

Webex Meetings

# Cisco Webex meeting: How to Use

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**Let's take a tour**

# Features of Webex meetings

- Meeting schedule and share
- Video conferencing
- Screen sharing
- Chatting
- Notes
- Host controls
- Record meeting
- Preserving records
- Etc.

# **Installing**

Apr 8, 2020 | 570 view(s) | 3 people thought this was helpful

# Webex Meetings Browser Extension Security

Reviewing the warnings from browsers when installing a browser extension can be concerning. Learn how the Cisco Webex Meetings browser extension for Google Chrome, Mozilla Firefox, and Safari is secure.

Browser extensions allow developers to add modules that extend access to browser data for delivering the best app experiences. Cisco Webex extensions for Firefox, Google Chrome, and Safari allow users to launch the Cisco Webex Meetings desktop app when they visit a Cisco Webex site (cloud or on-premises) to start or join a meeting.

An extension's access to browser data is limited by how granular the browser platform permissions are. Given that browsers can't limit permissions to extensions today, when an extension needs access to browsing data, the browser instead shows a **default severe** warning to users to confirm that they trust the extension that they're installing.

For example, third-party extension installation instructions from Safari (given here) show that a severe

Was this article helpful?

Recently Viewed

- [How Do I Disable the Webex Extension in Chrome or Firefox?](#)
- [Manually Install the Cisco Webex Meetings Google Chrome Extension](#)

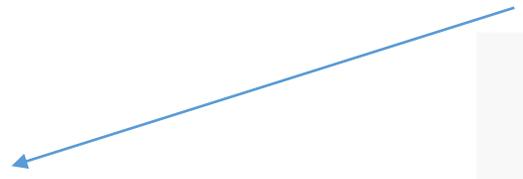


## Webex Meetings

Looking for real time video conferencing?

- HD video for face-to-face meetings
- Flexible audio-only conference call options
- Easy screen sharing
- Meet across any device

[Download for Windows](#)



## Webex Teams

Looking for messaging and team collaboration?

- One-on-one or group messaging
- Digital two-way whiteboarding
- Rich content and file sharing
- Video calling

[Download for Windows](#)

# Sign up

- Register with valid email Id
- Confirm registration from email

← Reply   ↶ Reply all   → Forward   📁 Archive   🗑 Delete   ⋮



Welcome to **Webex** Meetings. Now you can meet and collaborate anywhere, anytime, and on any mobile device or video system. Maximize your productivity with the best in integrated audio, video, and content sharing.

## Get started

Create a password for your account so you can sign in to your **Webex** site and to the Cisco **Webex** Meetings desktop app and mobile app for a richer meeting experience.

Username:

