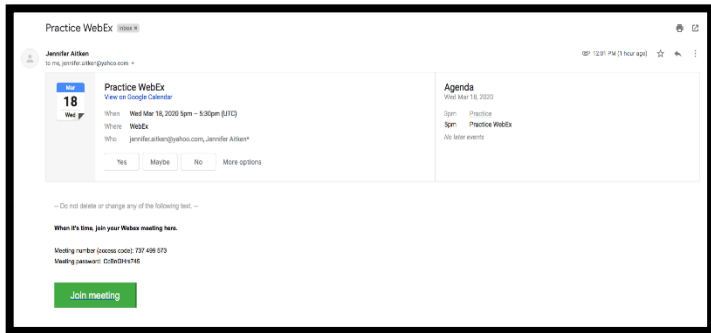


Using Cisco WebEx Joining a Meeting/ Class

Open the email invitation for the meeting/ class

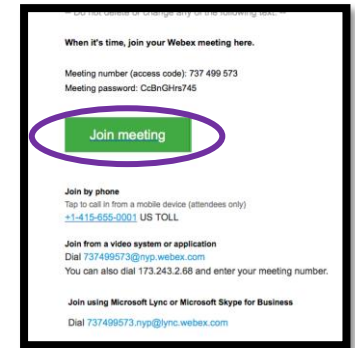


The top will display the meeting date/ time and agenda.

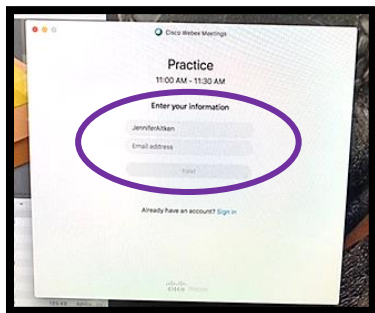
The bottom will contain the information about the meeting

- Meeting Number
- Meeting Password
- Joining the meeting by phone

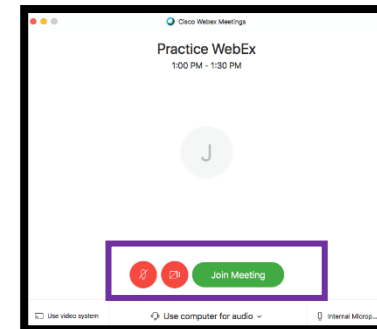
For your class you will be utilizing the Join Meeting button



After clicking the join Meeting button, you will be taken to the WebEx log in for the meeting.

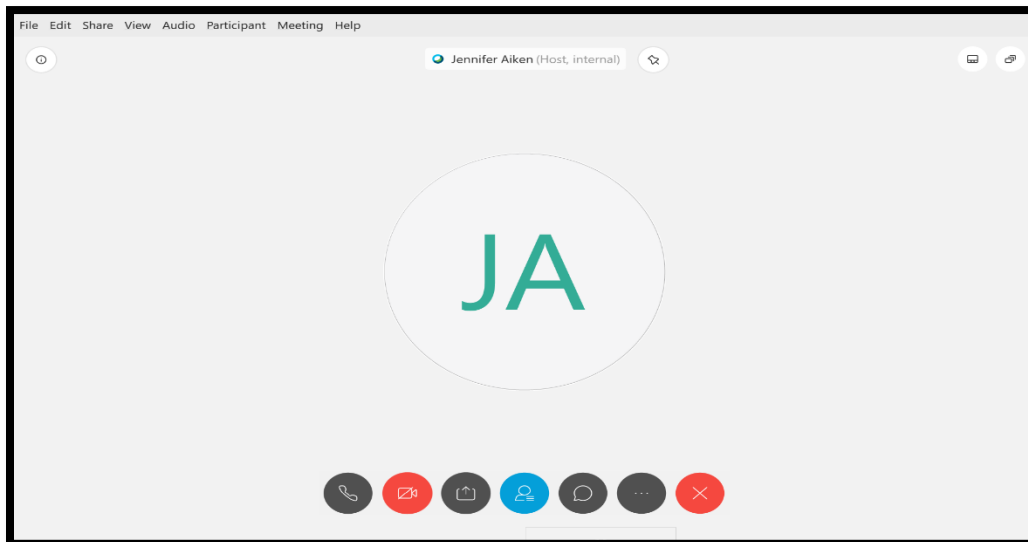


- Note the meeting title and time listed at the top.
- Here you will log in with your name and your email.
 - Please use the email where you received the invitation.
- Then click the NEXT button



After signing in, you still have to join the meeting.

