

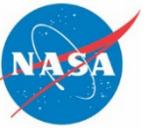


Using WebEx

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)

[+1-415-655-0001,1739658540##](tel:+1-415-655-0001,1739658540) US Toll

Join by phone

+1-415-655-0001 US Toll

[Global call-in numbers](#)

Join from a video system or application

Dial [1739658540@peerlesstech.webex.com](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, the meeting access code, the meeting password, and a toll-free number to join by phone.



Email Details



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

HC Harold Cunningham <messenger@webex.com>
 Required: Harold Cunningham Jr.
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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.

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

Meeting number and password to join meeting.

Click this button to join meeting.

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

Join by phone
 +1-415-655-0001 US Toll
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Join using Microsoft Lync or Microsoft Skype for Business

Toll-free number to join meeting by phone.



Starting Your Meeting

Check in

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

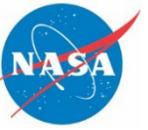
Starting your meeting...



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

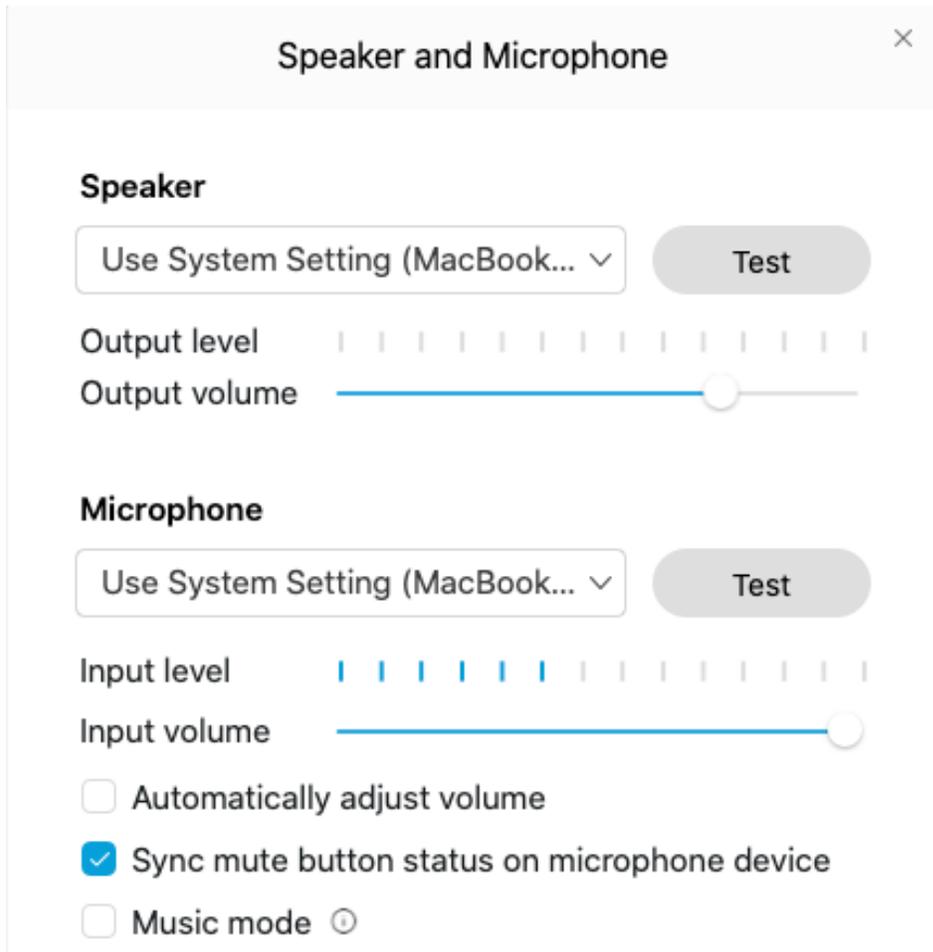
The screenshot shows a Cisco Webex Meeting interface. At the top, it says "Cisco Webex Meetings" and "Check in 1:25 PM - 2:25 PM". In the center, there is a large white rectangle representing a video feed, with a grey circle containing "HC" in the middle. Below the video feed, there are three buttons: "Unmute", "Start video", and "Join Meeting". To the right of these buttons, there is a "Test speaker and microphone" button. Annotations with blue arrows point to these buttons:

- An arrow points from the text "Mute/Unmute button for your microphone" to the "Unmute" button.
- An arrow points from the text "Start/Stop Video button for your camera" to the "Start video" button.
- An arrow points from the text "Click 'Join Meeting' button to enter meeting room" to the "Join Meeting" button.
- An arrow points from the text "Click here to test speaker and microphone before you 'Join Meeting'" to the "Test speaker and microphone" button.

