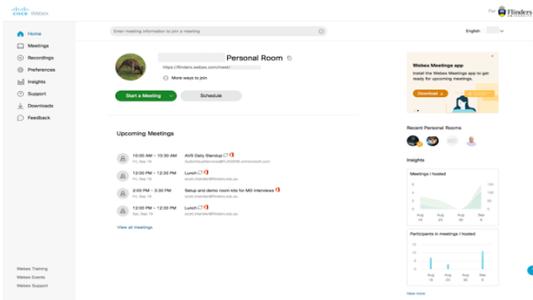
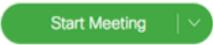


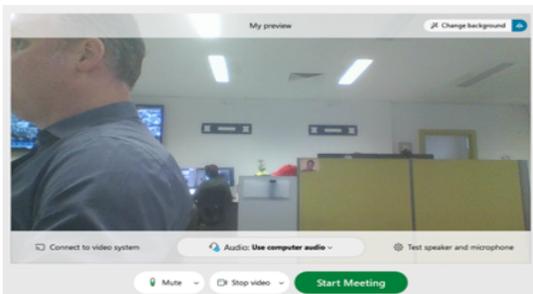
WebEx Meetings quick reference guide

Cisco WebEx at Flinders is available to all staff at <https://flinders.webex.com> please sign in using your email address, here you can start or schedule a meeting



To start a WebEx meeting in your personal

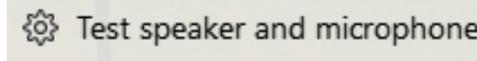
meeting room click on  This will launch into a WebEx meeting in your personal meeting room where you can invite people to join the meeting.



You will be presented the above window prior to starting the meeting, by default it will be set to Use computer audio this will use the internal microphone and speakers.



You can test your speakers and microphone and speakers prior to entering the meeting by clicking



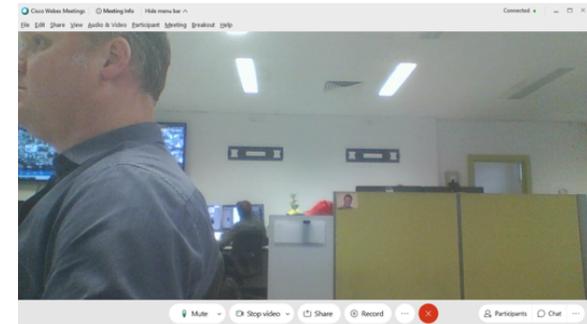
You can also mute your microphone and camera prior to starting the meeting by clicking



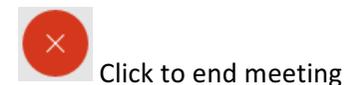
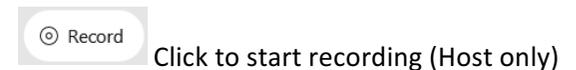
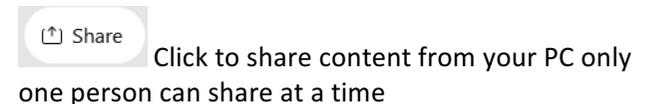
Once you have your Audio and video set correctly to start the meeting click



Once you have started the meeting you will be presented with the following WebEx meeting window



Along the bottom of the window you will find many of the control option available while in a meeting



WebEx Meetings quick reference guide

To open the Participants panel on the WebEx window to see who has connected to your session click



To open the Chat panel on the WebEx window to see text chat messages or send messages to your participants click



To open additional panels while in your WebEx meeting (notes, polling, closed Captions click



If you hover your mouse over the video you will see another settings icon appear in the top right of the video window



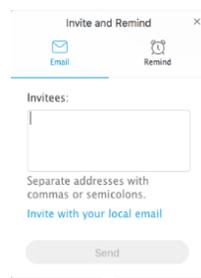
this allows you to access some camera options and settings while in you meeting (Change virtual background)

Inviting people to Join you Meeting

To add additional participants to your active WebEx

meeting click  more options and choose

Invite and remind and the following panel will appear



Enter a person's email address in the invitees field, multiple people can be invited using commas to separate the addresses

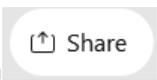
Once you have entered all the email address of the people you would like to attend the meeting click

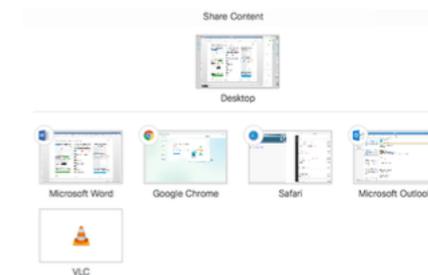


To view all Meeting information for your current meeting click

Meeting Info

in the top left of the main WebEx window this will show the meeting number, Access code and telephone dial in details

Sharing Content click on  button and the 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 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. 