



Webex Meetings

Attendee Guide

Cisco Webex Meetings

Joining a meeting has never been so effortless.
Just click the little green button from wherever you are!

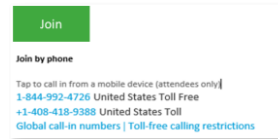
JOIN

Connecting To Your Meeting

When it's time for the meeting to start, complete either option listed below to join!

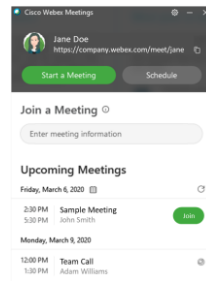
1 Invite or Link

You can easily access all the Webex information and join/start within your meeting invite. Just click the join button! Or simply click the link you were sent!



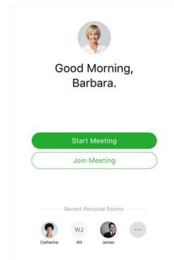
2 Desktop App

With the Webex Meetings Desktop app you can simply click the pop-up notification at the start of your meeting or click the green Join/Start button in the Upcoming Meetings section of the panel.



3 Mobile App

The same options are available if you have the Webex Meetings mobile app – no more remembering dial in codes to join a meeting while on the go! Join/Start your meetings from anywhere, securely and easily!



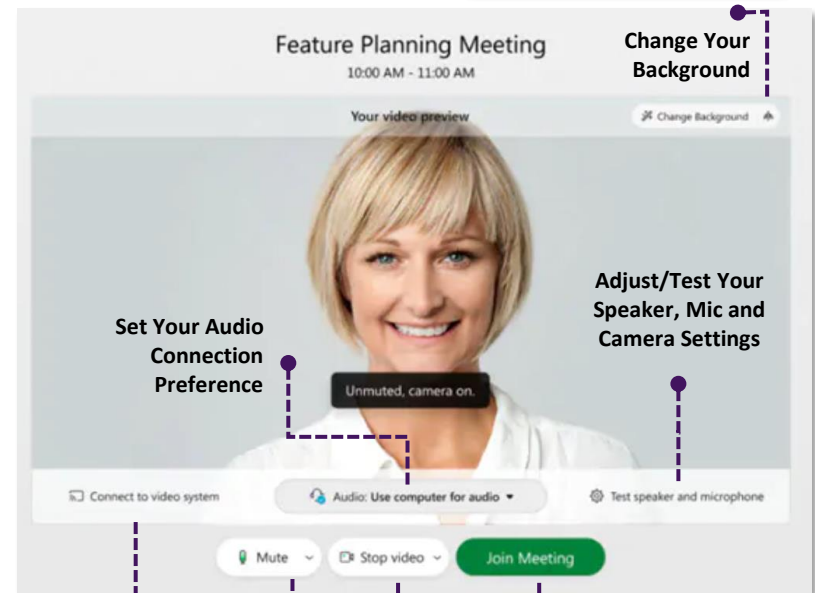
Click here for more information!

MEETING PREVIEW

Getting Ready To Enter Your Meeting

Webex Meetings has a preview space with additional options that allow you to have more control over your audio and video settings.

Use the preview space to fine tune lighting and background settings, test your audio, etc. before entering a meeting space.



Connect through a video conference system or smart TV

Turn your camera on!

Once all your preferences are set – click Join Meeting!

Mute or Unmute Audio
Manage Audio Input/Output

Get Answers in the Q&A Panel

Meeting participants are able to ask questions in the main session via the Question & Answer panel, and the host and any cohosts will be able to respond. If your meeting host has activated the Q&A panel, you will find it on the bottom right of your screen. Simple click the **Q&A button**, type in your question and click **'Send'** to post your question. If you'd like your question to stay private, click **'Send Privately'**. When your question is answered, it will show in the Q&A panel directly under your text.