Be sure that your video and sound are muted before entering the meeting/ class – especially if you're a little late.



This is the main screen you will be using for your meeting/ class

From here, you will be able to:

- Control audio and video settings
- Chat with other participants
- Ask questions
- Exit the meeting

Using Cisco WebEx

Attending a Meeting/ Class

Meeting/Classroom Workflow

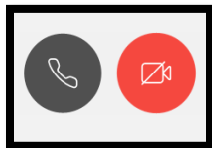
This is the main toolbar for WebEx



A- Microphone Icon: use to speak during class or meeting.

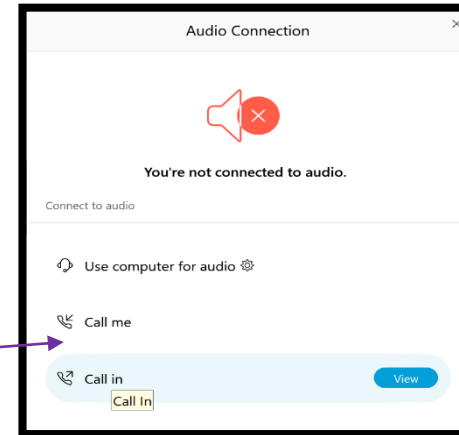
B- Video Icon: use to share video from webcam

The mic and webcam are disabled when the icons are red.



If you see the telephone icon instead of the microphone:

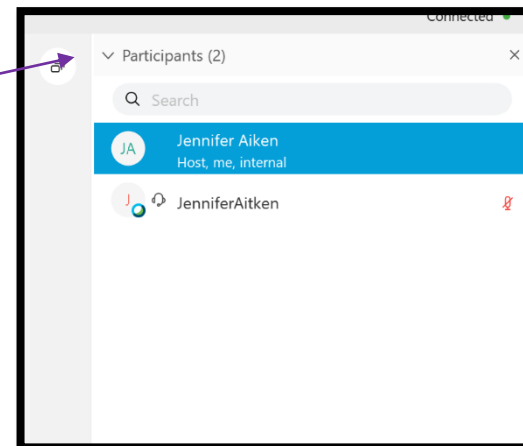
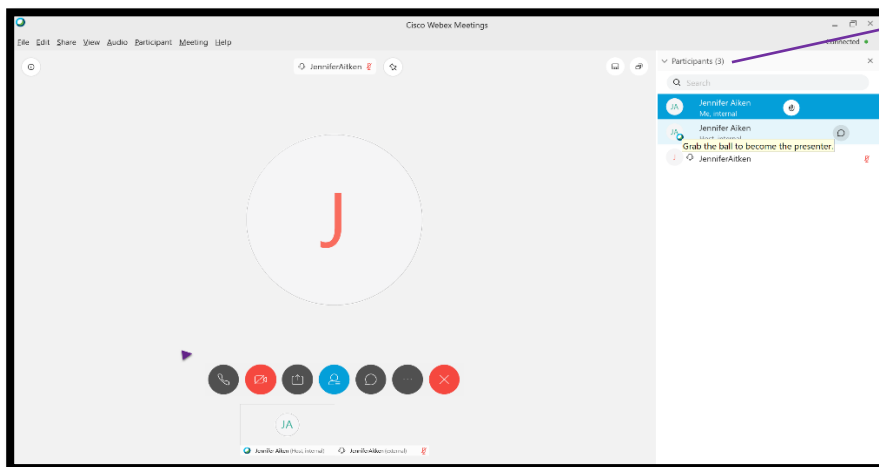
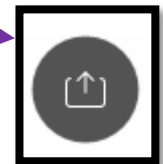
- You are not connected to audio
- Cannot hear or speak during presentation
- If you do not have a microphone, you can use your cell phone
 - Call in or have WebEx call you



C - Share Content Icon: use this to share data to the meeting; Word, Excel spreadsheet, Power Point Documents, etc.