**Webex** site: [meetingsapac10.webex.com](https://meetingsapac10.webex.com)

Create Password

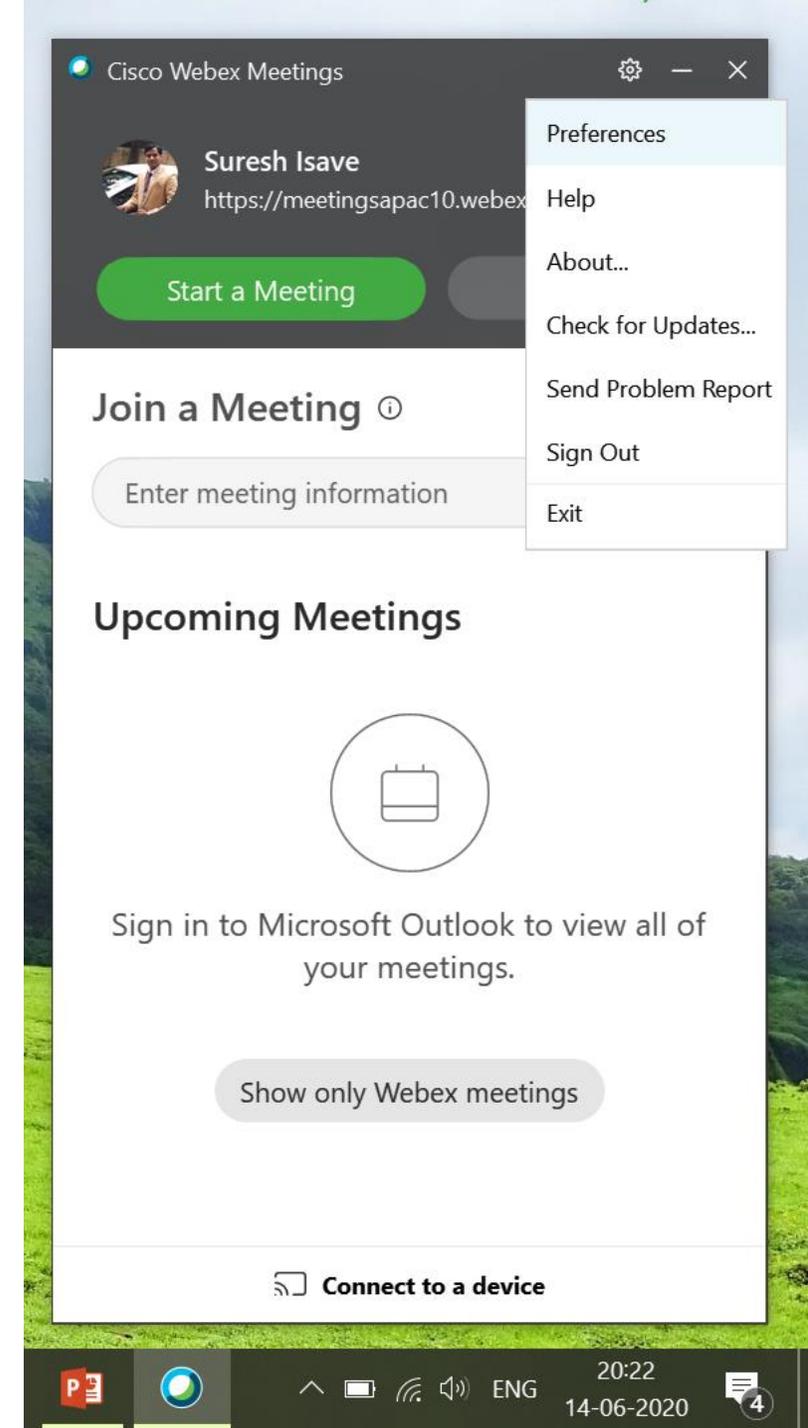
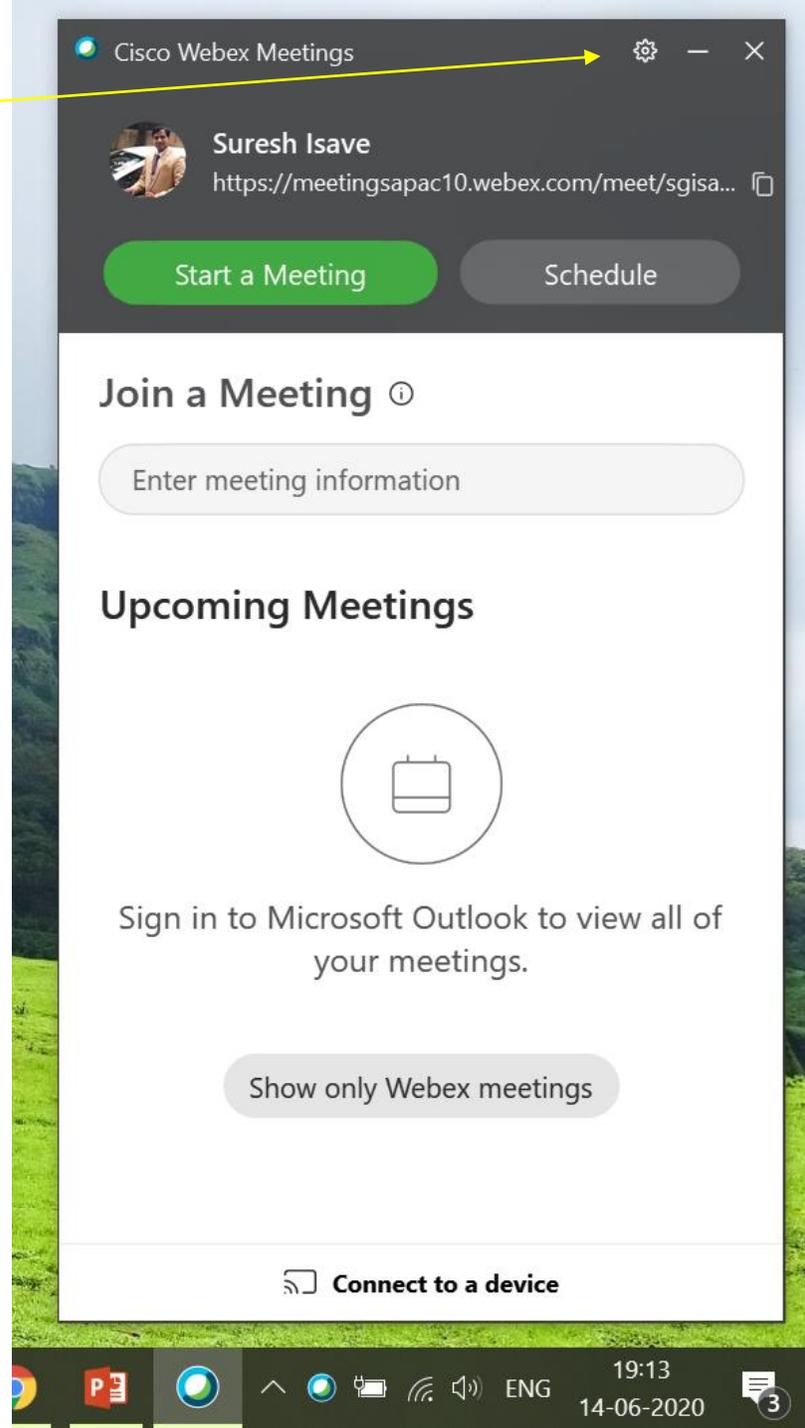


# Setting

**(Never use any app without setting up)**

# Sign in

- Setting – Preferences



General

Account



My Personal Room



Meeting join options

Phone numbers

Calendar

Notifications

Video systems

# General

Always show Cisco Webex Meetings desktop app panel on top of desktop

Start Cisco Webex Meetings desktop app when Windows starts

Apply

↔ General

👤 Account

🏠 My Personal Room

🕒 Meeting join options

📞 Phone numbers

📅 Calendar

🔔 Notifications

📺 Video systems

# Account

## Username

ericvutee@hotmail.com

## Webex site URL

meetingsapac10.webex.com

[Change](#)

## Email address:

ericvutee@hotmail.com

⇄ General

👤 Account

🔒 My Personal Room

🔒 Meeting join options

📞 Phone numbers

📅 Calendar

🔔 Notifications

📺 Video systems

# My Personal Room

## Personal Room name:

Suresh Isave's Personal Room

## Personal Room link: ⓘ

<https://meetingsapac10.webex.com/meet/sgisave.tce>

## Personal Room number:

574-769-072

## Video address:

[sgisave.tce@meetingsapac10.webex.com](mailto:sgisave.tce@meetingsapac10.webex.com)

## Host PIN: ⓘ

8300

[Edit my Personal Room on the Webex site](#)

General

Account

My Personal Room

Meeting join options

Phone numbers

Calendar

Notifications

Video systems

# Meeting join options

These settings will apply when you join your next meeting. ⓘ

## Video device

- Join meeting from connected video device ⓘ
- Skip audio and video preview (Coming soon!)

