

NYP Training Plan

For Hosts:

- Scheduling a meeting:
 - From a browser [VIDEO](#)
 - From a browser [Help Article](#)
 - In Outlook [Help Article](#)
 - Delegate Host scheduling in browser [Help Article](#)
 - Delegate Host scheduling in Outlook [Help Article](#)
- Editing an existing Meeting
 - Edit a scheduled meeting in browser [Help Article](#)
 - Canceling a meeting in browser [Help Article](#)
- Starting a Meeting
 - From a browser [VIDEO](#)
 - With the Desktop App [Help Article](#)
- Share Content
 - Sharing content [VIDEO](#)
 - Sharing [Help Article](#)
- Record a Meeting
 - Recording a meeting [VIDEO](#)
 - Recording a meeting [Help Article](#)
 - Edit Recording Details & Sharing Recording [Help Article](#)
 - Editing the mp4 recording [Help Article](#)
- Personal Meeting Room
 - How to use [VIDEO](#)
- Managing Audio & Video
 - Connect Audio & Video [VIDEO](#)
- Best Practices
 - Mute options [Help Article](#)
 - Sharing your video [Help Article](#)

For Attendees:

- Join a Meeting
 - Joining a Webex Meeting [VIDEO](#)
 - Joining a Webex Meeting [Help Article](#)
- Managing Audio & Video
 - Connect Audio & Video [VIDEO](#)
- Sharing content
 - Sharing as an attendee [Help Article](#)
- Best Practices
 - Mute yourself [Help Article](#)
 - Audio – join with VOIP or Call Me options
 - Mobile – join with the [Mobile App](#) with 1 click!

Additional Resources

- help.webex.com
- [Quick Classes](#) – Free Instructor-led training on specific topics. Live classes and recordings available!
- Open a Support case –