# Webex Meetings
# Quick Start Guide

*Start or join a scheduled class:*

**01.** Select the **Join** button on the **Cisco Webex Meetings** notification just before it's time for the class to start.

*Connect to audio and video:*

**01.** From the **Select Audio Connection** drop-down list, select your audio connection.

**02.** From the **Select Video Connection** drop-down list, select your video connection.

**03.** Select **Connect Audio, Start My Video,** or **Connect Audio and Video.**

*Having bad audio connection?*

**Have webex dial your phone n**

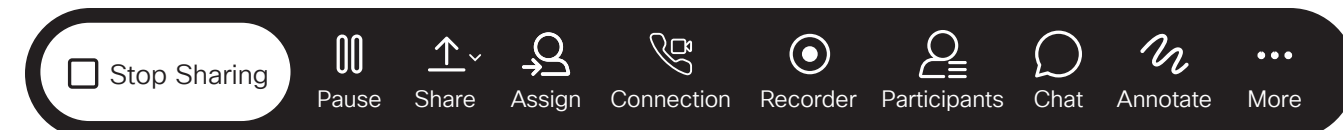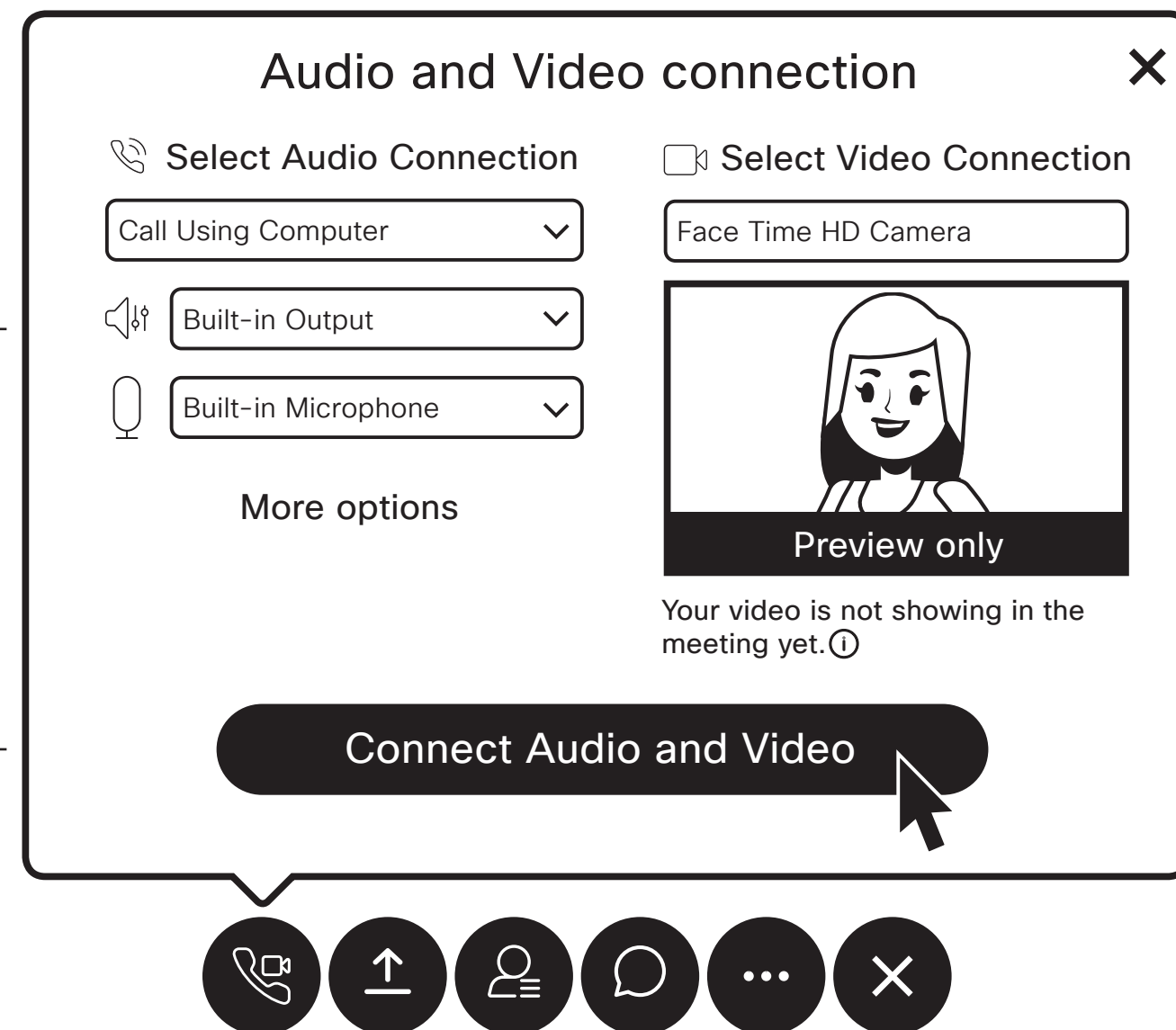**umber for steadier audio**

*Share an application:*

**01.** Select **Share.**

**02.** Select the application from the list of open applications.

*To stop sharing:*

**01.** Hover your mouse over the orange **Your Sharing** button, If you don't see the red **Stop Sharing** button.

**You're sharing your screen.**

**02.** Select the **Stop Sharing** button on the floating bar.

### Audio and Video connection ✕

📞 Select Audio Connection          📷 Select Video Connection

| Call Using Computer ⌄ |

🔊 | Built-in Output ⌄ |

🎤 | Built-in Microphone ⌄ |

More options

| Face Time HD Camera |

**Preview only**

Your video is not showing in the meeting yet. ⓘ

**Connect Audio and Video**

| Stop Sharing | Pause | Share | Assign | Connection | Recorder | Participants | Chat | Annotate | More |