Other interface elements include "Connect to video system" on the left and "Audio: U computer audio" in the center.



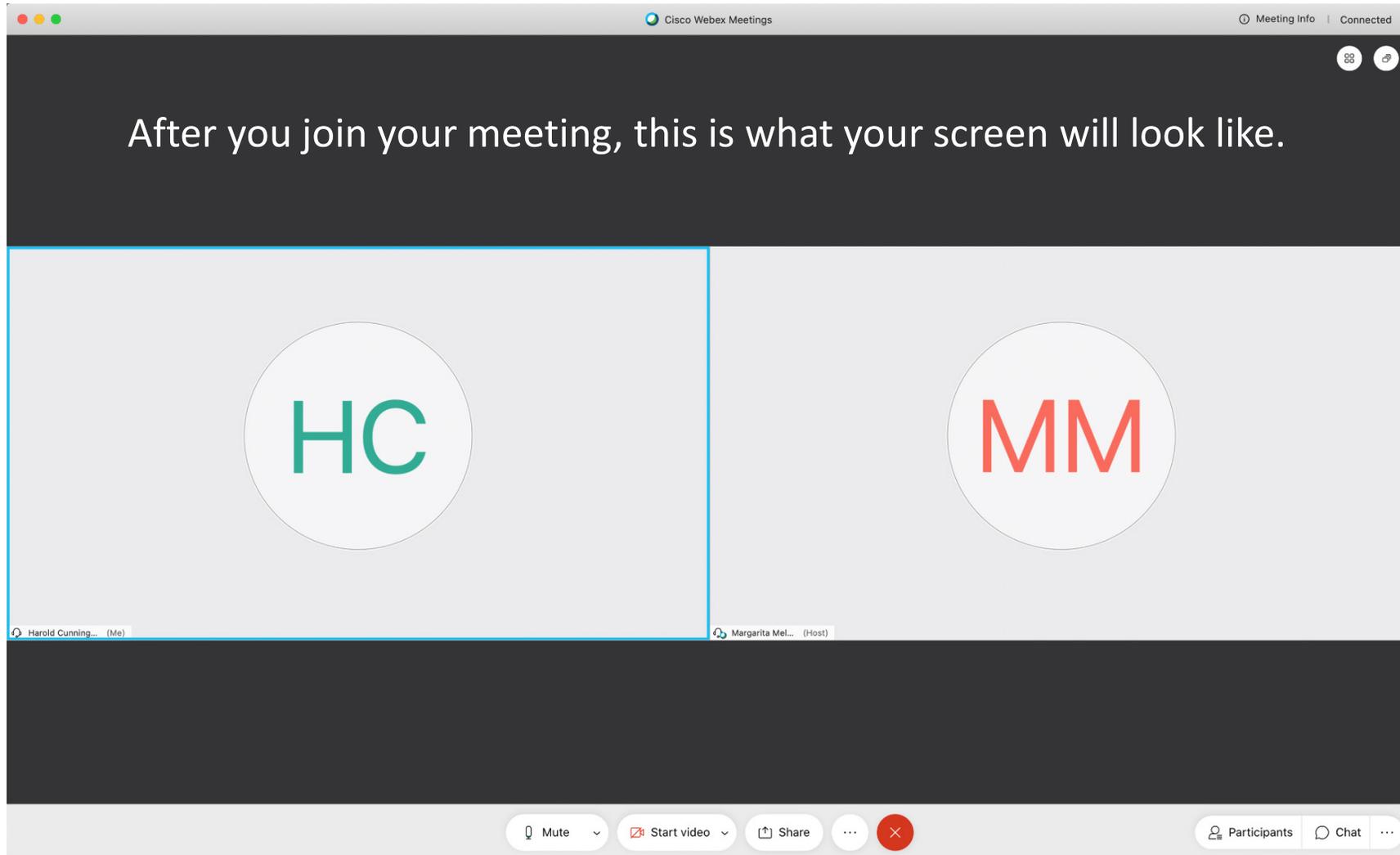
Testing Speaker and Microphone



- 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



Cisco Webex Meetings

Meeting Info | Connected

Participants (2)

Search

HC Harold Cunningham
Me

MM Margarita Melone-Echiburu
Host

Harold Cuning... (Me)

Margarita Mel... (Host)

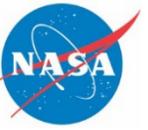
Mute Start video Share ... X

Participants Chat ...

