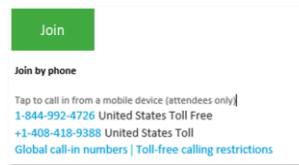# Webex Meetings

Quick Start Guide

4 WAYS TO JOIN

Join or start a Webex Meeting in one click from wherever you are.

Joining/starting a meeting has never been so easy because you can do it from anywhere – just click the little green button!

1 Invite / 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.
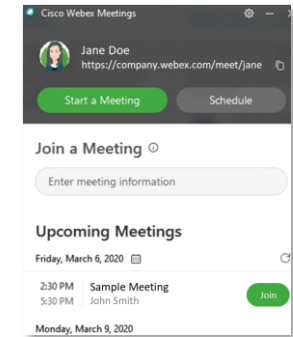
3 Mobile App

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!
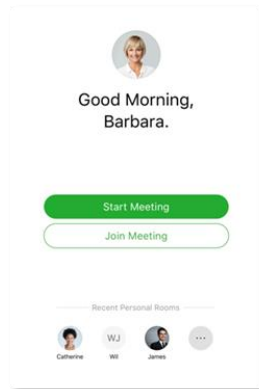
4 Call In

If you're having technical difficulties or network issues, you're also able to dial in! All you would need is to call the number provided in the meeting invite and enter meeting number when prompted.
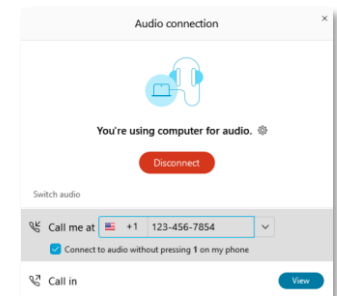
Click here for more information!

SCHEDULE

Simple as always!

Schedule from your Webex Desktop App (linking you right to Outlook) or directly from Outlook if you'd prefer.

A In the meeting invite, click 'Add Webex Meeting' or 'Add Personal Room' (see difference below).

B The meeting details will auto-populate in the notes section of the invite.

C Fill out the remaining logistics, invite your participants and send.
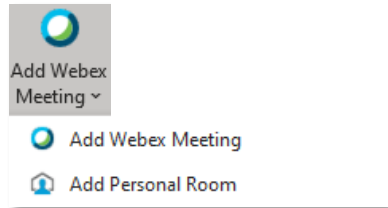
Personal Room vs Webex Meeting.

Webex Personal Room
Your personal meeting room is like your virtual office, the door is always open for collaboration with your colleagues at the click of a button from your Webex desktop app. The address stays the same, making it easy for you to share the link with others. A shortcut when scheduling in your personal room is to simply type @webex in the location field of the invite.
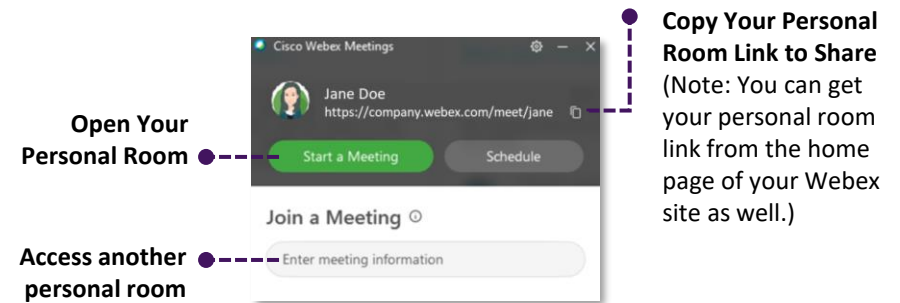
Webex Meeting
Think of a Webex Meeting as your more 'official' meeting space. This type of meeting offers more security with a different meeting link and Host ID each time. It also gives you the ability to have others schedule meetings on your behalf, allow attendees to join before the meeting starts and even the option to require attendees to register.

AD HOC

Meet in seconds.

Many messages are a prelude to a real-time call. In a video call, you can communicate more in five minutes than you can in hours via email. It only takes a click to jump into a personal room.