## Computer audio, phone, and camera

- Use my last audio and video settings
- Always use the following audio and video settings:
  - Skip audio and video preview (Coming soon!)

## Audio connection

▾

- Mute me when I join

Apply

General

Account

My Personal Room

Meeting join options

Phone numbers

Calendar

Notifications

Video systems

# Phone numbers

## Saved phone numbers

[Edit](#)

No saved used phone numbers.

## Recent phone numbers

[Clear](#)

You have no recently used phone numbers.

↔ General

👤 Account

🏠 My Personal Room

🔒 Meeting join options

📞 Phone numbers

📅 Calendar

🔔 Notifications

📺 Video systems

# Calendar

## Meetings list

Which meeting calendar do you want to use for your meetings list?

Webex meeting

Microsoft Outlook

Number of days to show in meetings list:

7 ▼

Apply

General

Account

My Personal Room

Meeting join options

Phone numbers

Calendar

Notifications

Video systems

# Notifications

## Meeting notifications

15 minutes before scheduled start time

## In-meeting notification sounds

Receiving a chat message

## Participant action sounds

Join meeting

Leave meeting

Raise hand

Apply

≡ General

👤 Account

🏠 My Personal Room

📞 Meeting join options

📞 Phone numbers

📅 Calendar

🔔 Notifications

📺 Video systems

## Video systems

### Discover video devices

Automatically discover nearby devices

### Call my video system

Connect without pressing 1 on my video system

Apply

**Log in to Webex site for further settings..**

(Remember, all settings are not in an App, some are on the website of the App)



Enter meeting information to join a meeting

Upgrade Now

English | Suresh

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

**Suresh Isave's Personal Room**

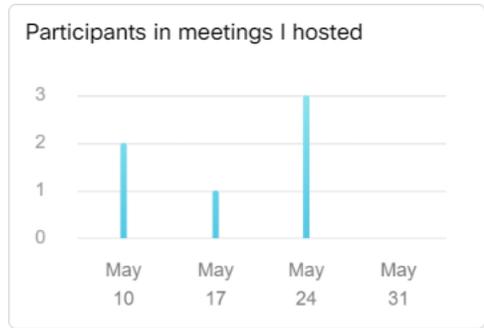
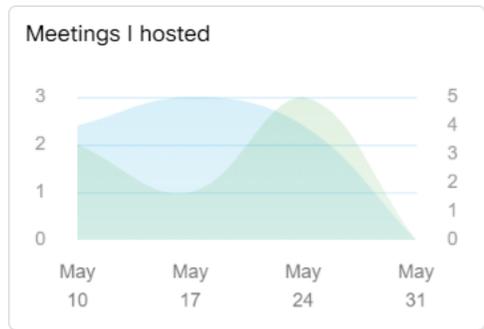
https://meetingsapac10.webex.com/meet/sgisave.tce

More ways to join

Start a Meeting

Schedule

Insights



Upcoming Meetings



Enter meeting information to join a meeting

Upgrade Now

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- Recordings
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- Downloads
- Feedback

# My Webex Meetings

Schedule

Upcoming Past

My Meetings

06/14/2020 - 06/20/2020

Show earlier meetings

Next 7 days  
 Next 30 Days  
 Next Month  
 Custom Range

From: 06/14/2020 To: 06/20/2020

Cancel OK

Jun 2020							Jul 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6	28	29	30	1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8



Enter meeting information to join a meeting

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- Downloads
- Feedback

# My Webex Meetings

Schedule

Upcoming **Past**

My Meetings | 05/01/2020 - 05/31/2020

Last 7 days  
 Last 30 days  
 Last month  
 Custom Range

From: 05/01/2020 To: 05/31/2020

Cancel OK

May 2020							Jun 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2	31	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	1	2	3	4
31	1	2	3	4	5	6	5	6	7	8	9	10	11



Enter meeting information to join a meeting

Upgrade Now

English | Suresh

- Home
- Meetings
- Recordings**
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- Insights
- Support
- Downloads
- Feedback

### My Recorded Meetings

- All
- All
- Shared with me
- Deleted

Security    Date ▾    Duration    Size    Format



You don't have any recordings.



Enter meeting information to join a meeting

Upgrade Now

English | Suresh

- Home
- Meetings
- Recordings
- Preferences**
- Insights
- Support
- Downloads
- Feedback

# Preferences

- General**
- My Personal Room
- Audio and Video
- Scheduling
- Recording

Time zone (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

Language English

Region United States

- Sign-in accounts
- Google [Connect](#)
  - Microsoft Office 365 [Connect](#)
  - Facebook [Connect](#)





Enter meeting information to join a meeting

Upgrade Now | English | Suresh

- Home
- Meetings
- Recordings
- Preferences**
- Insights
- Support
- Downloads
- Feedback

## Preferences

- General
- My Personal Room**
- Audio and Video
- Scheduling
- Recording

Personal Room name: Suresh Isave's Personal Room

Your Personal Room name must be between 1 and 128 characters

Personal Room link: [Redacted]

Host PIN: [Redacted]

Your host PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

Automatic lock:  Automatically lock my room 10 minutes after meeting starts so people can't enter until I admit them

Notification:  Notify me by email when someone enters my Personal Room lobby while I am away



Enter meeting information to join a meeting

Upgrade Now

English | Suresh

### Preferences

- General
- My Personal Room
- Audio and Video
- Scheduling**
- Recording

- Email invitation  Send a copy of the email invitation to me
- Share meeting content  Automatically share the meeting highlights, recording, and transcript with meeting participants and invitees and allow them to make edits