*Share your screen with a video device:*

**01.** Open your **Webex Meetings desktop app**.

**02**. Select **Connect to a device** and select the video device you'd like to use.

**03**. Select **Share screen**.

*To mute everyone in the meeting at once:*

**01.** From the **Participant** menu.

**02**. Click **Mute All** to silence the microphones to all attendees.

**03**. Click **UnMute All** to allow participants to speak.

*How to add a cohost:*

**01.** Sign in to your Webex site and go to **Meetings** > **Schedules**

**02.** On the Schedule a Meeting page, specify the basic options for your meeting.

**03.** In the **Attendees** field, add attendees separated by commas or semi colons, and then press **Enter**.

**04.** To designate attendees as cohosts, select **Make cohost icon**, then **Make this attendee a cohost**.

*How to use emojis*

**01.** Open your **Webex Meetings desktop app**.

**02**. Select **Connect to a device** and select the video device you'd like to use.

**03**. Select **Share screen**.

*How to turn on music mode in meetings:*

**01.** While joining a meeting, go to **More options.** ,

**02.** Select **Speaker, microphone, and camera**.

**03.** Scroll to the **Microphone menu**, then check **Music mode**.
You'll see the Music mode icon in the top-right corner of the app when Music mode is active.

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How to create breakout session:

**01.** From the Breakout menu, click **Enable Breakout Sessions.**

**02.** In your meeting, select **Breakout Sessions.**

**03.** Select the number of breakout sessions you want to create and how you want to assign your participants:

- **Assign automatically**: Let us split your participants up evenly into each of the breakout sessions.
- **Assign manually:** You assign participants to each breakout session.
- **Let participants choose any session:** Participants can join any session.

**04.** Click **Create Assignments**.

**05.** When you're ready to start all breakout sessions, click **Start Breakout Sessions**.

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*How to assign students to breakout session:*

**01.** In your meeting, select **Breakout Sessions.**

**02.** Under **Not Assigned**, select the participants that you want to assign

**03.** Click **Move to session**, and then select the breakout session or click **New breakout session..**

\* The number of attendees assigned to each breakout session shows in parentheses next to the name of the breakout session.

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*How to end breakout sessions:*

**01.** In your meeting, select **Breakout Sessions.**

**02.** Click End all breakout sessions > End sessions..

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*How to use the raise hand feature:*

**01.** Click **Participants.**

**02.** Click **Raise Hand** next to your name.

*If your meeting has reactions, you can also raise and lower your hand from the Reactions menu, or use gesture recognition.

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*How to set a timer for a breakout session:*

**01.** From the Breakout menu, click **Enable Breakout Sessions.**

**02.** In your meeting, select **Breakout Sessions.**

**03.** Select the number of breakout sessions you want to create and how you want to assign your participants:

**04.** Click **Create Assignments**.

**05.** Click **Settings.**

**06.** Check **Automatically end session after** and then select the time from the drop-down menu.

**07.** When you're ready to start all breakout sessions, click **Start Breakout Sessions**.

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*How to turn on live transcripts:*

**01.** Turn on Webex Assistant by hovering over the Webex Assistant and clicking Turn on Webex Assistant.

**02.** Select Translation options for closed captions and choose the language that you want Webex Assistant to translate speech to.

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*Share the Whiteboard:*

**01.** Select **Share.**

**02.** You may need to scroll down, then select **New Whiteboard.**

*Allow students to annotate on the whiteboard:*

**01**. Click on the **Participant** menu.

**02.** Select **Assign Privileges.**

**03.** Select **Participants.**

**04.** Tick the **Annotate** check box.

*To stop sharing and save he whiteboard:*

**01.** Click the **Sharing Whiteboard** button on top of the whiteboard.

**02.** Click the close icon.

> Sharing Whiteboard ⌄
>
> Whiteboard ✎ ✕
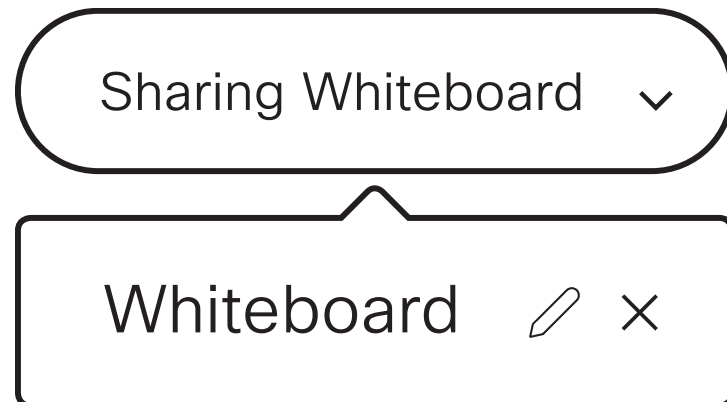
**03.** Select if you want to save the whiteboard.

**04.** Choose where you want to save the whiteboard on your computer.

**05.** Click **Save**.

*Start an unscheduled class in your Personal Room from your desktop app:*

**01.** Click the green Start Meeting button. Start Meeting

**02.** Click **More options** to invite people to your Personal Room. •••

**03.** Select **Invite and Remind**, and follow the prompts.

*Recording a class:*

In your class window:

**01.** Select the **Record** icon.

**02.** Select the red **Record** button.

*Stop recording a class:*

**01.** Click the **Record** icon

**02.** Click the stop button.

*Schedule a class:*

**01.** Go to the **Meeting list** tab.

**02.** Click the **Schedule meeting** icon.

**03.** Add the meeting details from your Webex site or Microsoft Outlook.

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