Open Your Personal Room

Access another personal room

Copy Your Personal Room Link to Share
(Note: You can get your personal room link from the home page of your Webex site as well.)

Video Stats

40%
of people absorb and learn faster with video.

73%
of meetings end faster with video.

So go on, be brave! Turn your camera on. Start a movement that builds closer relationships and more efficient online meetings!

Camera Etiquette
- Face your light source
- Mute yourself when not speaking
- Be aware of your background
- Look at the camera when talking
- Try to avoid food
- Have fun!

MOBILE

Connect on the go – download the App!

Joining meetings is a breeze with the Webex mobile app. All meeting features are at your fingertips. Best of all, the meeting can call you, just answer the phone!

A Download the 'Cisco Webex Meetings' app on your phone from the App Store.

B Launch the app and accept the Terms of Service.

C Click 'Sign In' and enter your email address.

D Select the company Webex site or enter it in the url option.

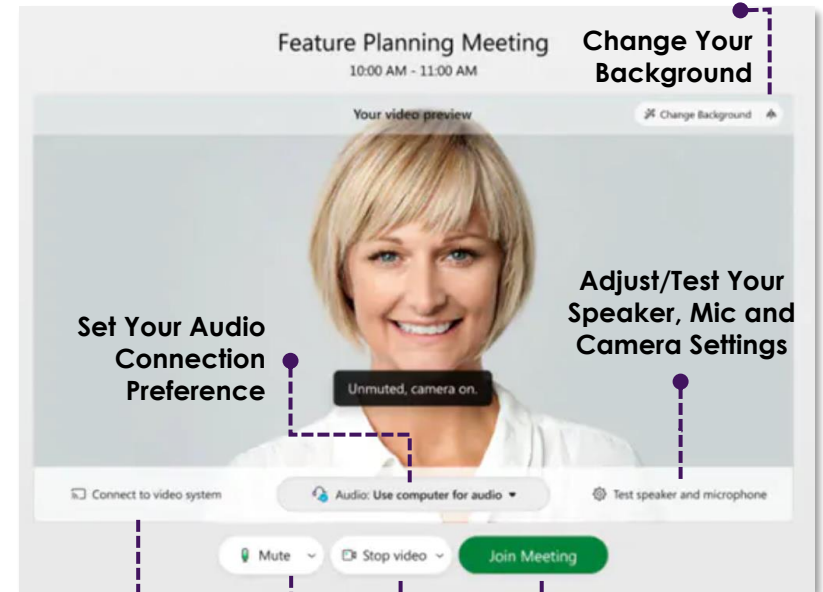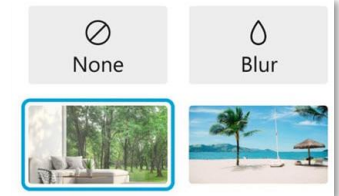**E** Sign in with your work email and standard network password.
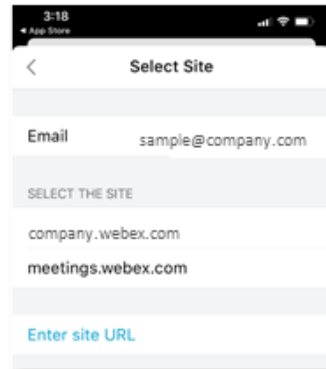
Download the Webex Meetings Mobile App Now!

MEETING PREVIEW

Get 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.

Change Your Background

Adjust/Test Your Speaker, Mic and Camera Settings

Set Your Audio Connection Preference

Connect through a video conference system or smart TV

Turn your camera on!

Once all your preferences are set – Join your Meeting!

Mute or Unmute Audio Manage Audio Input/Output

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.

More advanced settings and permissions can be found in the menu bar at the top of the meeting window. Along with features like enabling breakout sessions and system health checker.

Note: Most meeting controls are also available when hosting from the Webex Mobile app.

