



Using WebEx

Installation and Operation

Email Invite



[EXTERNAL] Webex meeting invitation: How To Use WebEx (Test)

HC Harold Cunningham <messenger@webex.com>
Required: Harold Cunningham Jr.
Today at 6:19 PM

Thursday, September 17, 2020 at 12:00 PM - 1:00 PM.
<https://peerlesstech.webex.com/peerlesstech/j.php?MTID=m354e938161dafd1dc0e86a93a269106f>

Accept Tentative Decline Propose New Time

Webex_Meeting.ics
9.7 KB

Download All Preview All

Please respond.
This meeting is adjacent to another event on your Calendar.

Harold Cunningham invites you to join this Webex meeting.

Meeting number (access code): 173 965 8540
Meeting password: WebEx2020

Thursday, September 17, 2020
12:00 pm | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

[Join meeting](#)

Tap to join from a mobile device (attendees only)
[+1-415-655-0001](tel:+1-415-655-0001), [1739658540](tel:+1739658540)## US Toll

Join by phone
[+1-415-655-0001](tel:+1-415-655-0001) US Toll
[Global call-in numbers](#)

Join from a video system or application
Dial [1739658540](tel:1739658540)@peerlesstech.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

- When you're invited to a WebEx Meeting, you will receive an email from messenger@webex.com.
- This email contains a button to join the meeting, meeting access code, meeting password, and toll-free number to join by phone.

Email Details



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HC ◦ Harold Cunningham <messenger@webex.com>
Required: ◦ Harold Cunningham Jr.
Today at 6:19 PM

📅 **Thursday, September 17, 2020 at 12:00 PM - 1:00 PM.**
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✓ Accept ▼ ? Tentative ▼ ✗ Decline ▼ ⌚ Propose New Time ▼

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📄 Download All 📄 Preview All

Meeting date and time. Accept to add meeting to calendar.

- ⓘ Please respond.
- ⓘ This meeting is adjacent to another event on your Calendar.

Harold Cunningham invites you to join this Webex meeting.

Meeting number (access code): 173 965 8540
Meeting password: WebEx2020

Meeting Number and Password to join meeting.

Thursday, September 17, 2020
12:00 pm | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

Join meeting

Press this button to join your meeting.

Tap to join from a mobile device (attendees only)
[+1-415-655-0001,1739658540##](tel:+1-415-655-0001,1739658540) US Toll

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Toll-free number to join meeting by phone.

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Starting Your Meeting



 Webex

For

Check in

Tuesday, Oct 6 2020 | 1:25 PM - 2:25 PM

Starting your meeting...


As your meeting is starting, WebEx may ask if you want to download the application to your computer. If you prefer to use WebEx from your web browser, click “Join from your browser” instead.



Having trouble opening the desktop app? [Join from your browser](#). Don't have the desktop app? [Download it now](#).

Before You Join The Meeting



Cisco Webex Meetings

Check in
1:25 PM - 2:25 PM

HC

Mute / Unmute Button for your Mic.

Start / Stop Video Button for Camera

Click "Join Meeting" Button to enter meeting room

Click here to test Speaker and Mic before you "Join Meeting"