The screenshot shows a Cisco Webex Meeting interface. At the top, it says "Cisco Webex Meetings" and "Meeting Info". Below that, it says "Speaking: SHN7-16-GREAT WALL". The main area shows four video thumbnails: a woman, a man, another man, and a group of people. At the bottom, there are controls for "Unmute", "Stop video", "Share", and a "Q&A" button. On the right side, there is a "Q&A" panel with a list of questions and answers. The panel has a title "O&A" and two tabs: "All (3)" and "Prioritized (3)". The questions and answers are as follows:

- Question:** Catherine Sinu - 2:40pm
Q: Lorem ipsum dolor sit amet, consectetur
- Answer:** Barbara German - 2:41pm
A: (private) Lorem ipsum.
Note: Catherine has left the session and will not see your response.
- Question:** Giacomo Drago - 2:42pm
Q: Lorem ipsum dolor sit amet, consectetur
- Answer:** Barbara German - 2:43pm
A: (deferred) Lorem ipsum.
- Question:** Elizabeth Wu - 2:44pm
Q: Lorem ipsum dolor sit amet, consectetur
- Answer:** Barbara German - 2:45pm
A: (dismissed) Lorem ipsum.

At the bottom of the Q&A panel, there is a text input field with the instruction: "Select a participant in the ask menu first and type your question here. There is a 256 character limit." Below the input field are two buttons: "Send" and "Send Privately".

Dashed lines point to the following elements:

- Question:** Points to the question text in the first entry.
- Answer:** Points to the answer text in the first entry.
- Send:** Points to the "Send" button at the bottom of the Q&A panel.
- Q&A Button:** Points to the "Q&A" button in the bottom toolbar.

MEETING CONTROLS

All The Options To Actively Engage In Your Meeting

Meeting controls are easy to find and always available at the bottom of the Webex Meeting window. Panel controls like Participants and Chat are consolidated and moved to the right, so they align with the panel section of your screen ready to open when selected.

Meeting Info

Layout Options

Speaking: Theresa Webb, Jenny Wilson

Barbara German (Me)

SHN7-16-APRS (Host)

David Liam

Branda Song

SHN7-16-APR6

Mute

Stop video

Share

Record

Leave Meeting

Participants

Chat

Other:

- Switch Audio
- Copy Meeting Link
- Connect to Video System

Panels:

- Participants
- Chat
- Polling
- Notes
- Q&A

Mute or Unmute Audio Settings

Watch the microphone to see when you're speaking

Hold the space bar to temporarily mute/unmute

Share Your Screen/Content

Camera On/Off Video Settings

Reactions Raise Hand

PARTICIPANT PANEL

Viewing Other Participants Is A Breeze

Having visibility on other participants in the meeting allows attendees to understand how their colleagues have connected to the meeting, if they are muted or not, if they are using their camera as well as the role they are playing (Host, Co-Host, Presenter).

Participants

Search

SHN7-17-APRS

Barbara German
Host, me

Elizabeth Wu

Maria Rossi

Giacomo Drago
Presenter

Brandon Seeger
Cohost

Brenda Song

Calvin Cooper

Loretta Martin

Simon Jones

Connected Through Video Conference System

Active Audio

Role

Audio Connected Through Computer

Camera On

Muted Audio

Audio Connected Through Phone

Unmuted Audio

Connected Through Mobile App

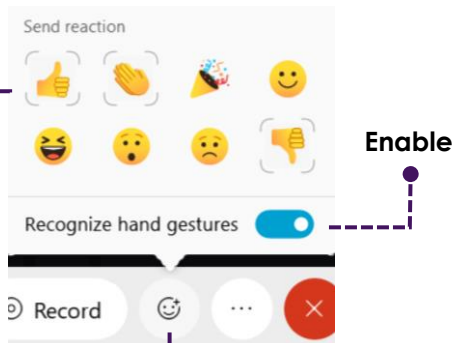
GESTURE CONTROL

You can send reactions by clicking the smile icon and clicking your emotion of choice, or do it even more naturally by enabling the recognition of hand gestures. This allows you to simply motion to your camera, and your hand gesture will automatically be recognized, and the reaction will be broadcast over your video!

To enable gesture controls, click on the reactions button at the bottom center of the screen and toggle on “Recognize hand gestures.”

