



Webex

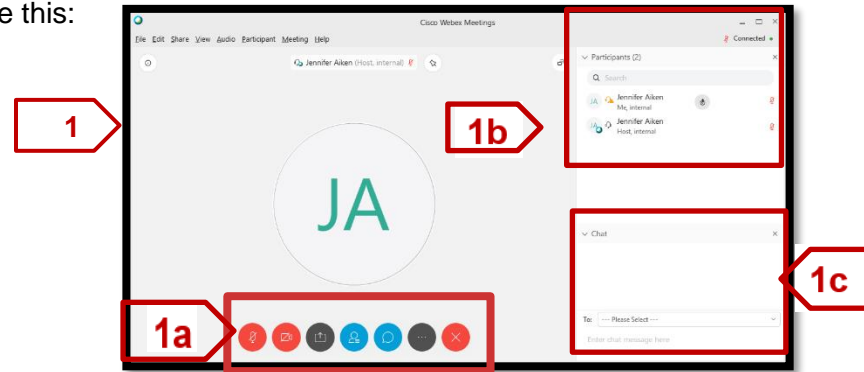
Participating in Webex Class

This guide shows users how to use the Control Panel for interactive classes and meetings.

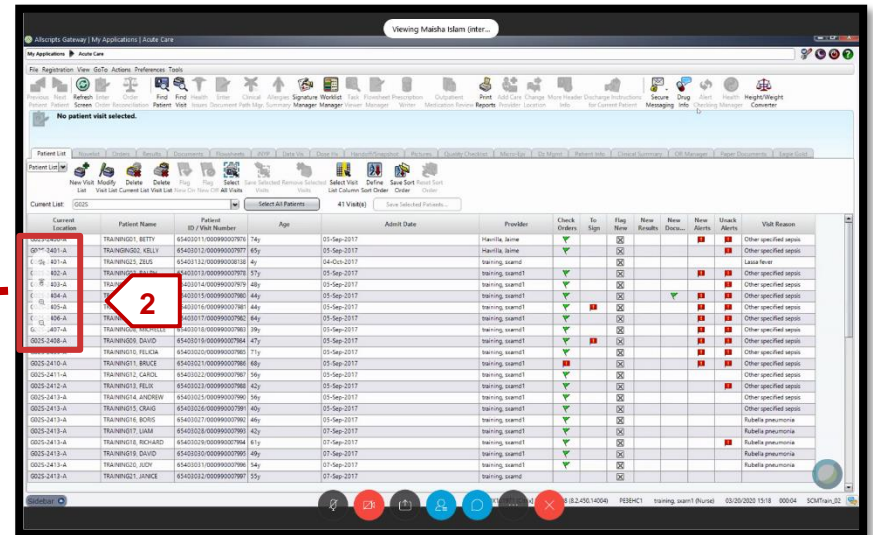
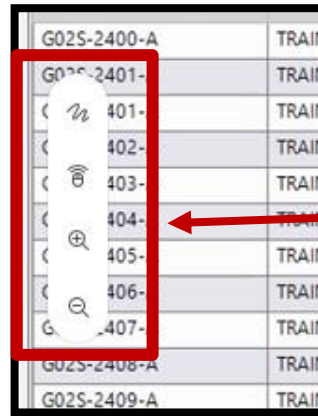
Accessing The Control Panel

1. Once you are logged into the class/ meeting, the Webex home screen will look like this:

- a. Main tool bar on the bottom
- b. Participant List on the right top
- c. Chat feature on the bottom right