Connect to video system

Audio: Use computer audio

Test speaker and microphone

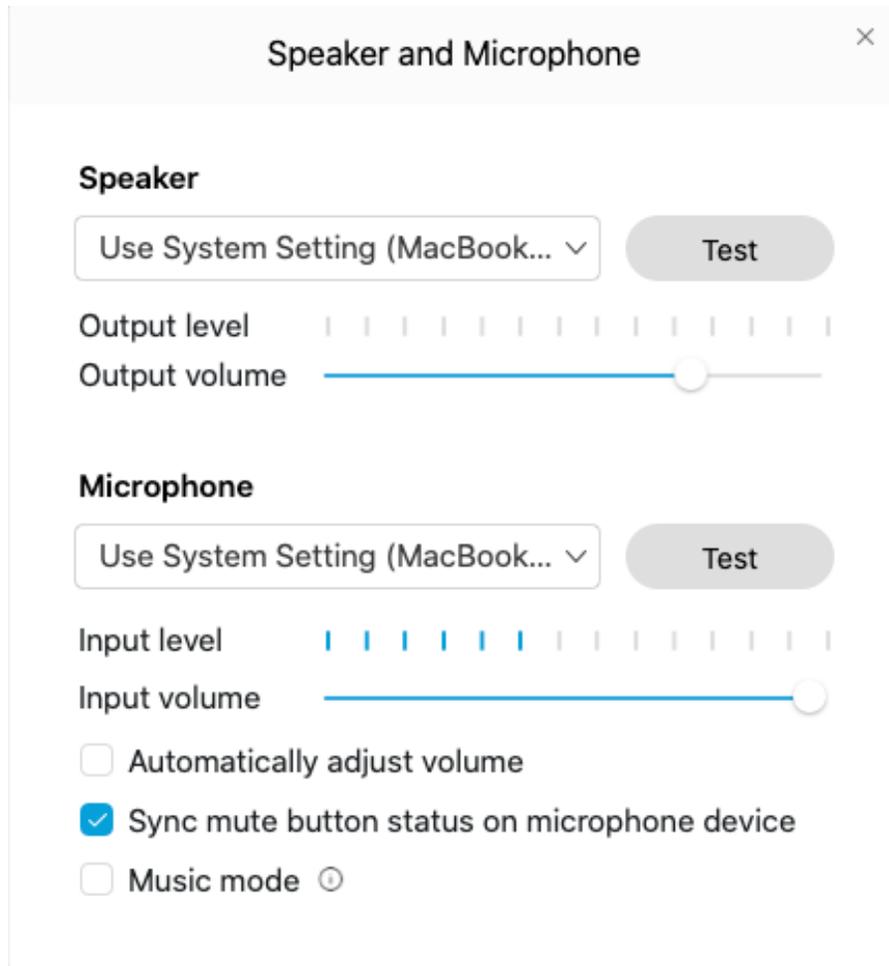
Unmute

Start video

Join Meeting

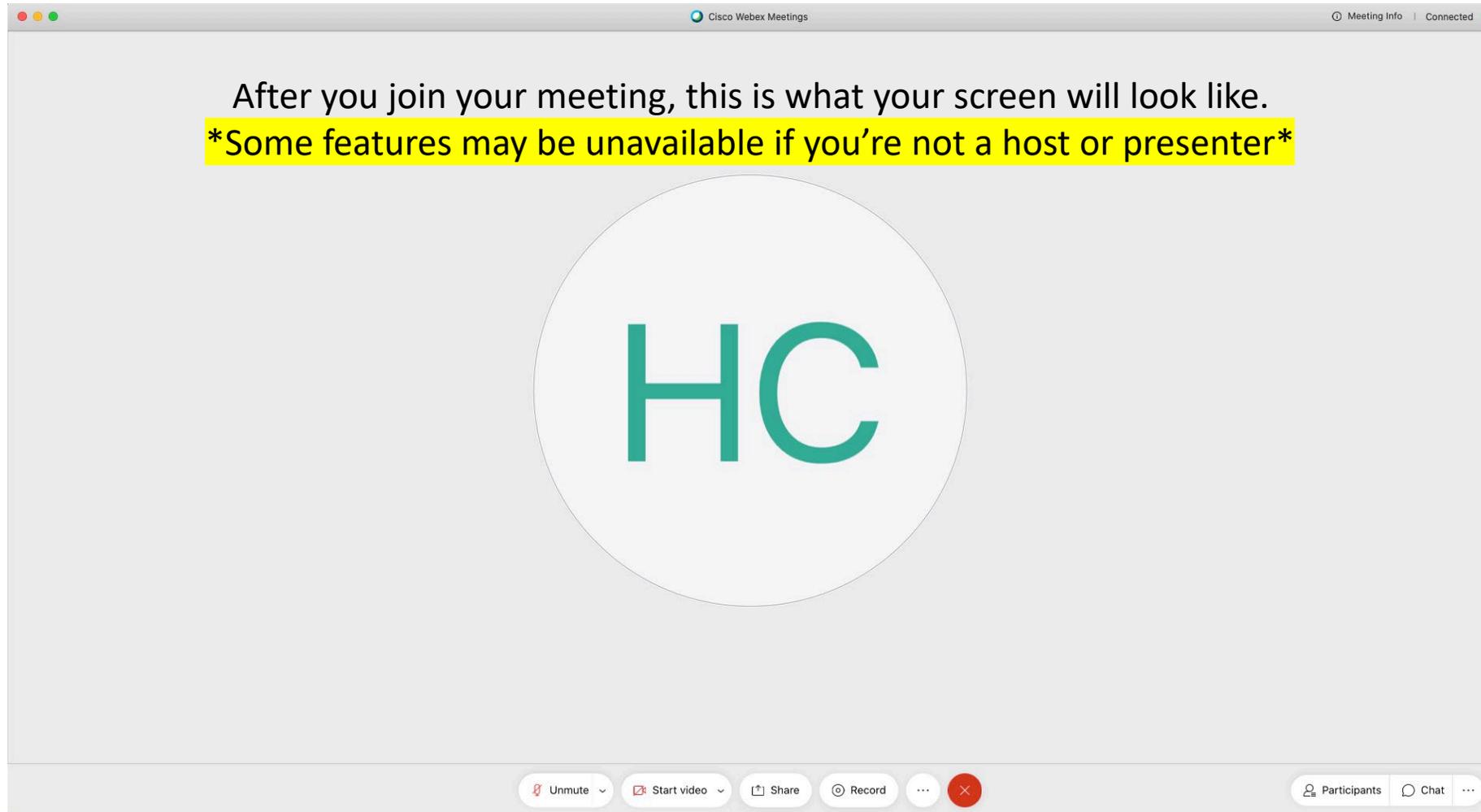
The screenshot shows the 'Check in' screen of a Cisco Webex meeting. At the top, it says 'Cisco Webex Meetings' and 'Check in 1:25 PM - 2:25 PM'. In the center, there is a large white area with a grey circle containing the letters 'HC'. Below this, there are four columns of text with blue arrows pointing down to specific controls. The first column points to the 'Unmute' button. The second column points to the 'Start video' button. The third column points to the 'Join Meeting' button. The fourth column points to the 'Test speaker and microphone' button. At the bottom of the screen, there are several controls: 'Connect to video system', 'Audio: Use computer audio', 'Unmute', 'Start video', and 'Join Meeting'.