Video recognition gesture controls work for:

- A Giving a thumbs up
- B Giving a thumbs down
- C Applauding with your hands
- D Raise your hand



Enable

Gesture control reactions have a small box around the icon

Reactions Button

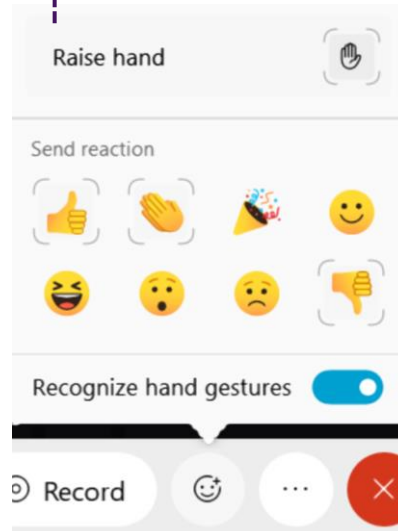
RAISE HAND

In addition to the Gestures and Reactions you are also able to raise your hand in order to be noticed for a question, comment, or statement without having to interrupt the lecture, presentation, or discussion.

To raise your hand, click the **reactions** button then click “Raise Hand.”

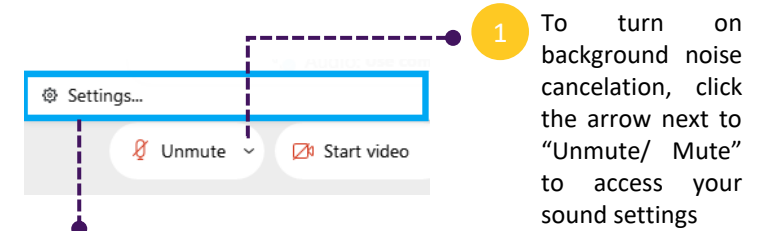
Gesture controls will also apply to Raise Hand as long as you have toggled on “Recognize hand gestures.”

Raising your hand can be done manually by clicking “Raise hand” or by enabling “Recognize hand gestures” and raising your hand on camera



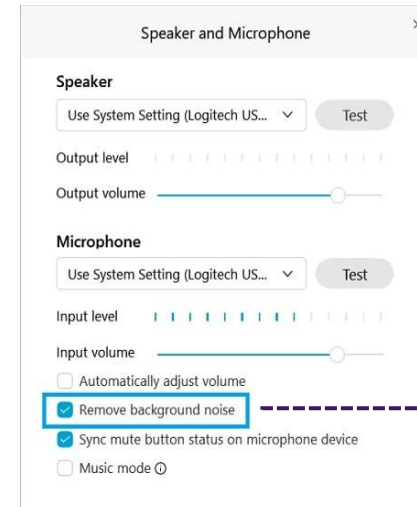
BACKGROUND NOISE CANCELLATION

Whether it be a dog barking or a loud blender in the background – with this feature turned on, the members of the meeting will be unable to hear any background noise.



