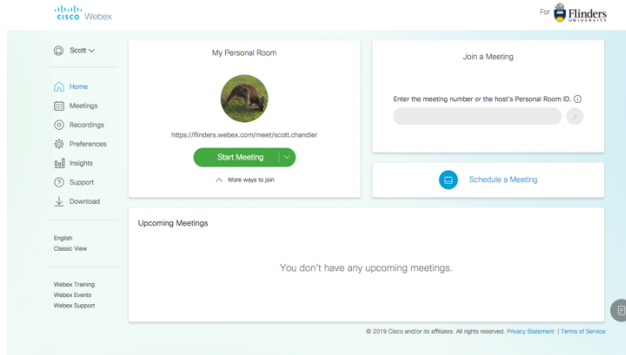


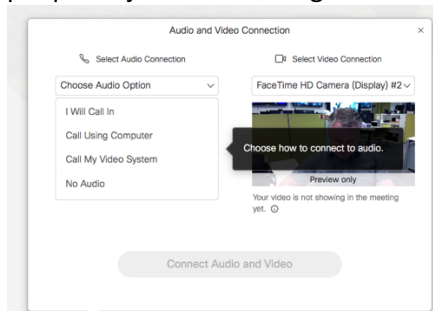
Flinders WebEx Cloud Quick Reference Guide

Cisco WebEx at Flinders is available to all staff at <https://flinders.webex.com> please sign in using your email address.



To start a WebEx meeting in your personal meeting room click on **Start Meeting**

This will launch into a WebEx meeting in your personal meeting room where you can invite people to join the meeting.



You will be prompted with the Audio and Video connection choices as you enter, choose the setting and click

Connect Audio and Video

The WebEx Meetings window will open and you will be waiting for others to join, the menu bar will be displayed at the bottom of the screen.



Mute button red when muted

Camera button blue when video on

Share button click to share content

Record button only available to host

Participant button

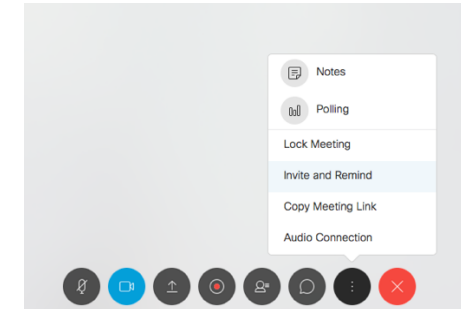
Chat button

More Options

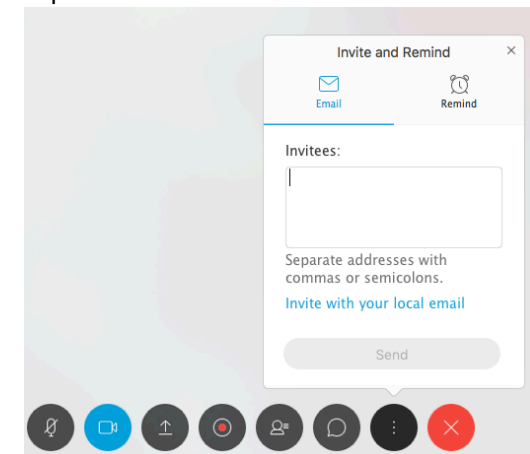
Leave/end meeting

Meeting information

Inviting people to join your personal meeting room, click on more options and choose invite and remind.




The invite and remind window will appear enter the person's email address in the invitees field, multiple people can be invited using commas to separate addresses.

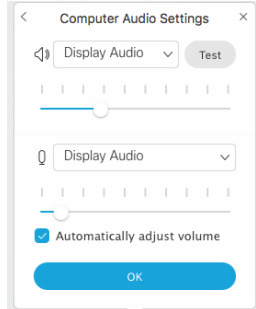





Click the send button and an invitation will be sent to the people's email address

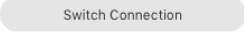
Send

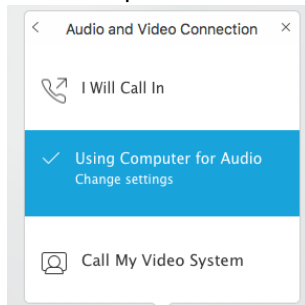
Flinders WebEx Cloud Quick Reference Guide


To test or change your audio click on  more option and choose **Audio Connection** then click Change settings.

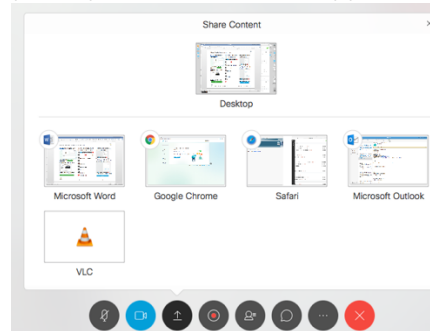


Click on the down arrow v to change your speaker  or microphone  options. To test your speaker are receiving audio click  once all is set correctly click OK.



If you need to change you audio connection click  and you can choose another option.



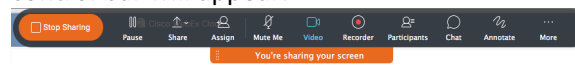
Sharing Content click on the  button and your options window will appear.



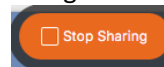
Choose to share your desktop or an application you have open this will then display content to all attendees.

To **annotate** on your shared content click on  on the control bar and then draw on your shared content to highlight important content click  again clears annotations.


To stop sharing hover your mouse over the bar at the top of the screen you are sharing and the control bar will appear.

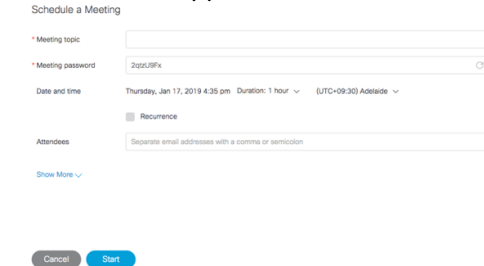


Click **stop sharing** this will stop your content being sent to attendees.




Scheduling a WebEx for a future date go to <https://flinders.webex.com> and click on

 **Schedule a Meeting** the Schedule a Meeting window will appear



Meeting topic- Name of meeting
Meeting password- auto generated
Date and time- click on date to change
Recurrence- check box to customize
Attendees- add emails of people
 Once all details have been entered click schedule and emails will be sent to all attendees inviting them to the WebEx meeting.

To view all Meeting information click  in the top left of the WebEx window to view all details.