Cancel Save



- Home
- Meetings
- Recordings
- Preferences**
- Insights
- Support
- Downloads
- Feedback

Enter meeting information to join a meeting ⓘ

Upgrade Now

English | Suresh ▾

- General
- My Personal Room
- Audio and Video
- Scheduling
- Recording**

Recording view ⓘ

- Video thumbnails view
  - With shared content
  - No shared content
- Active speaker view
  - With shared content
  - No shared content
- Content-only view (no participant video is recorded)
  - With shared content
  - No shared content

Cancel Save



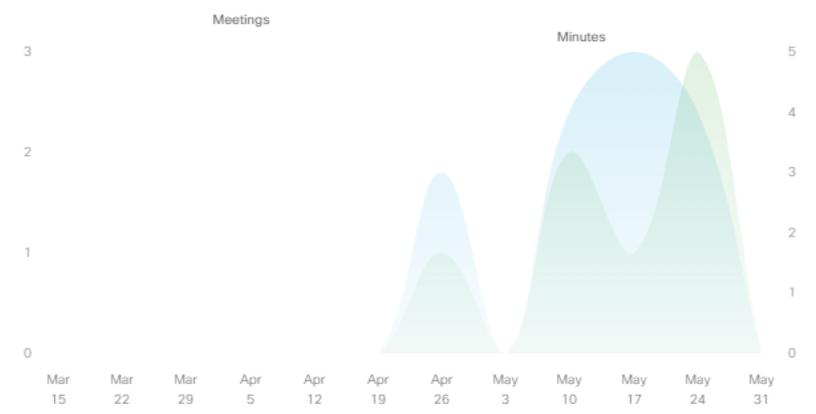
Enter meeting information to join a meeting

Upgrade Now

English | Suresh

- Home
- Meetings
- Recordings
- Preferences
- Insights**
- Support
- Downloads
- Feedback

### Meetings I hosted For last 12 Weeks



### Participants in meetings I hosted For last 12 Weeks



#### Meetings I hosted

**7**  
meetings

**16**  
meeting minutes

#### Weekly meeting averages

**1**  
meeting per week

**3**  
minutes per meeting

#### Average number of attendees per meeting

**1**  
participant per meeting

#### Largest meeting

**1**  
participant

#### Smallest meeting

**1**  
participant



Enter meeting information to join a meeting

Upgrade Now

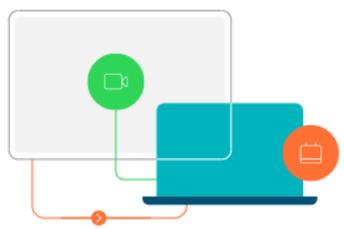
English | Suresh

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

# Download

Version information

## Cisco Webex Meetings Desktop App



The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can start and join meetings from desktop app or click a button to schedule a meeting from your calendar application. Starting with version 39.10, the Webex Meetings desktop app no longer includes integrations with Microsoft Outlook, Microsoft Office, IBM Lotus Notes, or other applications. When you install the latest version of the Webex Meetings desktop app, any previous versions of those integrations will be uninstalled. To install those integrations, download Cisco Webex Productivity Tools.

Download



Enter meeting information to join a meeting

Upgrade Now

English | Suresh

- Home
- Meetings
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### Mobile App

Download the free Cisco Webex Meetings mobile app to meet anywhere from your smartphone or tablet.



### Extension

Add the Cisco Webex extension for a seamless experience when joining Webex meetings using Google Chrome.

Add to Chrome



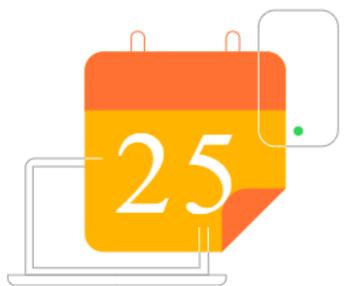


Enter meeting information to join a meeting

Upgrade Now

English | Suresh

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### Cisco Webex Meetings for Google Calendar App for G Suite

The Cisco Webex for Google Calendar app for G Suite makes it easy to schedule, start, and join Webex meetings and Webex Personal Room meetings from your Google Calendar.

[Install from G Suite Marketplace](#)

### Cisco Webex Meetings Scheduler for Microsoft Office 365

Cisco Webex Meetings Scheduler for Microsoft Office 365 makes it easy for you to schedule, start, and join Webex meetings and Personal Room meetings directly from Microsoft Outlook in Office 365.

[Install from Microsoft AppSource](#)



Enter meeting information to join a meeting

Upgrade Now

English | Suresh

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# Feedback

What would you like to send feedback about?

Which area would you like to give feedback on?

- Joining a meeting
- Scheduling a meeting
- Running your meeting
- Other

Cancel Send



Enter meeting information to join a meeting

Upgrade Now English Suresh ^

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

## My Webex Profile



Suresh Isave

Edit My Profile



- My profile
- My contacts
- My reports
- Sign out

# My Webex Reports

## All Services

- [Usage Report](#)  
View usage information for your meetings.

## Webex Meetings:

- [Meeting Recording Report](#)  
View a list of attendees who have downloaded or viewed a meeting recording.

# Usage Report

View usage, such as attendance, duration, and more across all your meetings.  
**Note:** You can generate a report for any dates up to three months prior to today.

**From:** June 8 2020  
**To:** June 14 2020  
**Topic:**  (optional)  
**Sort results by:** Date

# Meeting Recording Report



[My Reports](#) > Meeting Recording Report

To view a list of attendees who downloaded or viewed a meeting recording, provide your search criteria below.  
**Note:** You can generate reports for 3-month periods within one year prior to today.

