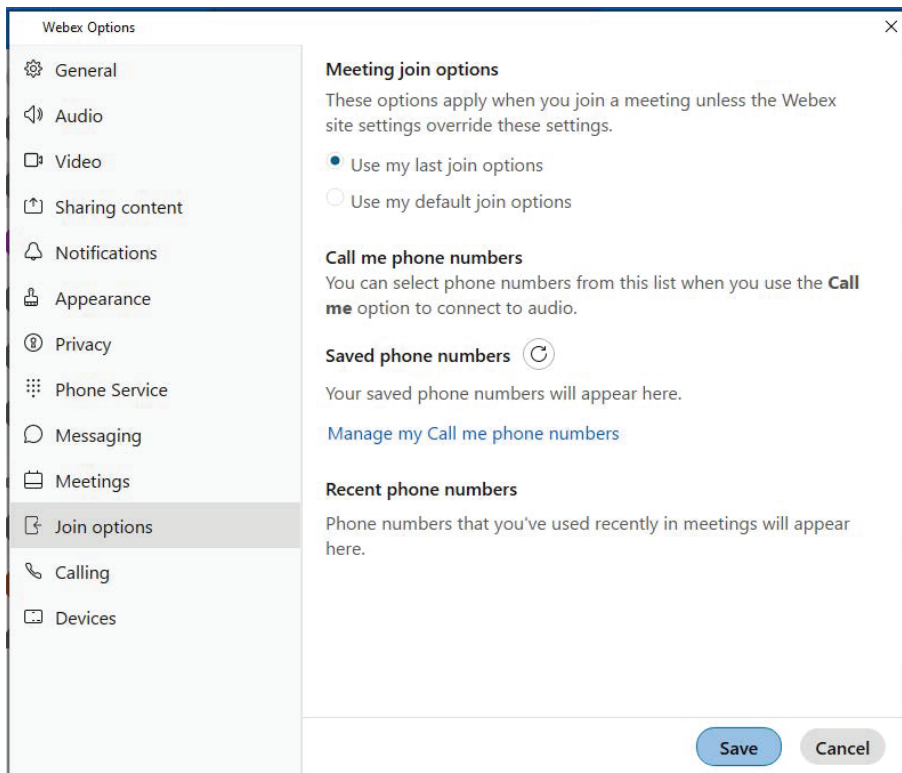
My Personal Room

Check this section to review your room information and Host PIN, or Click on the [Edit my Personal Room on the Webex site](#) link to open Webex online in a new browser window and make changes to those settings.

Always click **Save** before leaving the Meetings view if you have made changes.

Join Options

In this section of the settings, you may select the



Meeting Join Options

If Webex does not override site settings, you may click to select one of the following options:

- Use my last join options
- Use my default join options.

Call me phone numbers

You can create a list of call me numbers and select from that list when you use the Call Me option to connect to audio. When numbers are defined, the list displays in this area for selection. Click on the [Manage my Call Me phone numbers](#) link to define the numbers.