Meeting Info

Layout Options

Mute or Unmute Audio Settings

Watch the microphone to see when you're speaking

Hold the space bar to temporarily mute/unmute

Camera On/Off Video Settings

Share Your Screen/Content

Record

Reactions

End Meeting

Other:
• Switch Audio
• Lock Meeting
• Invite & Remind
• Copy Meeting Link
• Connect to Video System

Panels:
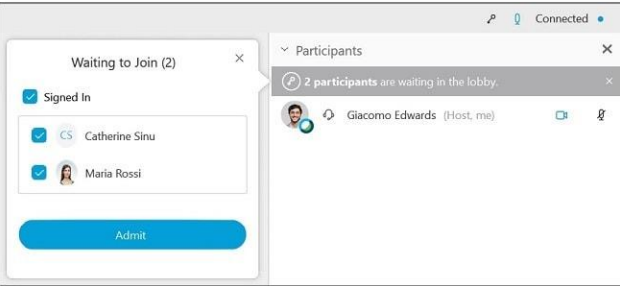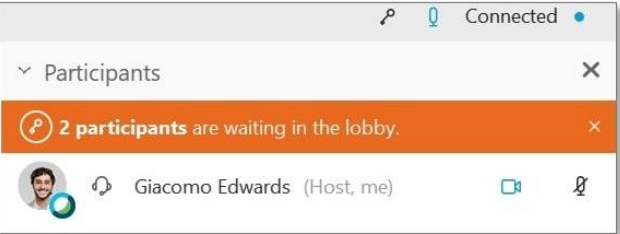• Participants
• Chat
• Polling
• Notes
• Q&A

PARTICIPANT PANEL

Managing participants is a breeze.

In order to run an effective meeting, it's vital that the host be able to manage participants effectively.

If your meeting room is locked, you can move participants in and out of the lobby. You'll see an orange notification in the Participants panel that attendees are in the lobby.

Participants that are in the lobby can't hear or see any of the content being shared or interact with anyone in the meeting, similar to being put on hold, until they are brought back into the meeting by the host or cohost.

Connected Through Video Conference System

Audio Connected Through Computer

Audio Connected Through Phone

Connected Through Mobile App

Mute All Participants

Sort Participants

Active Audio

Camera On

Muted Audio

Unmuted Audio

Unmute All Participants

CO-HOSTS

Assigning a Co-Host.

You can now assign a co-host to help you manage your Webex meetings and breakout sessions. Co-hosts can mute attendees, invite and remind participants, lock the room, manage the meeting lobby and more!

A Open your Participants panel.

B Right click the name of the person you'd like to assign co-host permissions.

C Select 'Change Role To'.

D Select 'Cohost'.
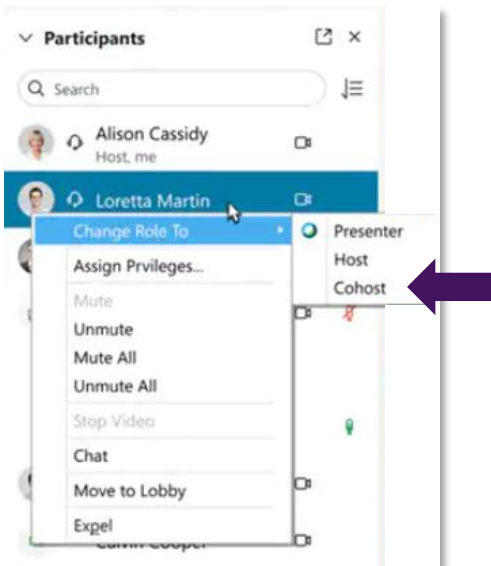
MEETING Q&A

Have participants as their questions in a threaded Q&A tool!

Beginning in March 2021, Q&A will now be supported in the main session of Webex Meetings. Meeting participants will be able to ask questions via the Q&A panel, and the host and any cohosts will be able to respond.