Testing Speaker and Microphone



- When you click the button to “Test Speaker and Microphone”, this screen will appear.
- Here you can select which devices you want to use and test them.

In Your Meeting



Meeting Participants



The screenshot shows a Cisco Webex Meeting window. At the top, it says "Cisco Webex Meetings" and "Meeting Info | Connected". A status bar at the top left indicates "Speaking: Margarita Melone-Echiburu". The main area is divided into three video tiles, each with a large circular icon containing initials: "HC" (Harold Cunningham), "MM" (Margarita Melone-Echiburu), and "VM" (Vanessa Mullins). On the right side, there is a "Participants (3)" sidebar with a search bar and a list of participants: "HC Harold Cunningham Host, me", "MM Margarita Melone-Echiburu", and "VM Vanessa Mullins". At the bottom of the meeting window, there are controls for "Mute", "Start video", "Share", "Record", and a "Participants" button. A blue arrow points from the text below to the "Participants" button.

To view the list of participants in your meeting, click the "Participants" button here.

Meeting Chat



The screenshot shows a Cisco Webex Meeting window with a chat panel on the right. The meeting title is "Cisco Webex Meetings" and the status is "Meeting Info | Connected". The chat panel is titled "Chat" and contains the following text:

To view or start a chat conversation, click the "chat" button.

To chat with a specific person, click the drop-down field next to "Send to:".

Below the text, there are two blue arrows pointing downwards. The first arrow points to the "Send to: Everyone" dropdown menu. The second arrow points to the "Chat" button in the bottom right corner of the meeting window.

The meeting window shows three participant avatars: "HC" (green), "MM" (blue), and "VM" (red). The bottom toolbar includes "Mute", "Start video", "Share", "Record", and "Participants" buttons.

