Appendix A:

Get Started with Cisco Webex Meetings for Attendees

Change your **Video Layout** to control where you view video participants and panels on your screen.

Choose **Floating Panel View** to position any panel where you want it – even on a second monitor.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.

Access the **Meeting Info** to get details about the meeting.

Quarterly Analytic Visualizations
Host: Catherine Sinu

URL:
https://company.webex.com/meet/csinu

Meeting number:
555 123 456

video address:
csinu.company@webex.com

Audio connection:
US Toll 1–555-123-4567
US Toll Free 1–555-123-4567
Show all global call-in numbers

Access code:
555 123 456

Join a Meeting

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the **Join** link to join the meeting.
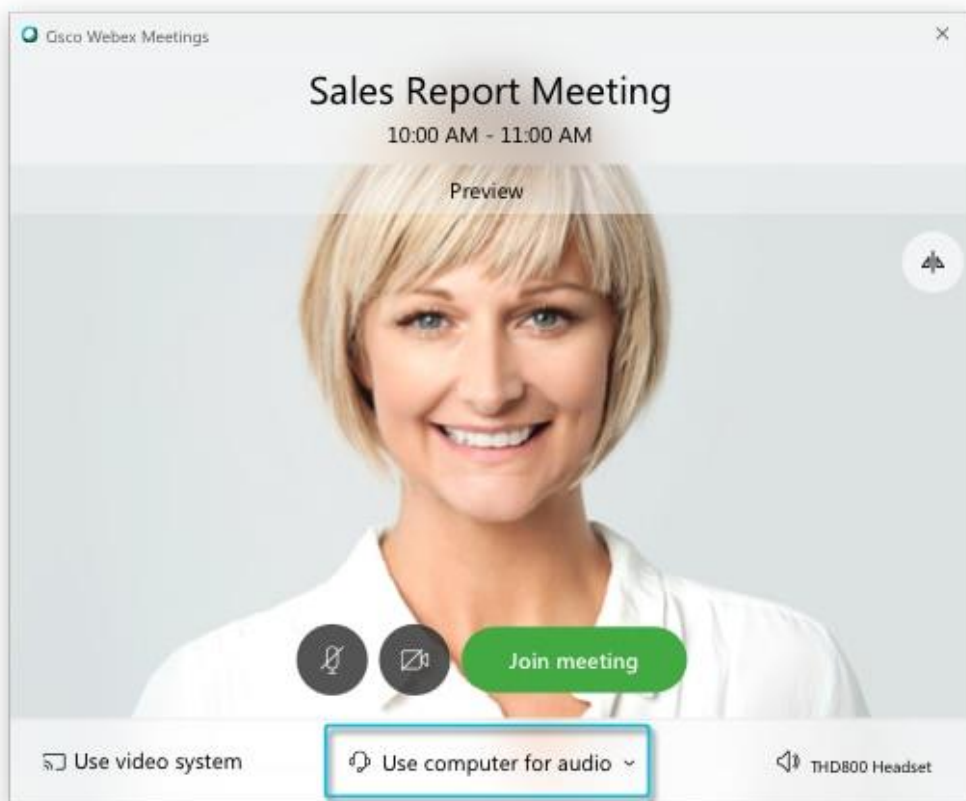
You might be asked to enter a meeting password, it is in your email invitation.

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.
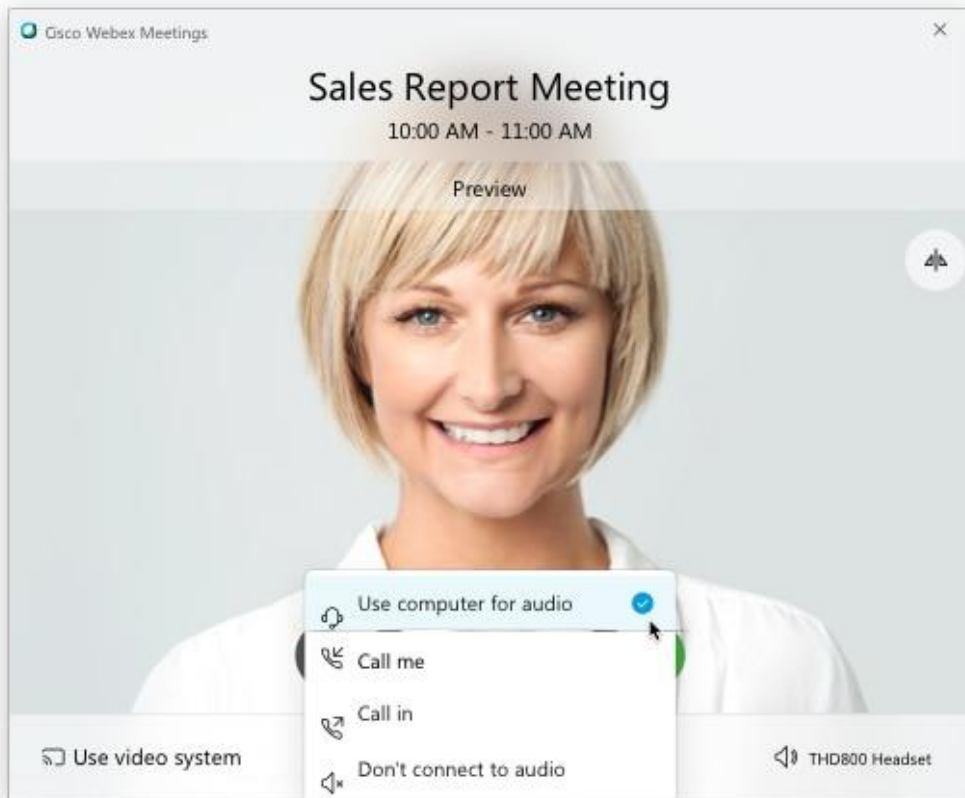
Connect Audio

Before you join a meeting you can choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Webex Meetings app.