**From:** May 14 2020  
**To:** June 14 2020  
**Recording name:**

**Schedule a New Meeting**

meeting - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Calendar  
 Delete Copy to My Calendar  
 Actions

Appointment Scheduling  
 Show

Skype Meeting  
 Skype Meeting

Online Meeting  
 TeamViewer

Meeting Notes  
 Meeting Notes

Address Book  
 Check Names  
 Response Options  
 Attendees

Show As: Busy  
 Reminder: 15 minutes Recurrence

**i** You haven't sent this meeting invitation yet.

**Send**

To... sgisave@gmail.com;

Subject meeting

Location webex

Start time Fri 19-06-2020 16:30  All day event

End time Fri 19-06-2020 17:00

Please attend the meeting

Click a photo to see recent emails and social updates.

Connect to social networks to show profile photos and activity updates of your colleagues in Office. Click here to add networks.

- ALL ATTENDEES (2)**
- ACCEPTED (0)
  - TENTATIVE (0)
  - DECLINED (0)
  - NOT RESPONDED (2)

Unknown

sgisave@gmail.com

Cisco Webex Meetings

**Suresh Isave**  
<https://meetingsapac10.webex.com/meet/sgisa...>

**Start a Meeting** **Schedule**

**Join a Meeting** ⓘ

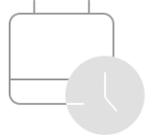
Enter meeting information

**Upcoming Meetings**

Sign in to Microsoft Outlook to view all of your meetings.

**Show only Webex meetings**

**Connect to a device**



Meetings

Sign in to your third-party calendar to view your meetings.

IMPORT MEETINGS

Suresh Isave's meeting

.....

Show password

Enter invitee emails

Add invitee

Mon, 15 Jun 2020 16:30

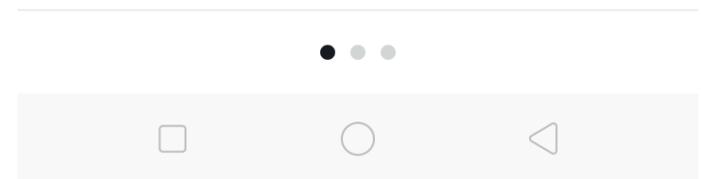
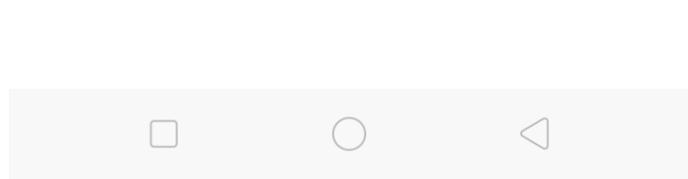
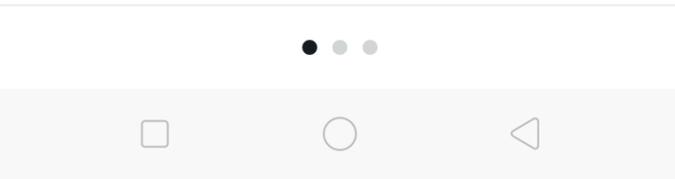
Duration 1 hr 0 min

