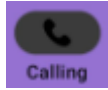
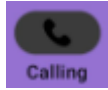


Webex Mobile User Guide

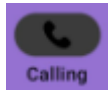
Getting Started:

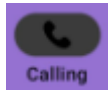

Adding contacts:



1. In Webex, select the phone icon  from the bottom menu and then click contacts at the top of the screen.
2. Next click the 'add a contact' button.
3. Then, click 'customise a new contact' and then enter the relevant contact details.
4. Then click save -> add.


Making calls



1. In Webex, select the phone icon  from the bottom menu.
2. From here, you can either select the then click on the dial icon  and dial a number or press contacts at the top of the screen to select a contact.

Transferring calls



1. During a call, press the three dots  and then click the transfer option.
2. A new pop-up will be shown. Dial the desired number or search for the contact and then press the consult now button / transfer now button to transfer the call.
 - a. **Consult Now:** Places the original call on hold, allowing you to speak with the recipient before completing the transfer. Once you have consulted with the recipient, you can then press the transfer button shown on screen to complete the transfer.
 - b. **Transfer Now:** Immediately transfers the call to the selected recipient without prior communication.

Revision #2

Created 31 January 2025 11:49:03 by Oliver

Updated 14 August 2025 12:27:56 by Oliver