Recent Phone numbers

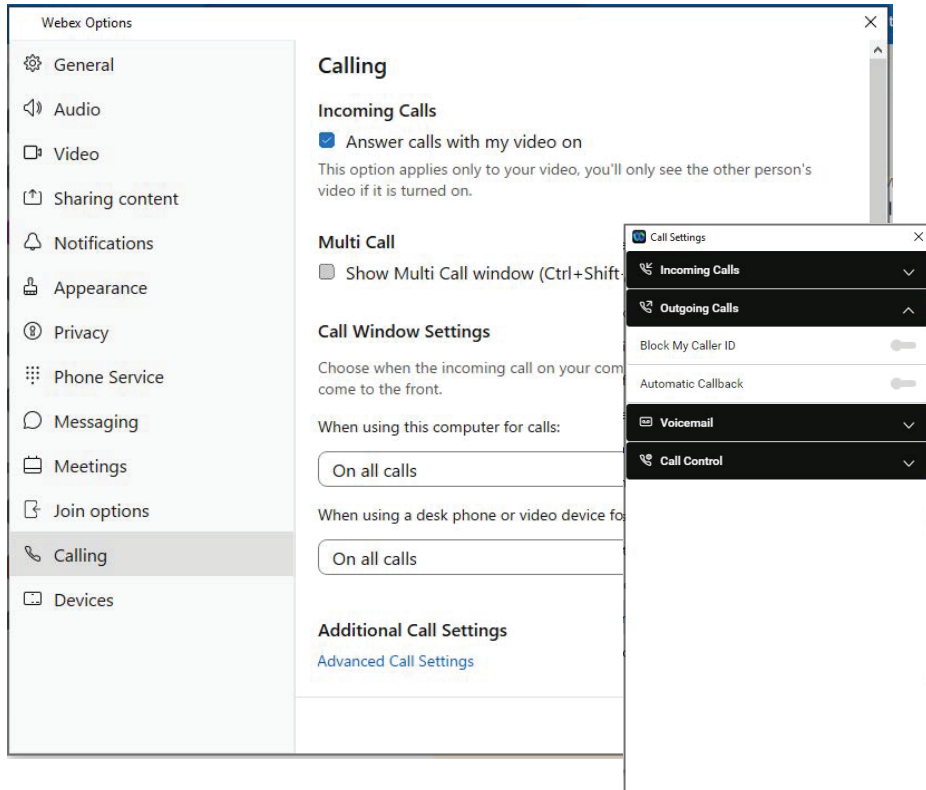
This area displays any phone numbers used recently in meetings.

Click **Save** before leaving the Join Options view if you have made changes.

Business Voice Cloud with Webex- Settings

Calling

Manage call rules, advanced settings, and Webex behavior for calling in the Calling section of Settings.



Incoming Calls

Answer calls with my video on (enabled by default. Remove the check if you don't want video turned on when you answer calls.

Call Forward

Configure basic call forward rules to either send to voicemail or do not forward. Use the Plus and Minus signs to add/remove phone numbers for call forward.

Call Window Settings

Use the adjacent drop-down selection tool to define the call notification window display behavior for the following:

When using this computer for calls

When using a desk phone or video device for calls

Additional Call Settings

Click on the [Advanced Call Settings](#) link to view and manage your available calling settings for:

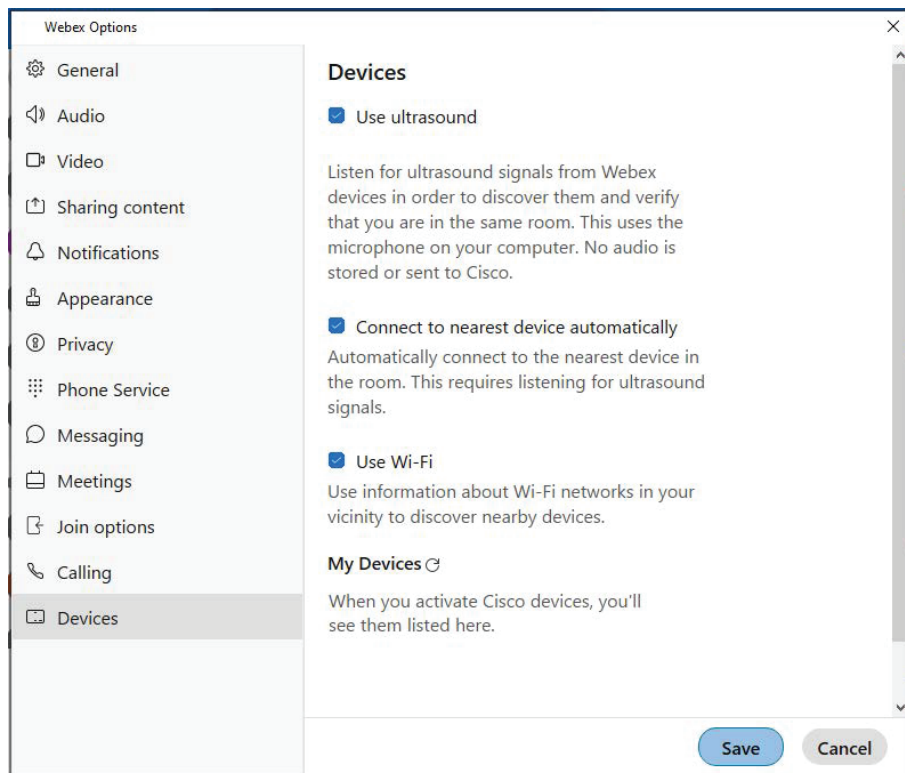
- **Incoming Calls**
DND, Anonymous Call Rejection, Call Forwarding, Simultaneous or Sequential Ring, Remote Office, Call waiting
- **Outgoing Calls**
Block My Caller ID, Automatic Callback
- **Voicemail**
On/OFF, Send calls to voicemail, When a message arrives, Email notifications, Press O to transfer
- **Call Control**
Call Center Queue status (Sign IN/OUT, Wrapping Up, Unavailable, Available), Call Center Queue IDs, BroadWorks Anywhere