2. During the class, a side menu will open when you move your mouse across the main screen.



The Control Panel

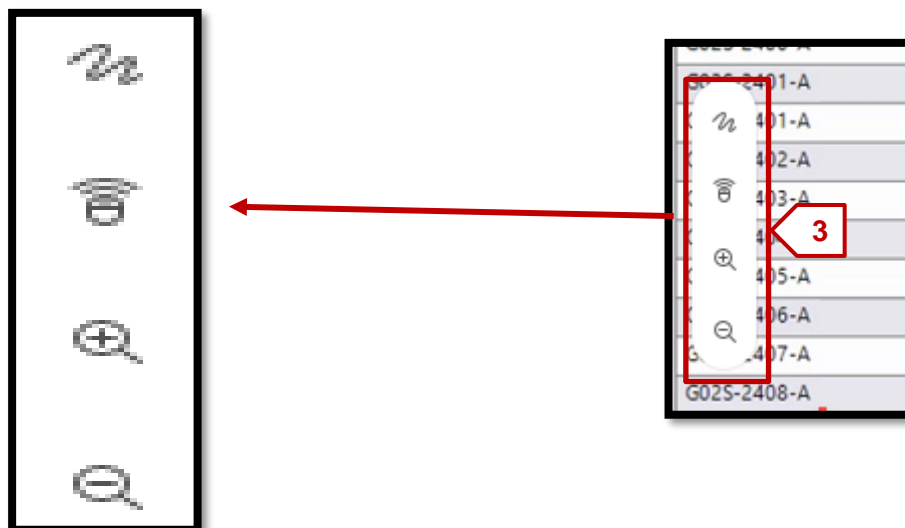
3. The Control Panel allows users to perform different tasks on the main presenters screen.

a. Annotate

b. Remote Control

c. Zoom IN

d. Zoom OUT



- You can activate any of these features by simply clicking on the icons.
- For the top 2 features (a,b): a message is sent to the Presenter for permission.
- For the bottom 2 features (c,d): do not require permission - only affect your screen.

Requesting Permission

The Annotation and the Remote Control features require permission from the presenter to be utilized.

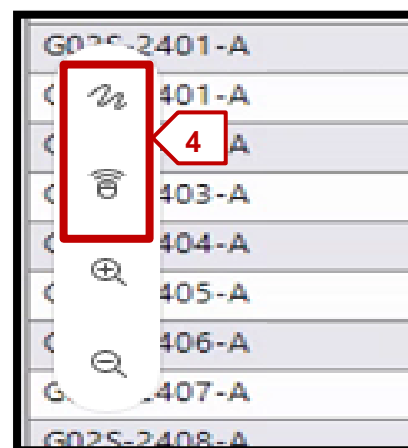
4. At the control panel, click on the *mouse* icon or the *squiggly line* icon, depending on which feature you want to use for the class.

a. The mouse: Remote Control

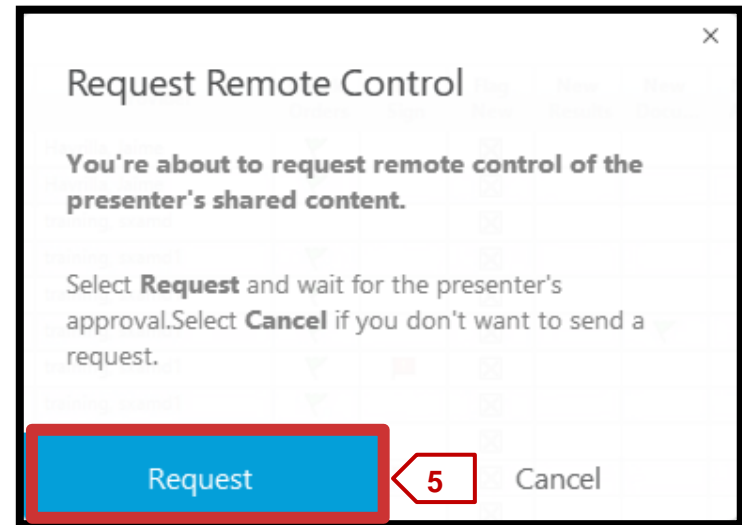
i. allows you to control the mouse

b. The squiggly line: Annotate

i. allows you to write on the screen



5. A window will open stating that you are about to request the remote control.
 - a. Click on the *Request* button.
 - b. If you made this request in error, then click on the *Cancel* button.
 - c. This is the same way you would request the Annotator feature.



6. Once the presenter has granted you request, this window will open.
 - a. Click the *Take Control* button.
 - b. Now you can control the presenter's screen.
 - i. You will be able to perform functions within an application that the presenter has on his/her screen.
 - c. This is the same way you would request use of the Annotator feature.
 - d. NOTE: *If the Instructor grants permission for the remote control or the annotation feature without you requesting it, you will only see this screen notifying you that access has been granted.*