Meeting Chat



The screenshot shows a Cisco Webex Meeting window. At the top, it says "Cisco Webex Meetings" and "Meeting Info | Connected". The main area is a grid of video thumbnails. The top-left thumbnail is labeled "Speaking: Margarita Melone-Echiburu" and contains a large green circle with the letters "HC". The top-right thumbnail contains a large blue circle with the letters "MM". The bottom-center thumbnail contains a large red circle with the letters "VM". Below the grid is a control bar with buttons for "Mute", "Start video", "Share", "Record", and a red "X" button. On the right side, a "Chat" window is open, showing a "Send to:" dropdown menu with "Everyone" selected. Below the dropdown, the names "Margarita Melone-Echiburu" and "Vanessa Mullins" are listed. A blue arrow points from the text "From here you can select who you want to start a chat with." to the "Send to:" dropdown menu.

From here
you can
select
who you
want to
start a
chat with.



Takes Notes During Your Meeting



The screenshot shows a Cisco Webex Meeting window. In the center, a large white circle contains a green letter 'H'. To the right of the circle, text reads: "Click this button to access 'Notes'. This will open a side-pane and allow you to take notes during the meeting." A blue arrow points from this text to a 'Notes' button in the bottom right corner of the meeting interface. The interface also includes a bottom toolbar with buttons for 'Unmute', 'Start video', 'Share', 'Participants', and 'Chat'.

Window Views



Speaking: Margarita Melone-Echiburu

HC MM VM

Harold Cu... (Host, me) Margarita Melone-Ech... Vanessa Mullins

Mute Start video Share Record Participants Chat

Meeting Info Connected

Click here select your view. "Grid View" allows you to see all participants on the call. "Active Speaker Video View" only shows the participant who is currently speaking.

Audio Options



Video Options



The screenshot shows a Cisco Webex Meeting window with three video thumbnails. The top-left thumbnail is labeled 'HC' (green text), the top-right is 'MM' (blue text), and the bottom-center is 'VM' (red text). A blue arrow points from the 'VM' thumbnail to the 'Start video' button in the bottom toolbar. A context menu is open over the 'Start video' button, showing options: Camera, FaceTime HD Camera (Built-in), Settings..., and Change virtual background. A text box on the right side of the meeting area contains the instruction: 'Click the arrow next to "Start Video" to open video options during your meeting.'

Share Your Screen



The screenshot shows a Cisco Webex Meeting window. At the top, it says "Cisco Webex Meetings" and "Meeting Info | Connected". Below that, a status bar indicates "Speaking: Vanessa Mullins, Margarita Melone-Echiburu". The main area is split into two panels, each with a large circular logo: "HC" on the left and "MM" on the right. A "Share Content" dialog box is open in the center, showing a grid of application thumbnails including "Screen 1", "Screen 2", "Screen 3", "Microsoft Outlook", "Microsoft Teams", "Jabber", "Google Chrome", "Cisco AnyConnect S...", "Acrobat Reader", "iMovie", and "PowerPoint". A blue arrow points from the text on the right to the "Share" button in the bottom toolbar. The toolbar also includes "Mute", "Start video", "Record", "Participants", and "Chat".

Click the "Share" button to share your screen or a specific application with participants.

General Options



Speaking: Margarita Melone-Echiburu

Meeting Info | Connected

HC MM VM

Harold Cu... (Host, me) Margarita Melone-Ech... Vanessa Mullins

You're using computer for audio

- Switch audio

Video System

- Connect to a Video System

Meeting

- Lock Meeting
- Invite and Remind
- Copy Meeting Link

Mute Start video Share Record Participants Chat

Click the button displaying 3 dots to bring up general options during your meeting.

End Meeting



The screenshot shows the Cisco Webex Meetings interface. At the top, it says 'Cisco Webex Meetings' and 'Meeting Info | Connected'. A dialog box titled 'Leave Meeting' is centered on the screen, asking 'Do you want to leave this meeting?' with 'Cancel' and 'Leave Meeting' buttons. A blue arrow points from the 'Leave Meeting' text in the text block to the 'Leave Meeting' button in the dialog. Another blue arrow points from the 'red' text in the text block to a red 'X' button in the bottom toolbar. The bottom toolbar includes 'Unmute', 'Start video', 'Share', a red 'X' button, 'Participants', and 'Chat'.

This prompt appears after clicking the “red” button. Click “Leave Meeting” to leave the meeting.

Click the “red” button with the “x” to leave the meeting.