Always click **Save** before leaving the Calling view if you have made changes.

Business Voice Cloud with Webex- Settings

Devices

Manage your device connection settings and preferences.



Use Ultrasound

Webex devices use ultrasound signals. Click to enable this if you wish to use your microphone to listen for compatible devices.

Connect to nearest device automatically

Click to enable if you wish to automatically connect to found devices in the room.

Use Wi-Fi

Click to enable if you wish to use discovered Wi-Fi networks in your vicinity.

My Devices

When Cisco devices are activated nearby, they are listed in this section. Click the refresh icon to check for updates to the list.

Personal Devices

Devices on your account show here.

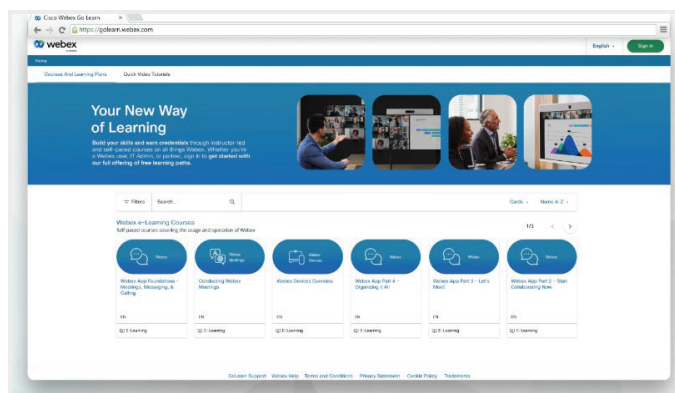
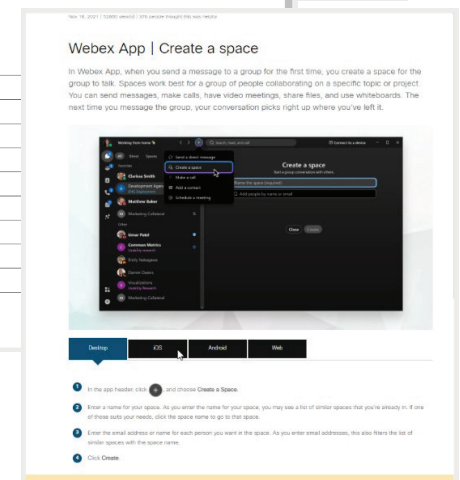