D - Participant Icon: allows you to see a list of the participants on the right side of screen.

- Clicking the icon again will remove the participant list

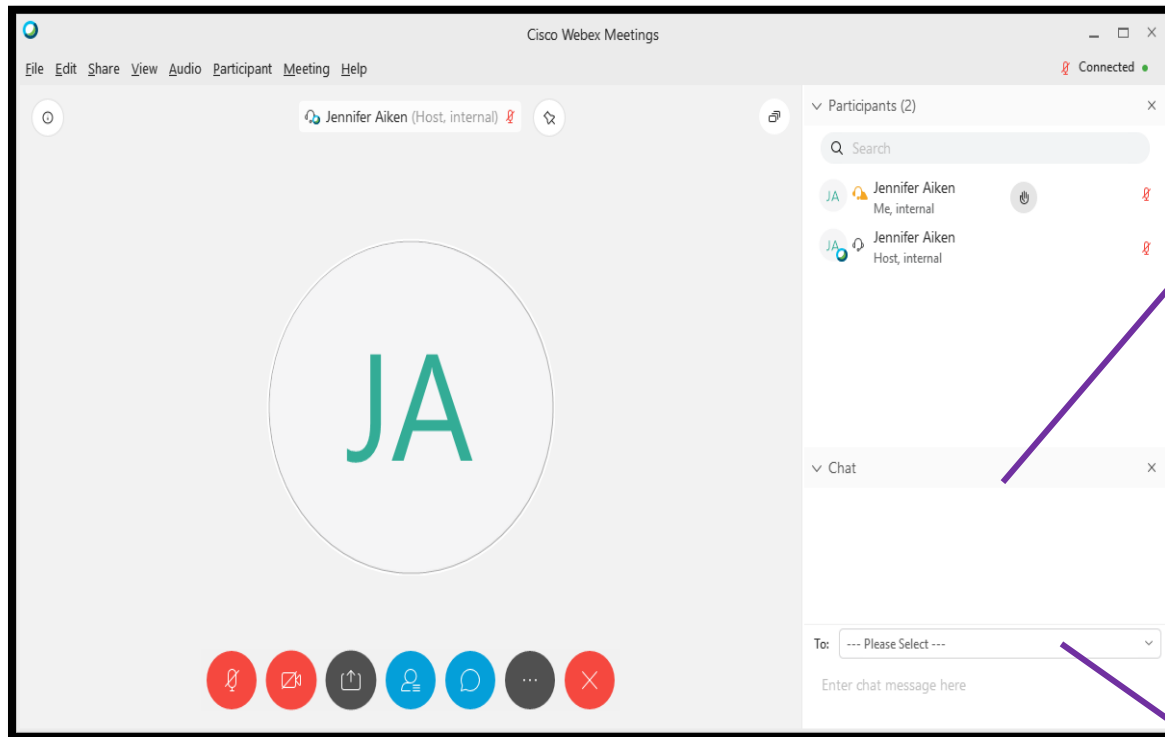


Using Cisco WebEx Windows

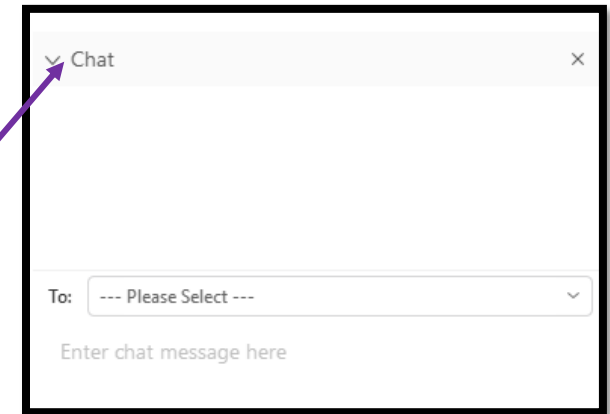


E - Chat Icon: allows you to open the “Chat” feature

- Open and close chat by clicking on the icon
- Allows you to send text messages during the meeting/ class