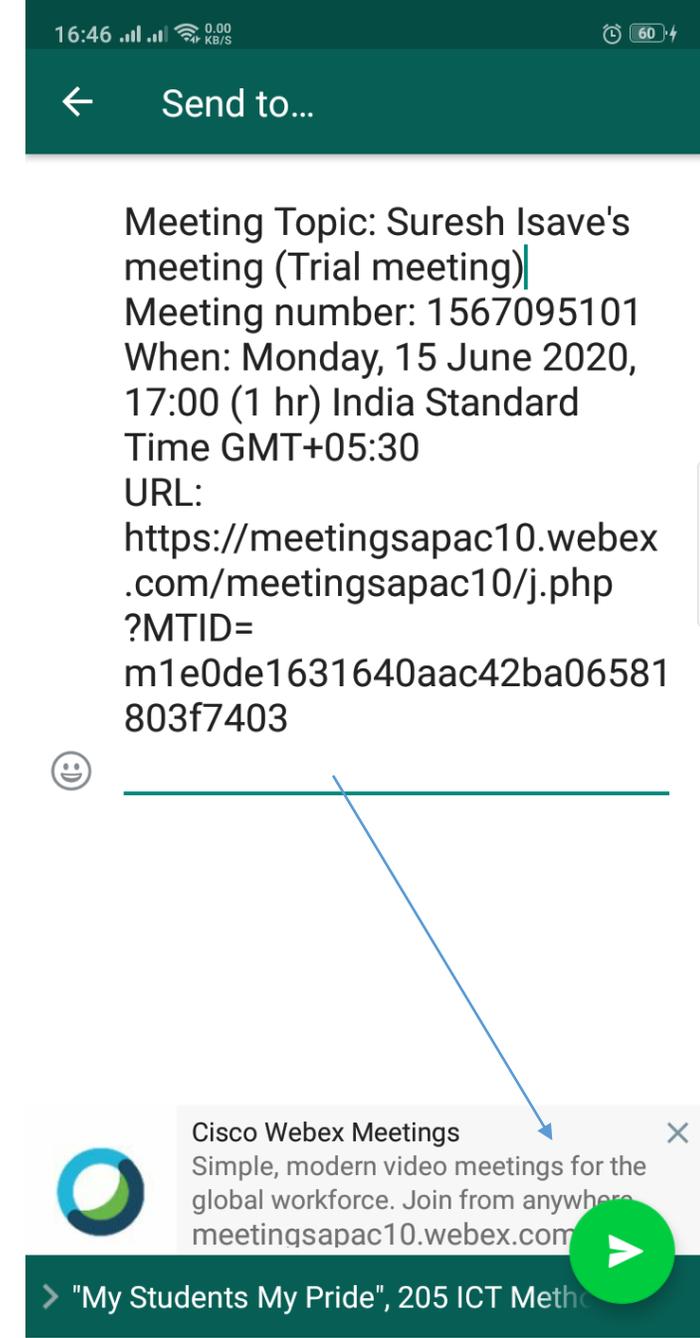
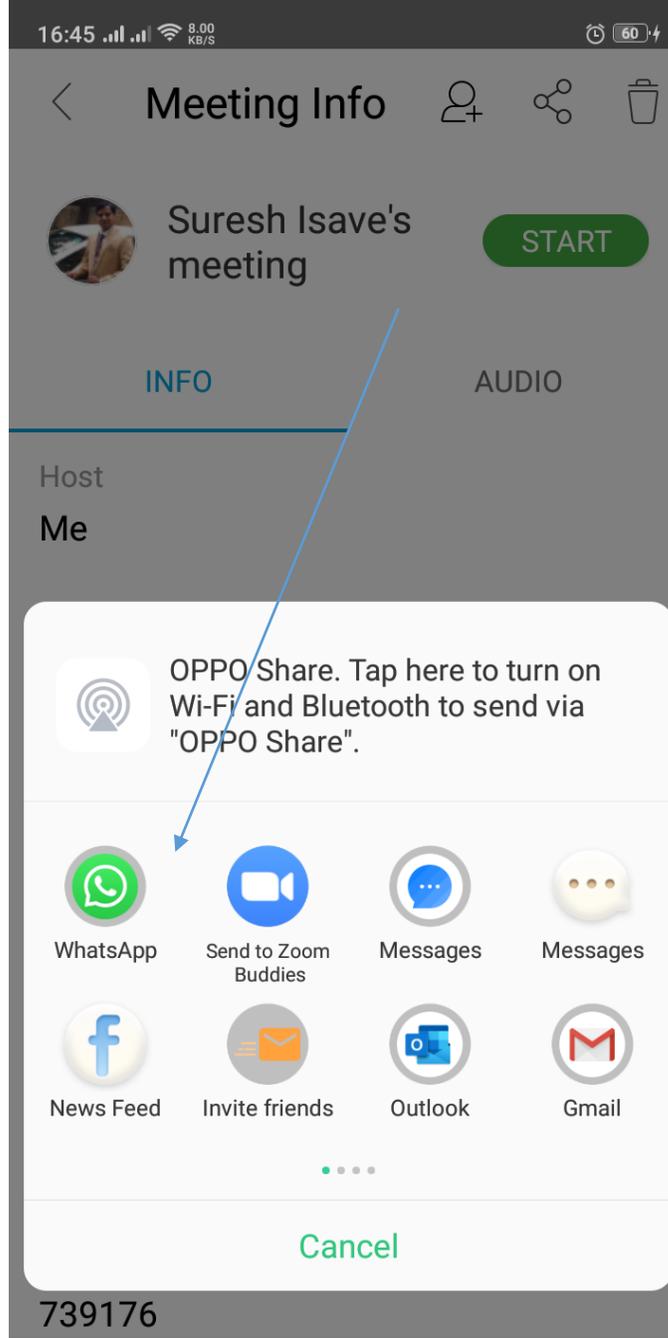
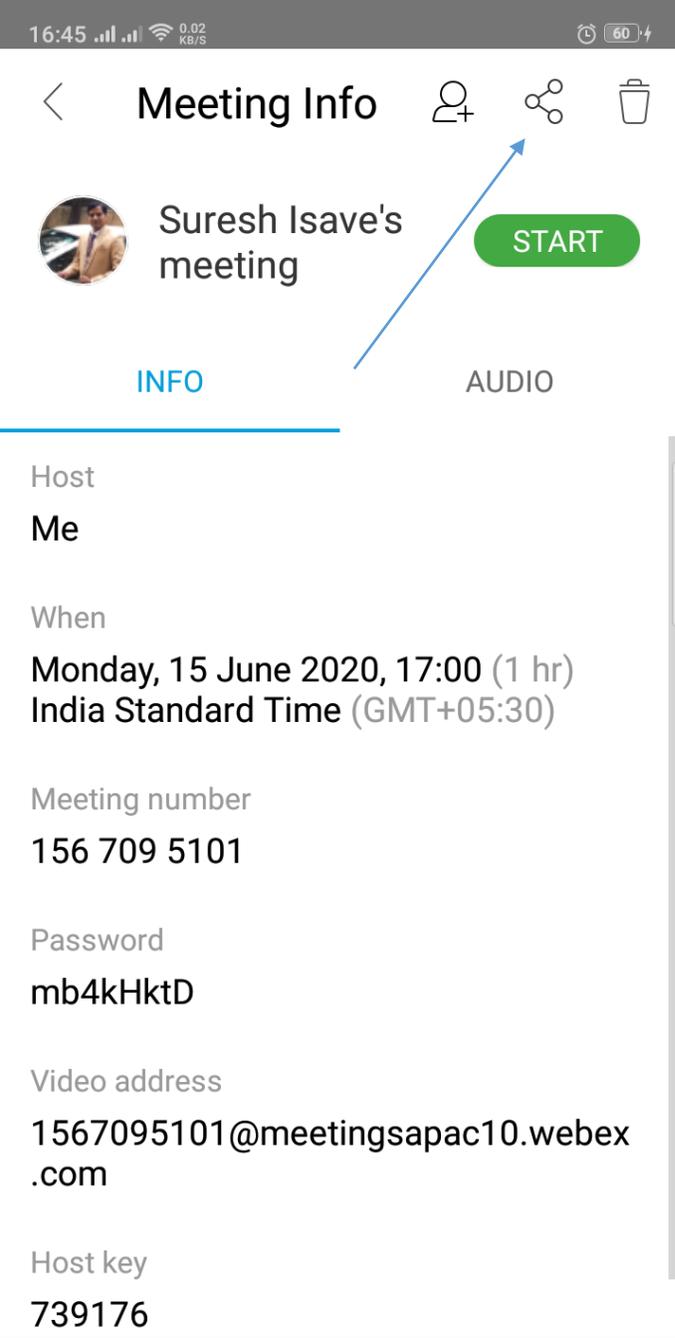
Today 15 June 2020

