

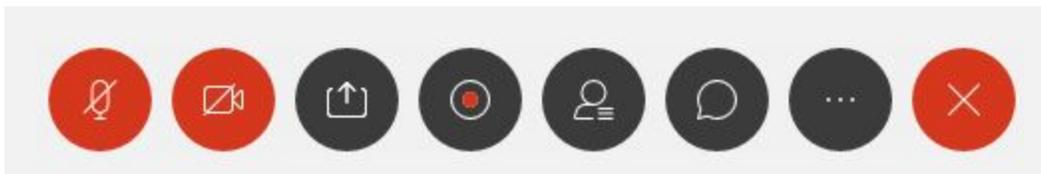
Cisco Webex Meetings Guide

Dear participants, these are the requirements for all of you who are using Cisco Webex platform for the first time. It is recommended to have installed Cisco Webex Meetings application prior to attending the conference. The link from which you can download the application is: https://www.webex.com/content/webex/c/en_US/index/downloads.html/.

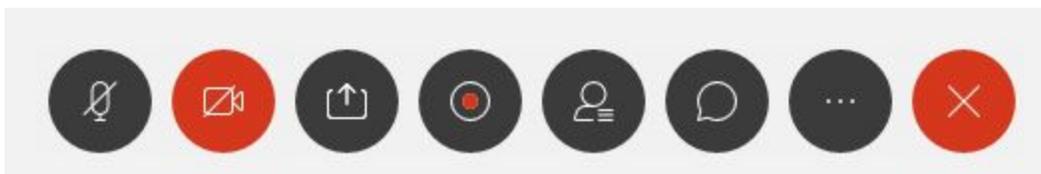
When using Cisco Webex Meetings application for the first time, it will ask for access to microphone and camera. MacOS users will have one additional step: they will have to allow Cisco Webex Screen Recording (in system preferences under security and privacy/privacy tab), to be able to share their screen during a presentation. After these steps, you might be asked to leave the meeting for the settings to be applied. After that you can rejoin the meeting.

All the participants will get invites by e-mail for each day containing links and passwords for the meetings. Joining is simple, just click the corresponding link, web page will open, fill in your login information, submit and join. Cisco Webex Meetings application will automatically start afterwards.

After you have joined a meeting, the following controls will show up at the bottom:



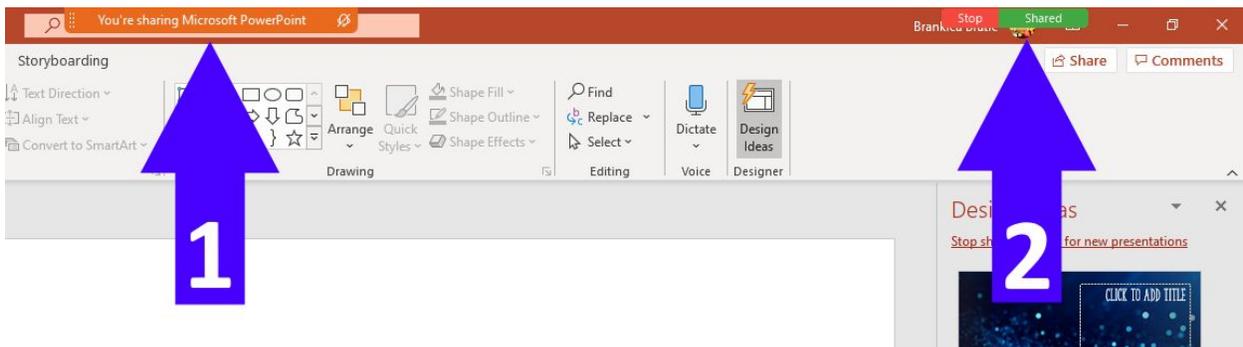
The first two icons are for microphone and camera, respectively. The red color indicates that microphone/camera is turned off. By clicking on the first icon, the microphone turns on, which is indicated by change of the icon's color. In the following image, you can see that the microphone icon is no longer red, meaning that it is turned on:



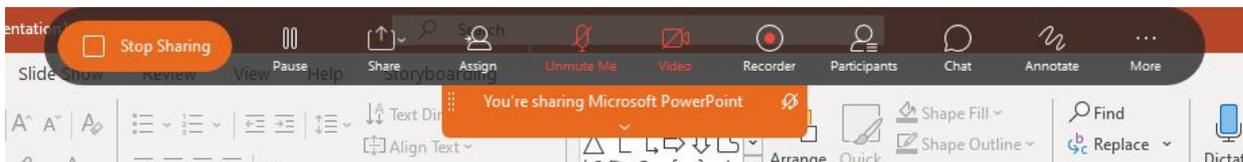
Similarly, the camera is turned on by clicking on the second button. The following image shows that second button is no longer red, meaning that the camera is turned on:



The third button is a “share button”. Participants who will give a live presentation, will have to share their presentation. After sharing it, all the other participants will be able to see it. In the case of the participants who chose not to give a live presentation, the organizers will play their video. However, we would kindly ask these participants to have their recording prepared on their computers in case we face some unexpected technical problems. In that case, these participants will also have to share their video player. In order to share your screen, click the share button (third button), and choose the application that you want to share (e.g. Power Point, PDF viewer, video player, etc). After that, on the top of the shared application you will see the following Webex controls:



If you want to stop sharing, you can simply click on the “stop” button pointed by the arrow 2. Furthermore, by putting the mouse pointer over the panel pointed by the arrow 1, you get the following panel:



If you want to turn on/off the camera or/and microphone when presenting, you can do that only by using the above panel. Again, red color indicates that the camera/microphone are turned off. As can be seen, the second way to stop sharing is to use the leftmost button of this panel.

IMPORTANT NOTE: When entering a meeting, please mute your microphone and disable video.

For more information visit the official user guide: <http://help.webex.com/landing/gettingstarted>.

Happy conferencing