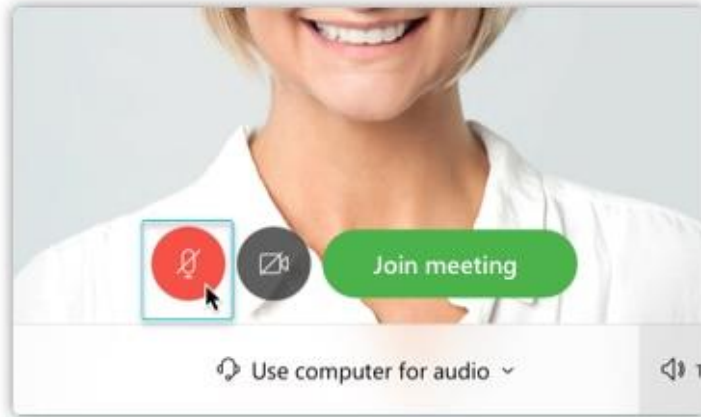2. Choose how you want to hear the audio in the meeting:

- o **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.

    You can change your headset, speakers, and microphone.

- o **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.

- o **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.

- o **Don't connect audio**—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

3. If you want to join the meeting with your audio muted, click **Mute my microphone** .

    You'll see when your microphone is muted. Click **Unmute my microphone** when you want to speak in the meeting.
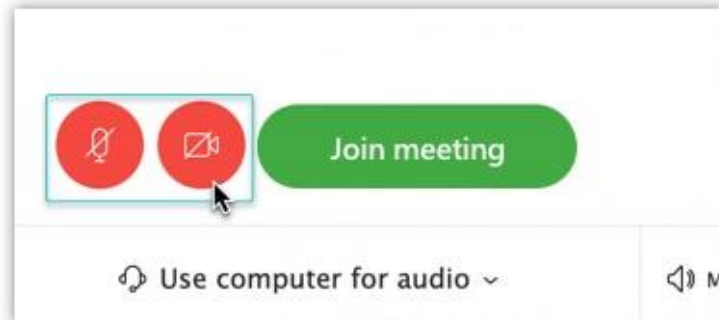
Start Your Video

Before you join a meeting you can choose the settings you use for video in the meeting.

1. If you want to join the meeting with your video turned off, click **Turn off my video** .

   You'll see when your video is turned off. Click **Turn on my video** when you want to show your video.

2. By default, your self-view video shows in mirror view. You can <u>turn off mirror view</u> if you want to see yourself in your self-view video the same way that other meeting participants see you.
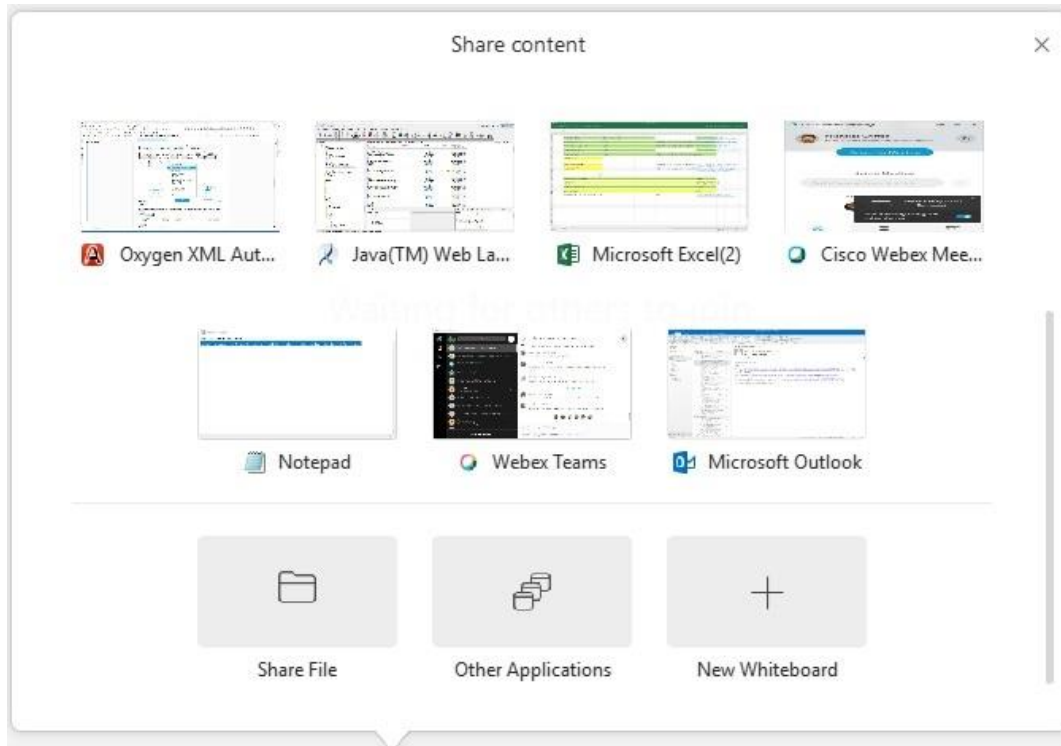
   If you're happy with the audio and video settings that you chose for this meeting, you can <u>save them</u> for your next meeting.

To join the meeting from a compatible video device, <u>connect to a device</u>.

Share Content

You can share content during a Webex meeting. In the **Participants** panel, grab the ball and drop it next to your name. You become the presenter. Select **Share content** and start sharing.

Go to the **Share** menu for more sharing options.