Note: Be sure you have joined through the desktop application to answer questions.
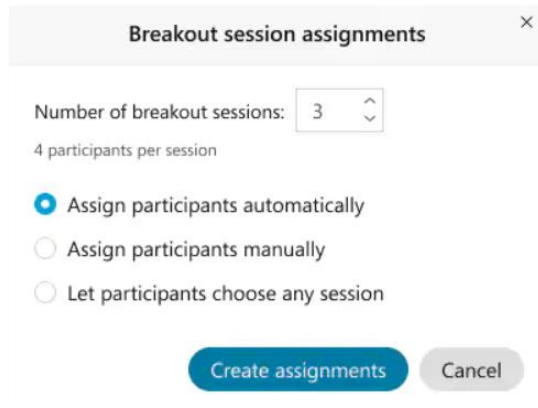
BREAKOUT SESSIONS

Breakout sessions allow you to place your Webex Meeting participants into smaller groups to collaborate and share ideas. They are easy to create and manage. You can even have participants assigned automatically. A breakout session is just like being in a smaller meeting. A space complete with audio and video, where participants can collaborate, share content, or even ask the host for help from the main session. The host can step in and out of each breakout room as needed and then bring everyone back into the main session at any time or after a scheduled time limit.

Click here for more Breakout Session info!

A From the top menu bar, click **Breakout** and select **Enable Breakout Session**.
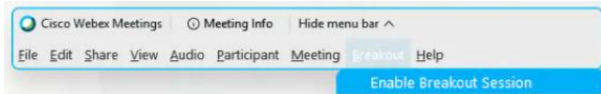
B Choose the **number of sessions** and whether to assign participants **automatically**, **manually**, or **let participants choose any session.**

Unassigned Participants & Cohosts
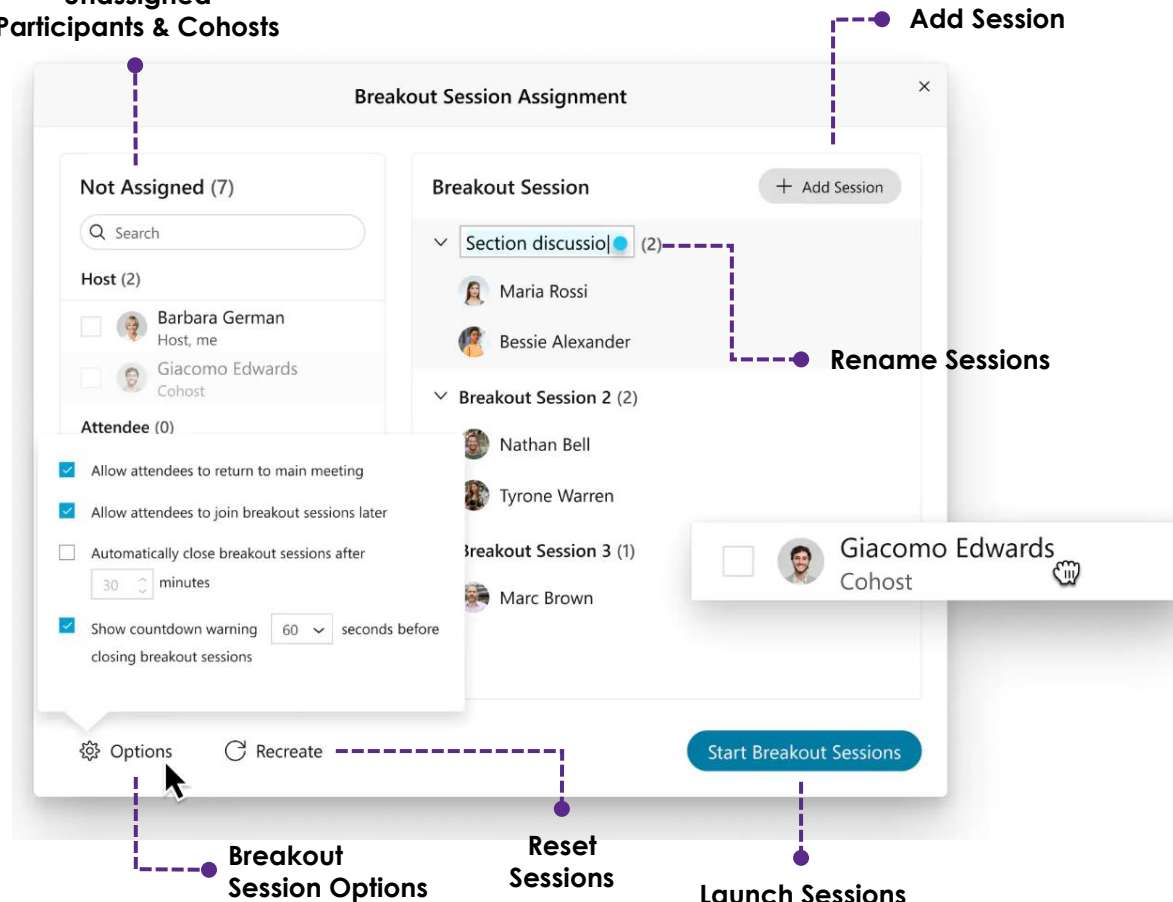
Add Session