17:00 Suresh Isave's me... 18:00 Me START

No meetings before 12 July 2020

Meeting scheduling in the app easier to share





**Start a Meeting**



Suresh Isave

<https://meetingsapac10.webex.com/meet/sgisa...> 

Start a Meeting

Schedule

## Join a Meeting

Enter meeting information

## Upcoming Meetings

 Sign in your Outlook to view all your meetings 

15 June 2020  

17:00 | Suresh Isave's meeting   
18:00 | Suresh Isave

 Webex Meeting Reminder 



Suresh Isave's meeting

17:00 - 18:00

Host: Suresh Isave

Snooze 

Start Meeting

 Connect to a device

# Suresh Isave's meeting

17:00 - 18:00



Start Meeting

Use video system

Use computer for audio v

Realtek High Definition A...

# **Understanding Action Buttons**



Waiting for others to join

Unmute



Participants (1) ×

Search



Suresh Isave  
Host, me





Waiting for others to join

Start my video



Participants (1) ×

Search

Suresh Isave  
Host, me





Share Content

Optimize for text and images

Screen 1

Start

Microsoft PowerP...

Cisco Webex Mee...

PDStyleAgent

Mail

Movies && TV

Microsoft Edge

Microsoft Store

Participants (1)

Search

Suresh Isave  
Host, me



Clipboard Slides Font Paragraph Drawing Editing

Paste Cut Copy Format Painter New Slide Layout Reset Section

Text Direction Align Text Convert to SmartArt

Shape Fill Shape Outline Shape Effects

Find Replace Select

1 Online Teaching : Precautions (Teacher's perspective) Dr. Suresh G. Isave Pune

2 Online Teaching

- Content
- Communication
- Resourcefulness

3 Online Teaching - Precautions

- More precautions should be taken online because online classes happen in open world and not with school or class, so some legal issues may occur.
- All actions leaves digital foot prints behind.

4 Online Teaching - Precautions

- Start online teaching for a school when you receive official instructions from school authority.
- Use the platform as suggested or provided by a school.
- School should train teachers for the use and security features

5 Online Teaching - Precautions

- Parents' consent must be obtained for an online teaching and record should be preserved.
- Data and Privacy Policy of an app should be communicated with the parents and their written ( online or offline) consent should be taken about the use of an app.

6 Online Teaching - Precautions

# Online Teaching : Precautions

## (Teacher's perspective)

**Dr. Suresh G. Isave**  
**Pune**

ALLPPT.com \_ Free PowerPoint Templates, Diagrams and Charts

Click to add notes



Stop Sharing

Paste Cut Copy Format Painter Clipboard

New Slide Layout Reset Section Slides

Share Content... Share Web Browser Share Multimedia... Share Remote Computer... Share My Meeting Window

Shape Fill Shape Outline Shape Effects

Find Replace Select Editing

- 1 Online Teaching : Precautions (Teacher's perspective) Dr. Suresh G. Isave Pune
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- 6 Online Teaching – Precautions

Share Content

Optimize for text

Screen 1

Start Microsoft Power... Cisco Webex Mee... PDStyleAgent

Mail Movies && TV Microsoft Edge Microsoft Store

ALLPTI.com - Free POWER-POINT templates, Diagrams and Charts



Dr. Suresh G. Isave  
Pune



Online Teaching - PowerPoint (Product Activation Failed)

FILE HOME INSERT DESIGN LAYOUT SLIDE SHOW REVIEW VIEW VIDEO RECORDER PARTICIPANTS CHAT ANNOTATE MORE

Clipboard: Paste, Cut, Copy, Format Painter

Slides: New Slide, Layout, Reset, Section

Font: B, I, U, S, Aa, A

Drawing: Make this participant the presenter, Pass Keyboard and Mouse Control, Allow to Annotate

Editing: Find, Replace, Select

Stop Sharing

1 Online Teaching : Precautions (Teacher's perspective) Dr. Suresh G. Isave Pune

2 Online Teaching  
• Content  
• Communication  
• Resourcefulness

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6 Online Teaching – Precautions



# Online Teaching : Precautions

(Teacher's perspective)

Dr. Suresh G. Isave  
Pune

ALLPPT.com \_ Free PowerPoint Templates, Diagrams and Charts

Click to add notes



Webex Demo NCERT\_SGI save - PowerPoint (Product Activation Failed)

FILE HOME INSERT DESIGN STOP SHARING ANIMATIONS PAUSE SLIDE SHOW REVIEW VIEW VIDEO RECORDER PARTICIPANTS CHAT ANNOTATE MORE

Clipboard Slides Font Paragraph Drawing Editing

Stop Sharing

You're sharing Microsoft Powe...

View who's in the meeting.

Find Replace Select

41

42

43

44

45

46

Click to add notes

Participants (1)

Search

Suresh Isave  
Host, me



### Health Checker



#### Meeting Quality

Test

- Network connection ●
- Meeting service ●
- Audio ●
- Video ●
- Shared content --



#### System Information

Refresh

Total CPU usage	48%
Memory utilization	
Total	85%
Webex Meetings	9%

### Health Status

Good

No problems found

Send Problem Report

- Notes
- Manage Panels...
- Unlock meeting
- Invite and Remind...
- Copy Meeting Link
- Meeting Info...
- View
- Audio Connection...
- Speaker, Microphone, and Camera...
- Connect to a Device...
- Health Checker**
- End Meeting

- Summary...
- Audio and Video Statistics...

