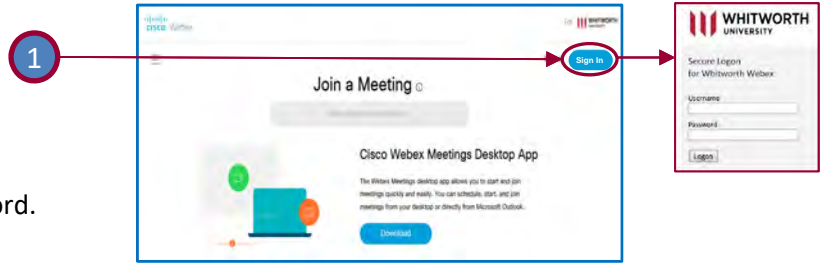# Getting Started with Webex

Start a Webex meeting

Access your Whitworth Webex Account:

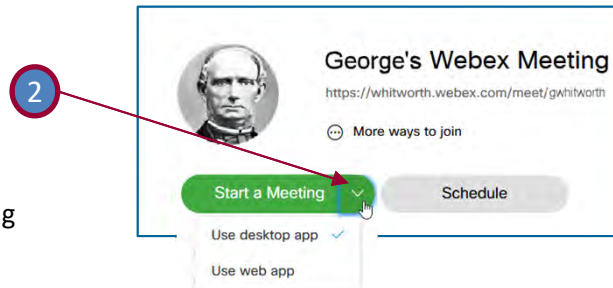1. Go to **whitworth.webex.com.**

   Sign in with Whitworth username and password.

2. Click **Start a Meeting**.
   -First time: From down arrow, choose either:
     Use desktop app **OR** *Use web app.*

   - *Desktop app* recommended for sharing documents, slides, applications.

   - *Web app* recommended for basic video conferencing, meetings, interviews.

3. In *Webex Meeting* window, use *Settings to* select which speakers, camera and microphone to use and test them to see if working.

Webex Meeting window

   - You can mute microphone before meeting starts

     Mute

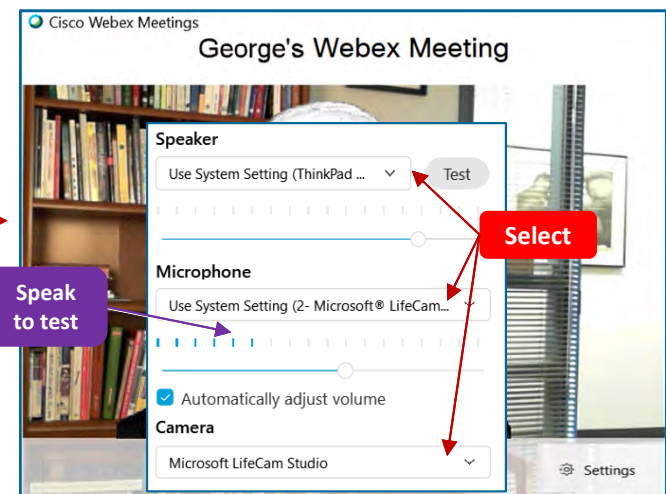   - Select which speakers, camera, mic to use.

     Select, test Speakers, camera, + mic

   - NOTE: You may only have one camera, mic or speaker

4. Ready? -> Click **Start meeting**

Meeting Essentials

Mute: Mutes audio going out via mic.

Start video: Click camera button to let others see you. View presenter in full-screen video by clicking ⊟ symbol in top-right corner of video panel.

Share content: Share your screen or any program, document, website, etc.

Record meeting: Record to Webex in the cloud OR to your local computer.

Show/hide Participants: Need more room on screen? Hide the meeting roster.