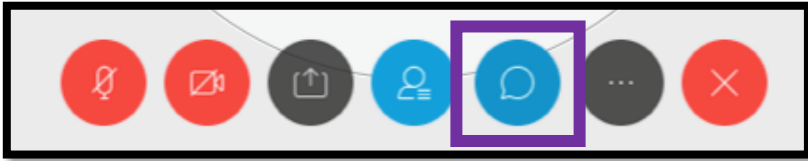


Meeting/Classroom Workflow



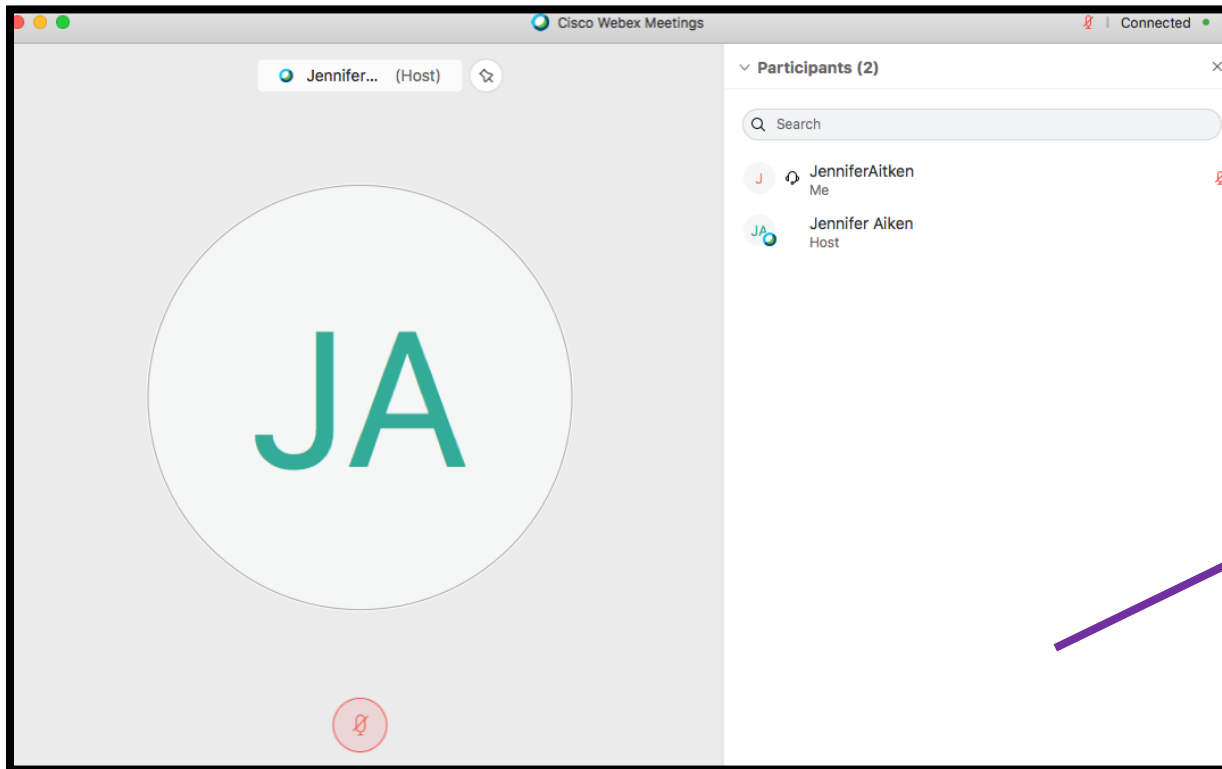
- Chat opens on the bottom right of the screen.
- Messages can be sent to individual participants in the meeting or to the entire meeting by select the recipient from the drop down menu.

