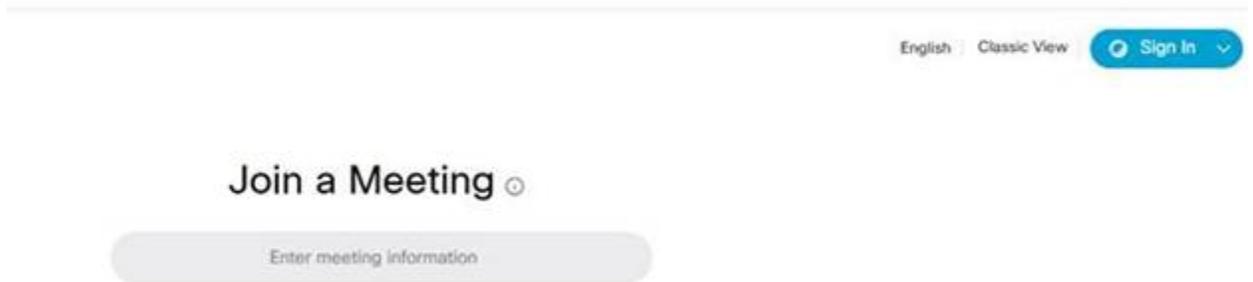


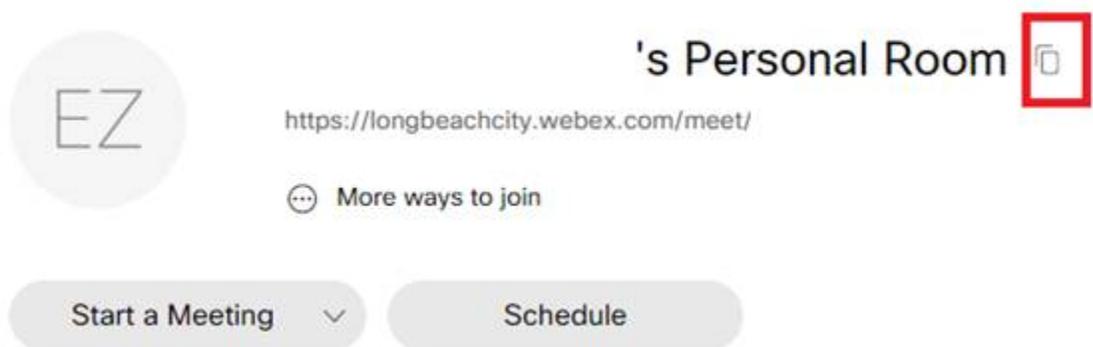


### How to schedule Webex conference calls from your browser:

1. Log into Cisco Webex Online using this [link](#). Click the blue "Sign In" button in the upper right corner of the screen. Use your City of Long Beach email address and the password you created during Webex activation.



Once logged in, you should now see a page that says "[Your Name] Personal Room". Next to that header, you can click the icon of two boxes to copy your call-in information.



2. You can now paste your call-in information into a new Outlook calendar invite or send an email to others for a meeting.

In a blank Outlook calendar invite, paste the copied information into the body of the meeting invitation. The pasted information will look like this:

**Jane Doe's Personal Room**

<https://longbeachcity.webex.com/meet/jane.doe> | 966278724

**Join by video system**

Dial [jane.doe@longbeachcity.webex.com](mailto:jane.doe@longbeachcity.webex.com) and enter your host PIN .

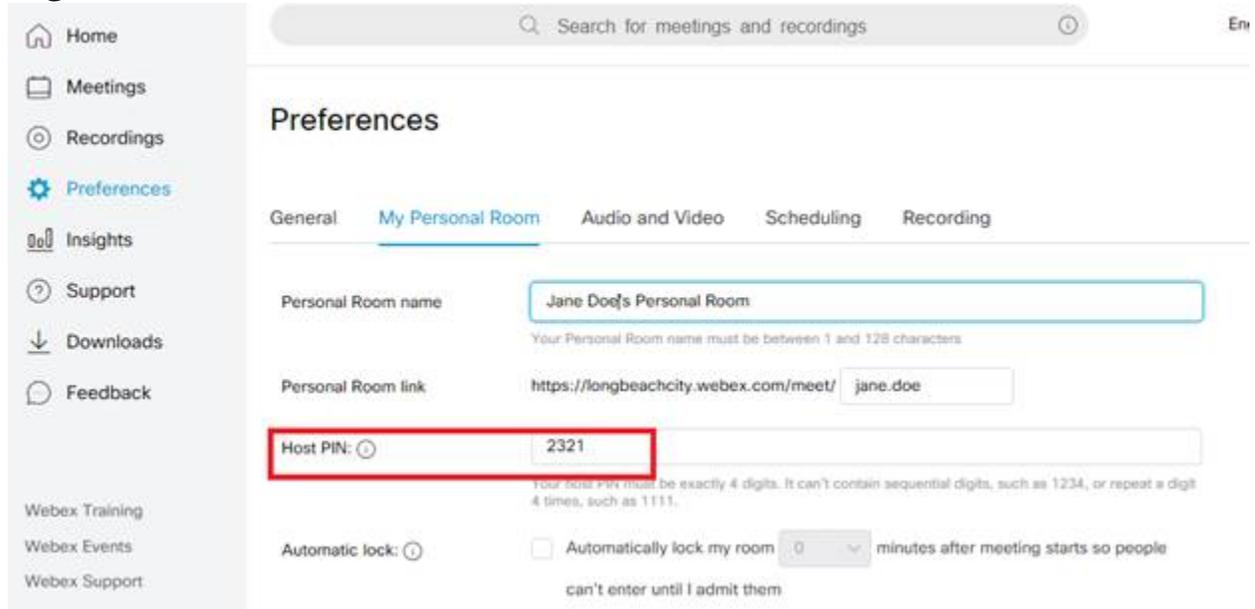
You can also dial 173.243.2.68 and enter your meeting number.

**Join by phone**

+1-408-418-9388 United States Toll

Access code: 966 278 724

3. As the host of the meeting, you can find or create your host PIN number by going to Preferences > My Personal Room. **You will need your host PIN to begin the call.**



Finally, we recommend [watching this video](#) which has more details and helpful tips about how to join a meeting from the web browser.

If you never received an email invitation to activate Webex, [please complete this form](#). And if you've already filled out the form, please be patient as we are trying to get everyone activated as quickly as possible. 😊

Departments like Water, Library, and the Pacific Gateway team should call the Help Desk at x8-6100 to get access Skype for Business conferencing licenses. Users in these departments may also continue to schedule Web-Ex meetings through Outlook/TID.

If you have questions or technical difficulties with Cisco Webex (like getting a busy signal or not enough people being able to join), call the Cisco Webex helpline 24/7 at: (866) 229-3239 or [click here](#).

**Please note: You do not need to install the Webex Desktop App. This is optional software that is not needed to host or join a Webex meeting.**