Show/hide Chat: Click to show/hide chat. Type in *Chat* window to send messages.
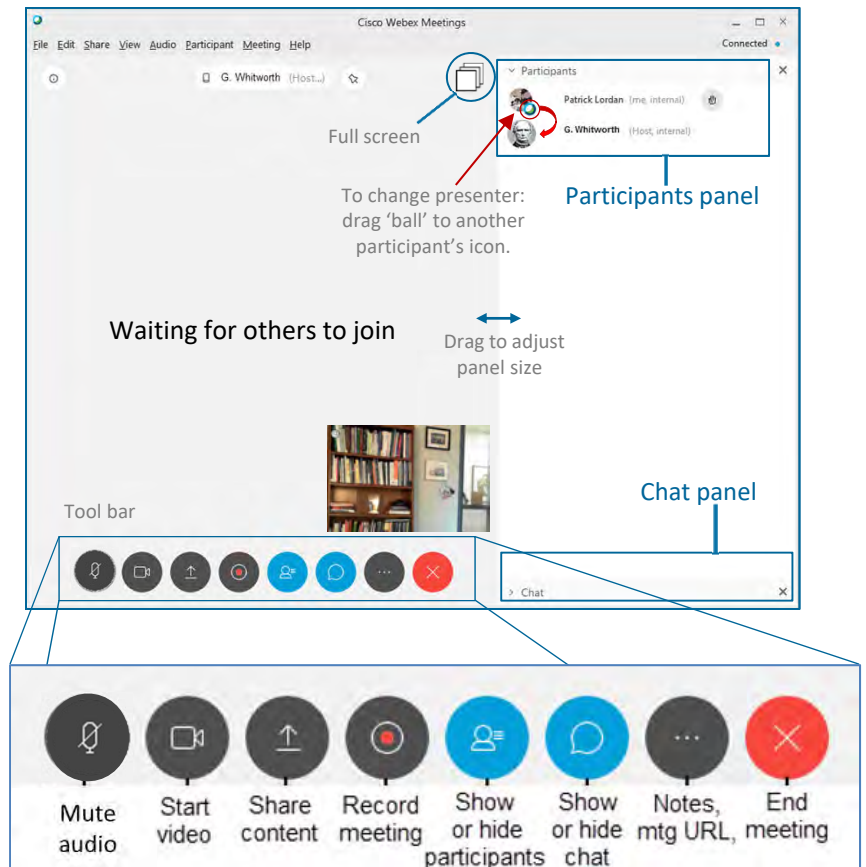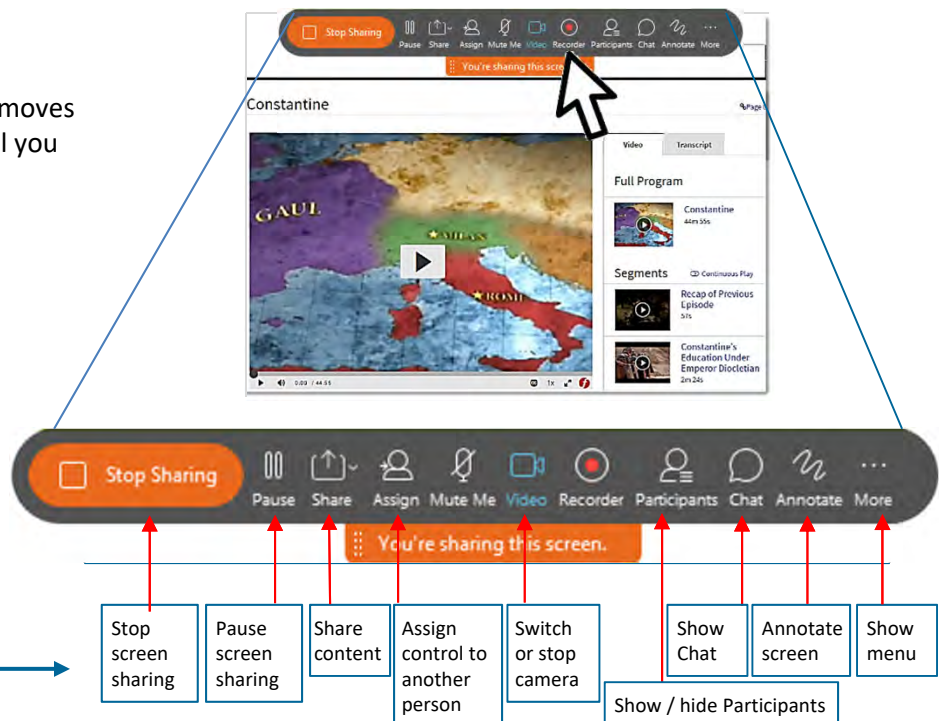
Notes, copy meeting link: Displays box for notetaking during a meeting. Copy meeting link to send out to others.