Using Cisco WebEx Apple MAC

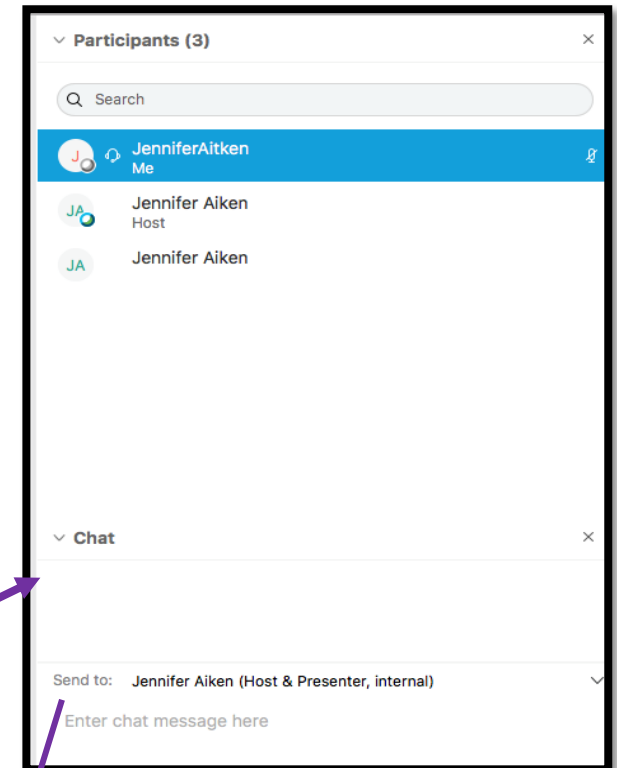


E - Chat Icon: allows you to open the “Chat” feature

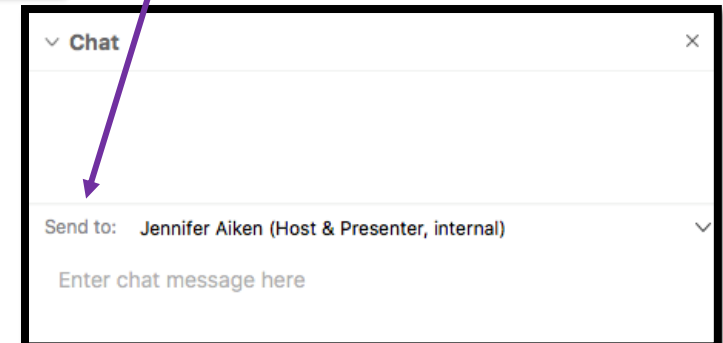
- Open and close chat by clicking on the icon
- Allows you to send text messages during the meeting/ class



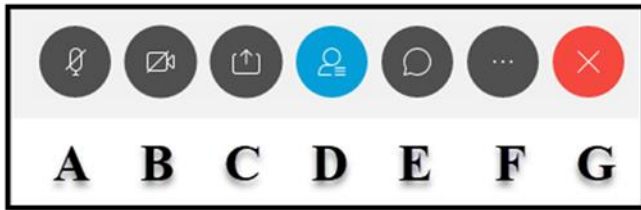
Meeting/Classroom Workflow



- Chat opens on the bottom right of the screen.
- Messages can be sent to individual participants in the meeting or to the entire meeting by select the recipient from the drop down menu.