Rename Sessions

C Add additional sessions by clicking the **+ Add Session** button.

D Move and swap people between sessions by dragging and dropping them where you'd like them to be.

E Set breakout session options, such as a time limit and/or a countdown warning before the sessions end.

Breakout Session Options

**Reset Sessions**

Launch Sessions

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
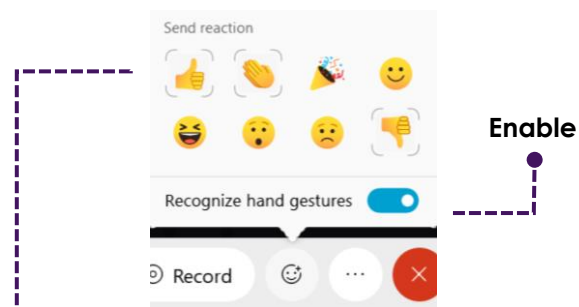
**Gesture control reactions have a small box around the icon**

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
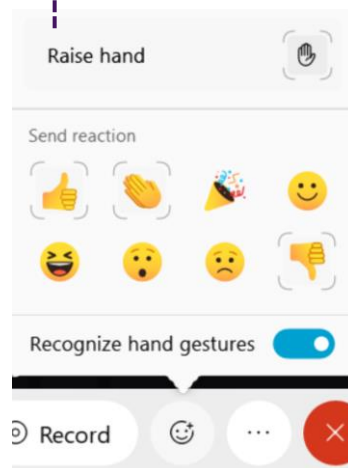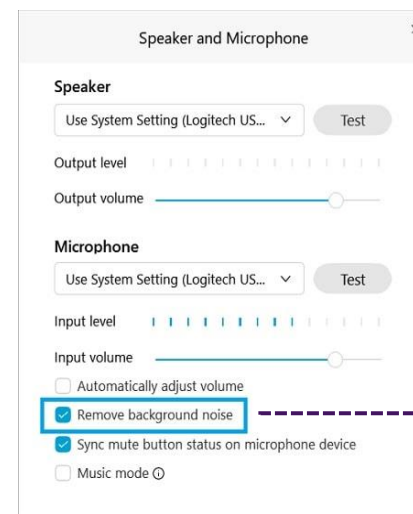
BACKGROUND NOISE CANCELLATION

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 cancelation, click the arrow next to "Unmute/ Mute" to access your sound settings
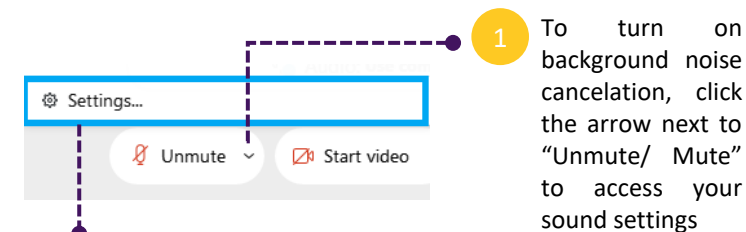
2 Select "**Settings**" to see more settings.

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.