End Meeting: Click **X** to leave meeting.

Change Presenter: under *Participants,* drag-and-drop ball icon [⬤] beside a person's name to change presenters.

Full screen

To change presenter: drag 'ball' to another participant's icon.

Participants panel

Waiting for others to join

Drag to adjust panel size

Tool bar

Chat panel

| Mute audio | Start video | Share content | Record meeting | Show or hide participants | Show or hide chat | Notes, mtg URL, | End meeting |

Full-Screen View

In **Full Screen** view, the Webex toolbar moves to top of the screen, where it hides until you roll over it with your mouse.

Toolbar button key

| Stop screen sharing | Pause screen sharing | Share content | Assign control to another person | Switch or stop camera | Show Chat | Annotate screen | Show menu |

Show / hide Participants

Sharing/Collaboration: – Whiteboard View

The **Whiteboard** may be shared among participants to display and annotate files, brainstorm, or give presentations. (From the *Share* menu, select *Whiteboard.*)
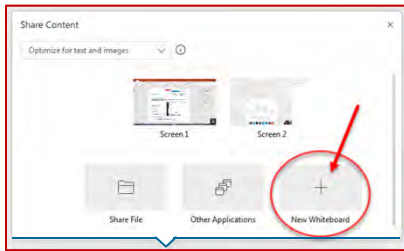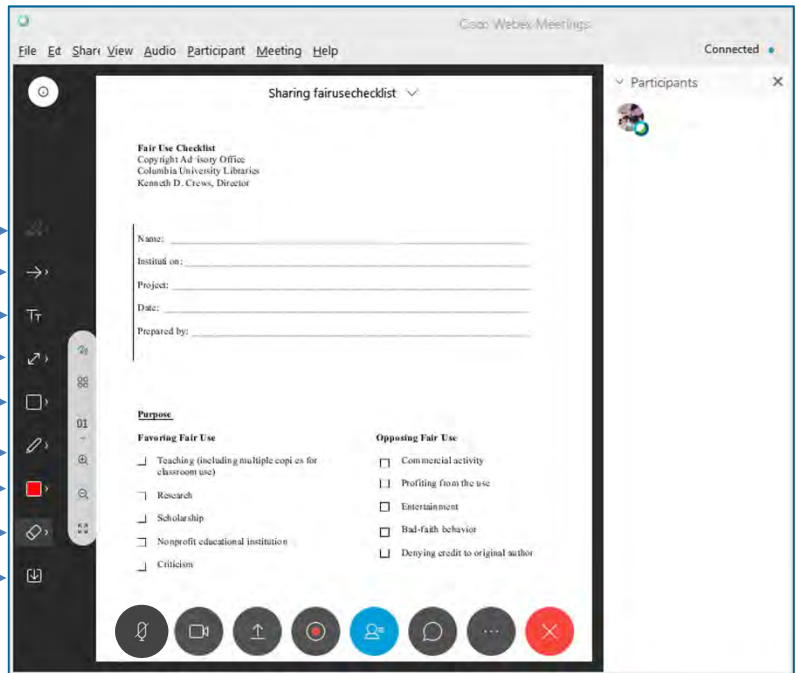

NOTE: You can share any file, app or web content using the SHARE button. You may not be able to collaborate (e.g. share mouse/screen control) in all applications.

Collaboration Tool Bar:

1. Annotate document
2. Arrow / pointer
3. Text tool
4. Draw lines / arrows
5. Draw shape (box, oval, X or ✓)
6. Pencil tool
7. Color tool
8. Eraser tool
9. Save page

Webex Meetings Options:

- Web app: https://whitworth.webex.com
- Desktop app: https://www.webex.com/downloads.html
- Mobile app: https://collaborationhelp.cisco.com/article/en-us/nowvmhw