1 To turn on background noise cancellation, click the arrow next to “Unmute/ Mute” to access your sound settings

2 Select “Settings” to see more settings.



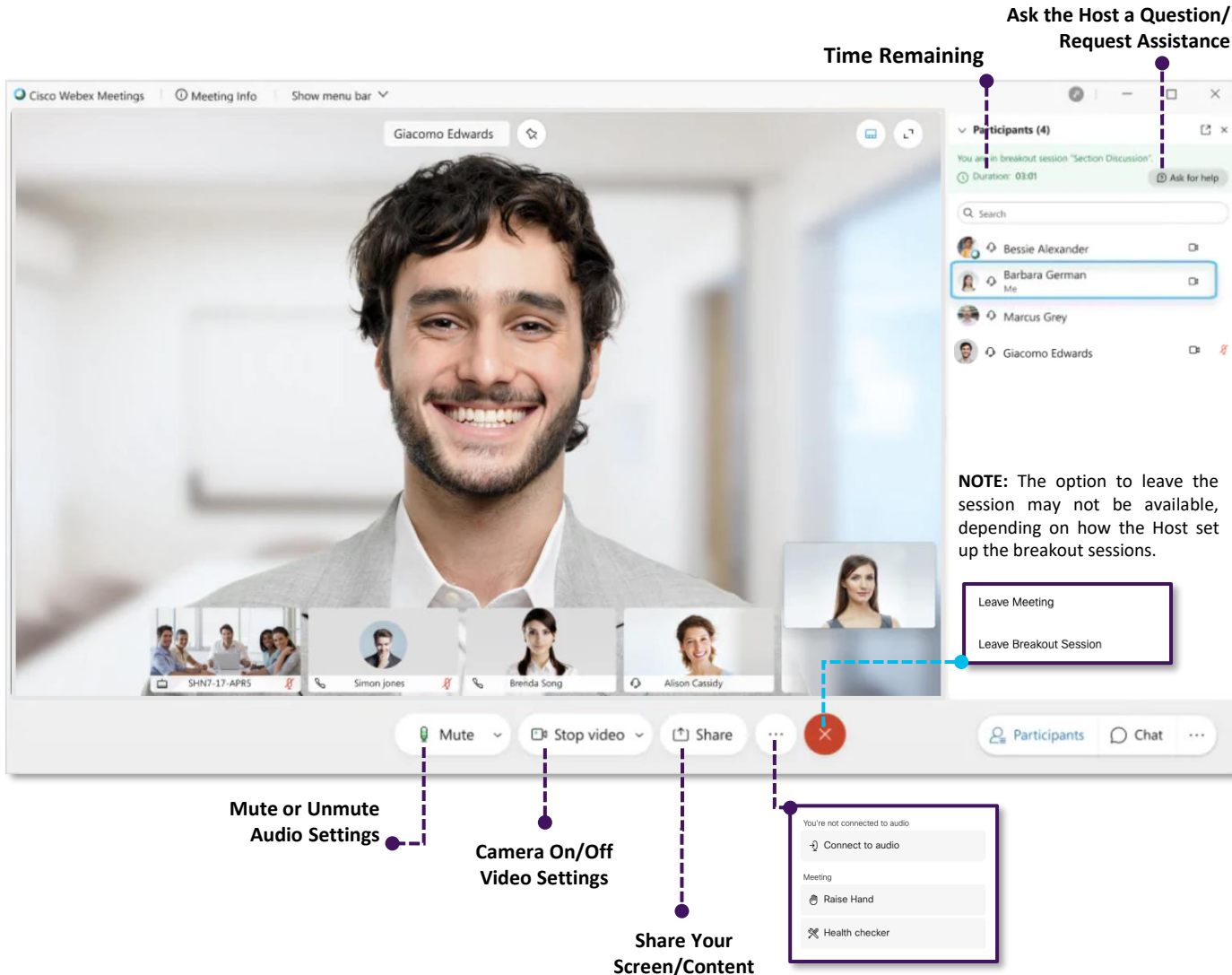
3 In your speaker settings, check the “Remove background noise” box. This will automatically detect any extra noises from your microphone during meetings and prevent other attendees from hearing them.

BREAKOUT SESSIONS

All The Options To Actively Engage In Your Breakout Session

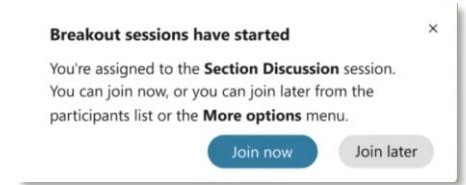
Breakout sessions are smaller meetings created from all participants in the main Webex meeting.

Mute/unmute audio, start/stop video, and share content in a breakout session, the same way you would in the main meeting.



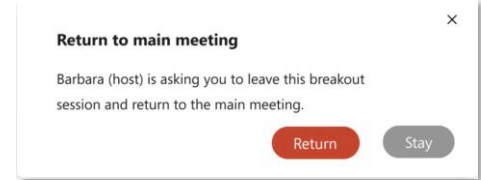
A To join the breakout session when it starts, click **Join now** in the window that pops up:

NOTE: If the session is already in progress, go to the **Participants** panel and click **Join**.

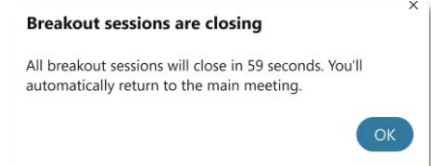


B If the host or cohost wants you to return the main meeting, you'll see a message.

You can choose whether you want to return to the main meeting or stay in the breakout session.



C When the breakout sessions end, a notification message will be displayed in the Participant Panel and the window that pops up:



Depending on how the sessions were set up, a timer may count down the remaining time in the Participant Panel so you'll have some time to wrap up. Attendees are then automatically returned to the main meeting.