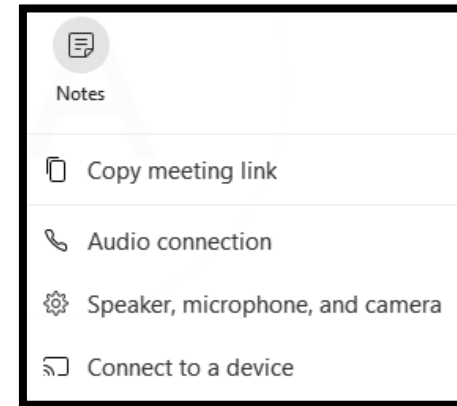
Using Cisco WebEx



Meeting/Classroom Workflow

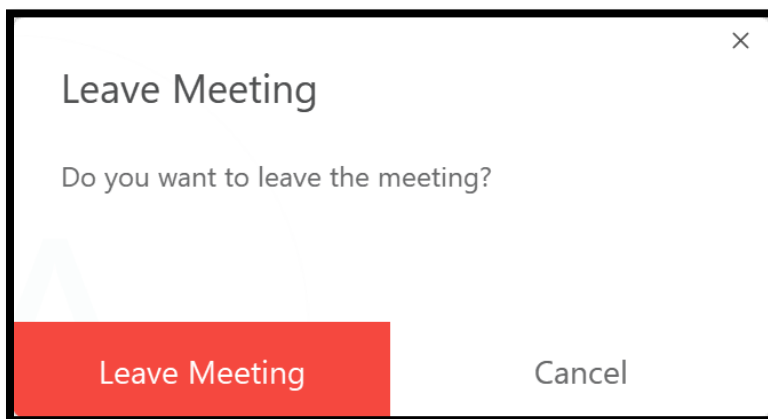
F – More Options Icon: Allows you to access other features available in WebEx

- Audio Connection
- Camera
- Connect to a Device
- Copy Meeting Link
- Notes
 - Notes allows you to take notes during the meeting.
 - When meeting is complete, WebEx will ask if you want to save the notes

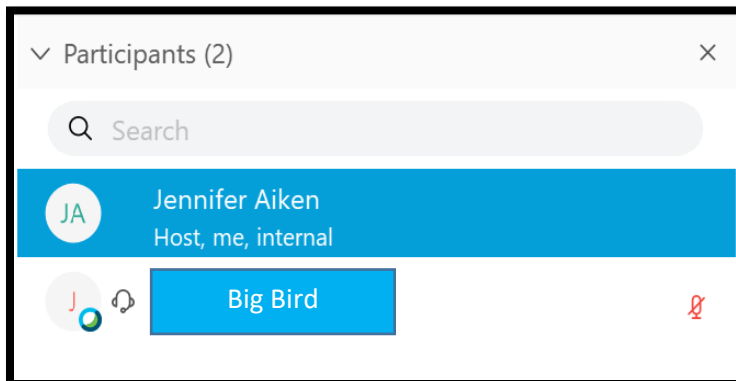
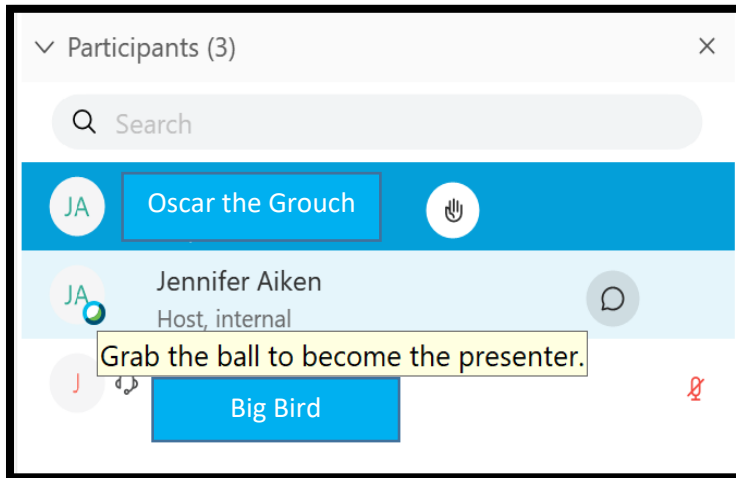
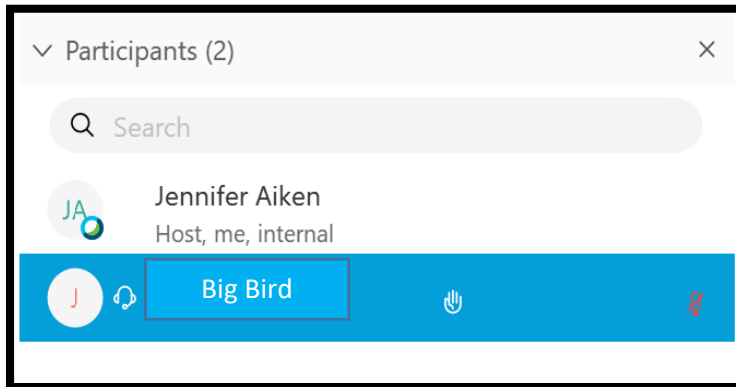


G – Leave Meeting Icon: this icon allows you to leave a meeting and close the WebEx application

If you took any Notes during the meeting using the WebEx feature, the system will ask you where you want to save them.