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



Meeting Chat



Cisco Webex Meetings Meeting Info Connected

Chat

from Harold Cunningham to Everyone: 2:30 PM
Hello

from Harold Cunningham to Everyone: 2:30 PM
This is a test

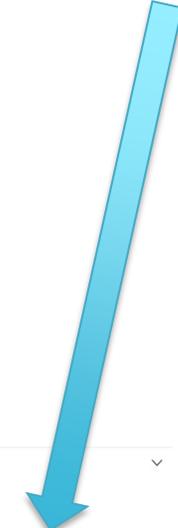
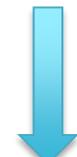
Send to: Everyone

Enter chat message here

Mute Start video Share Participants Chat

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

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





Meeting Chat



The screenshot shows a Cisco Webex Meeting window. The main area displays a grid of two participants: Harold Cunningham (HC) and Margarita Melone (MM). On the right, a chat window is open, showing messages from both participants. At the bottom right, a dropdown menu is open, showing the 'Send to:' field set to 'Everyone' and 'Margarita Melone... (Host & Presenter)' selected.

Meeting Info | Connected

Chat

from Harold Cunningham to Everyone: 2:30 PM
Hello

from Harold Cunningham to Everyone: 2:30 PM
This is a test

from Margarita Melone-Echiburu to Everyone: 2:31 PM
Hello!

Send to: **Everyone**

Enter d **Margarita Melone... (Host & Presenter)**

Mute Start video Share Participants Chat

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





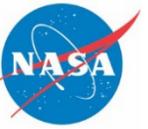
Takes Notes During Your Meeting



The screenshot shows a Cisco Webex Meeting window. The main content area displays a slide with a large green circle containing the letters 'HC'. To the right of the slide is a white text box with the following text: "Click on the 3 dots to bring up the 'Notes' option. This will open a side pane and allow you to take notes during the meeting." A blue arrow points from this text box to the 'Notes' button in the bottom right corner of the meeting interface. The interface includes a top bar with 'Cisco Webex Meetings', 'Meeting Info', and 'Connected'. The bottom bar contains controls for 'Mute', 'Start video', 'Share', and 'Participants', 'Chat', and a red 'X' button.



Window Views



Speaking: Margarita Melone-Echibur...

HC

MM

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

Mute Start video Share Participants Chat



Audio Options



Speaking: Margarita Melone-Echibur...

Meeting Info | Connected

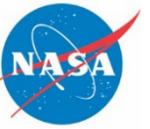
Click the drop-down arrow next to "Mute" to open audio options during your meeting.

- Speaker
 - Use System Setting (MacBook Pro Speake...
 - Yeti Stereo Microphone
 - OWC Thunderbolt 3 Audio Device
 - MacBook Pro Speakers
- Microphone
 - Use System Setting (MacBook Pro Microp...
 - Yeti Stereo Microphone
 - OWC Thunderbolt 3 Audio Device
 - MacBook Pro Microphone
- Settings...
- You're using computer for audio
- Switch audio

Mute Start video Share Participants Chat



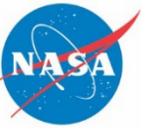
Video Options



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-Echibur...". The main area is split into two panels: the left panel shows a large green "HC" logo, and the right panel contains a white text box with the instruction: "Click the drop-down arrow next to 'Start video' to open video options during your meeting." At the bottom, a control bar includes "Mute", "Start video" (with a dropdown arrow), "Share", and "Participants". A dropdown menu is open under "Start video", listing "Camera", "FaceTime HD Camera (Built-in)", "Settings...", and "Change virtual background". A blue arrow points from the text box to the dropdown arrow on the "Start video" button.



Share Your Screen



Speaking: Margarita Melone-Echibur...

Meeting Info | Connected

HC

Share Content

Optimize for text and images

Screen 1 Screen 2 Screen 3

Microsoft Teams Microsoft OneNote Microsoft Word Cisco Webex Meeting

Microsoft PowerPoint Notes Google Chrome Microsoft Outlook

Mute Start video Share

Participants Chat

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



General Options



Cisco Webex Meetings Meeting Info | Connected

88

HC

Harold Cunning... (Me)

You're using computer for audio

- Switch audio

Video System

- Connect to a Video System

Meeting

- Copy Meeting Link

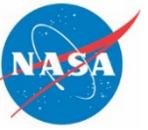
Mute Start video Share ...

Participants Chat ...

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



End Meeting



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

Do you want to leave this meeting?
 Save meeting files
Cancel Leave Meeting

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