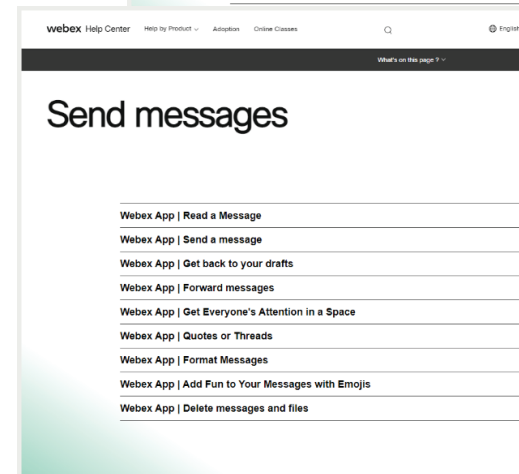
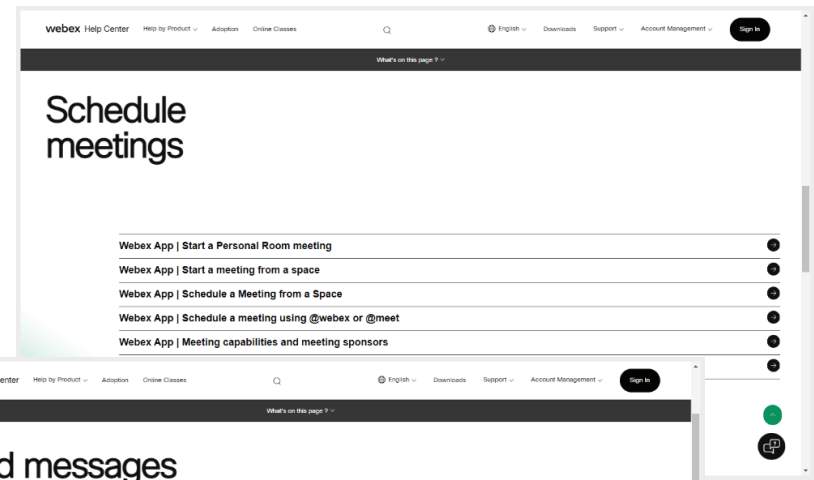
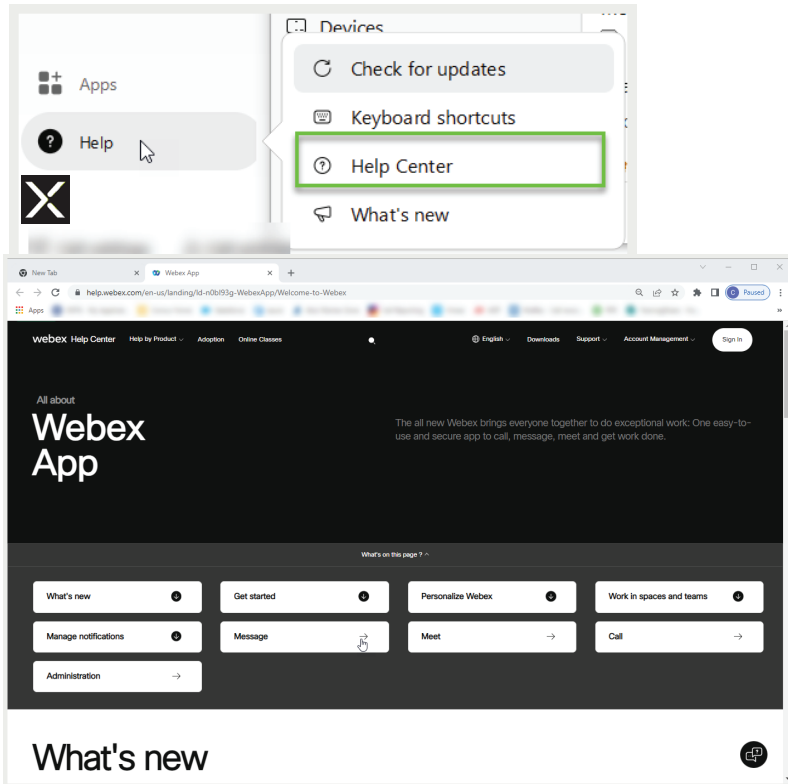
Click to enable use of or connections to a device listed here.

Always click **Save** before leaving the Devices view if you have made changes.

Business Voice Cloud with Webex- Settings

Help

Your Business Voice Cloud Webex application includes access to an extensive Help Center. Click the [Help](#) icon at the bottom of the menu on the left and choose Help Center to open a browser to quickly find instructions, tips, and training for your Webex features.



After you have enabled your account, you can also check out the [GoLearn.Webex](#) site and look for Webex App User courses. This is the new learning and training course site offered by Webex and it is filled with useful information for users.