Using Cisco WebEx Changing Presenters



Meeting/Classroom Workflow

- The presenter in a meeting/class has the WebEx logo ball next to their name in the participants list.

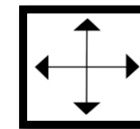


- Right now the Host, Jennifer Aiken, is also the Presenter.
- Big Bird is a participant.
- A Participant can become a presenter by grabbing the ball.

- Hover your mouse over the Ball



- The mouse will display a 4 arrow directional icon



- Click and hold the LEFT mouse button and drag the icon to your name on participant list

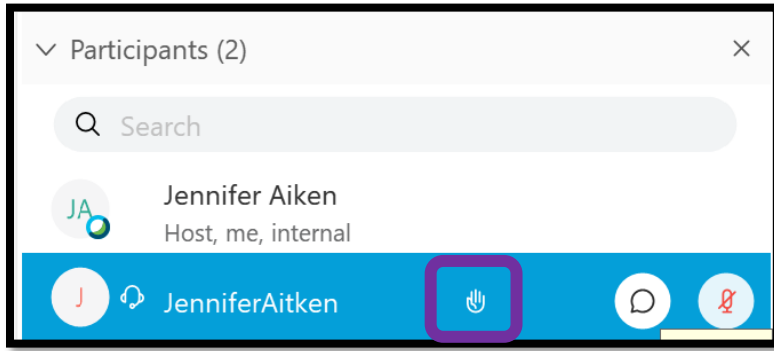
- Now, Big Bird is the Presenter. This means the Big Bird controls the screen that everyone is watching during the meeting.

- You can pass the Ball to another participant or back to the Host.

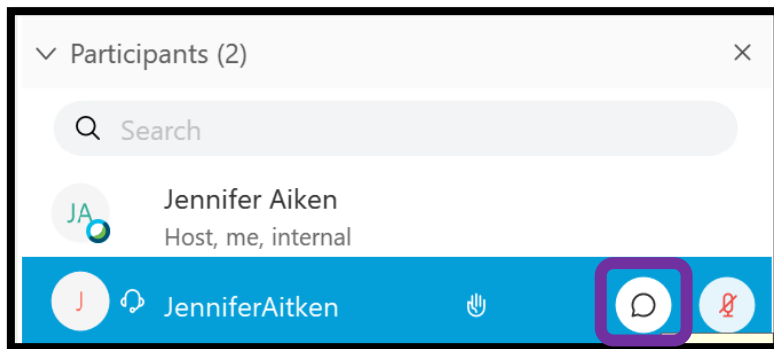
Using Cisco WebEx Additional Features

Meeting/Classroom Workflow

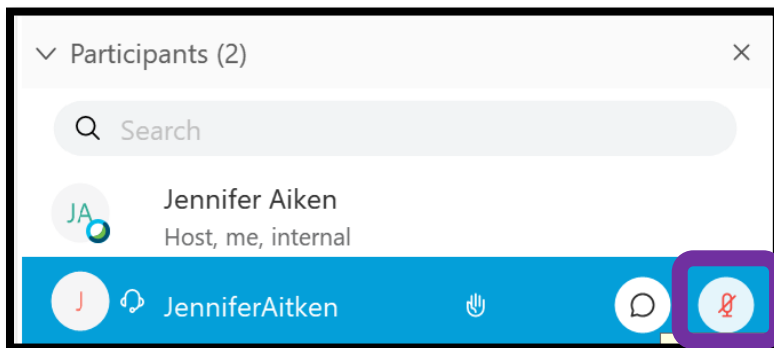
Some features that you may utilize during your meeting/ class in WebEx are located by your name on the participant list



- The “Hand” icon allows you to digitally raise your hand.
- This icon shows up on the Host’s list of participants to alert them you have a questions or comment



- The “bubble” icon is another way to access the Chat feature
- Click here will open the chat on the bottom of screen



- The mic with the line means that you are muted.
- You can hear the meeting presenter but they cannot hear you.
- Depending on the meeting/ class, you can control the mute function