See more details in [Audio & Video Statistics](#)



Waiting for ot

- Notes
- Lock meeting
- Invite and remind
- Copy meeting link
- Audio connection
- Speaker, microphone, and camera
- Connect to a device
- End meeting





### End Meeting

Do you want to end the meeting?

- Save meeting files
  - Chat
  - Notes

To: C:\Users\hp\Documents\20200615-Suresh

[Browse...](#)

**End Meeting** Cancel

Participants (1)

Search

**Suresh Isave**  
Host, me

Chat

from Suresh Isave to everyone: 5:04 PM  
Welcome all

To: Everyone

Enter chat message here

Notes

This is a test meeting. Just want to give experinece to my students about the use of this chat.

Save

Meeting toolbar icons: Mute, Video, Screen Share, Stop Video, Participants, Chat, More, End Meeting

Save Notes As

Save in: Documents

Name	Date modified
2019_03_13	13-03-2019 21:03
2019_06_11	11-06-2019 22:23
2019_06_14	14-06-2019 22:02
2019_06_15	15-06-2019 09:50
2019_07_26	26-07-2019 20:32
2019_09_29	29-09-2019 13:15
20200512-testing (161027606541504740)	12-05-2020 15:26
20200513-Dating Apps_ Frauds & Precautions(161...	13-05-2020 11:18
ActivePresenter	13-06-2020 16:24
ActivePresenter Templates	14-06-2020 17:35
ACTIVISION	20-10-2018 21:35
Adobe	23-01-2020 16:07
Custom Office Templates	23-11-2018 20:33

File name: Notes

Save as type: Notes (\*.txt)

Save Cancel

isco Webex Meetings

Connected

Participants (1)

Search

Suresh Isave  
Host, me

Chat

from Suresh Isave to everyone: 5:04 PM

Welcome all

To: Everyone

Enter chat message here

Notes

This is a test meeting. Just want to give experinece to my students about the use of this chat.

Save



# **Managing Participants**

Megha Kadam



N	N	R
Megha Kadam	nahar.chandan2	nehadeore19 Rohini

Participants (5)

Search



Suresh Isave  
Host, me



Megha Kadam



nahar.chandan2



nehadeore19

- Presenter
- Host
- Note Taker
- Closed Captionist

- Change Role To
  - Pass Keyboard and Mouse Control
  - Allow to Annotate
  - Assign Privileges...
  - Mute
  - Unmute
  - Mute All
  - Unmute All
  - Stop Video
  - Chat
  - Move to Lobby
  - Expel

Chat

from Megha Kadam to  
Hello Sir!  
Good morning!  
from Suresh Isave to ev  
good morning

To: Everyone

Enter chat message here

Megha Kadam

nahar.chandan2

nehadeore19

pratiksha

Participants (6)

Search

- Suresh Isave (Host, me)
- Megha Kadam
- nahar.chandan2**
- nehadeore19
- pratiksha
- Rohini

Chat

from Megha Kadam to everyone: 11:04 AM  
Hello Sir!  
Good morning!

from Suresh Isave to everyone: 11:05 AM  
good morning

To: Everyone

Enter chat message here

Rohini





Megha Kadam

nahar.chandan2

neh...



pratiksha



Rohini

Participants (6)

Search

- Suresh Isave  
Host, me
- MK Megha Kadam

Chat

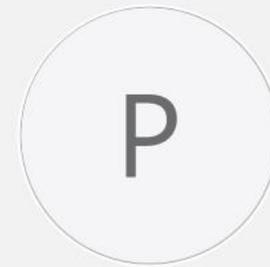
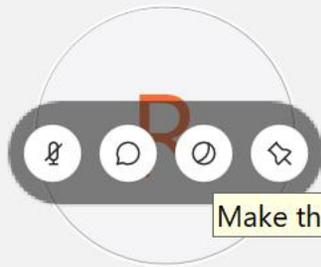
from Megha Kadam to everyone: 11:04 AM  
Hello Sir!  
Good morning!

from Suresh Isave to everyone: 11:05 AM  
good morning

To: Everyone

Enter chat message here

Meeting controls: Mute, Video, Screen Share, Stop Video, Profile, Chat, More, End Meeting



Make this participant the presenter

Megha Kadam

nahar.chandan2

nehadeore19

Komal

Rohini

pratiksha



# **Understanding Menu**

Open and Share... **Ctrl+O**

Open Poll Questions...

Open Chat...

---

Close **Ctrl+W**

Save

Save As

Save All...

---

Transfer... **Ctrl+Shift+T**

Print

---

Send Transcript...

---

End Meeting

Share File

Look in: This PC

Name	Type	Total Size
Desktop	System Folder	
Documents	System Folder	
Downloads	System Folder	
Music	System Folder	
Pictures	System Folder	
Videos	System Folder	
Devices and drives (5)		
Windows (C:)	Local Disk	459 GB
RECOVERY (D:)	Local Disk	16.3 GB
New Volume (E:)	Local Disk	227 GB
New Volume (F:)	Local Disk	227 GB
DVD RW Drive (G:)	CD Drive	

File name:

Files of type: All Files (\*.\*)

Open Cancel

## Participants (1)

**Suresh Isave**  
Host, me

## Chat

from Suresh Isave to everyone: 5:04 PM

Welcome all

To: Everyone

Enter chat message here

## Notes

This is a test meeting. Just want to give experinece to my students about the use of this chat.

Save



May 13, 2020 11:23 AM from Saumya A to all participants: Good Morning

May 13, 2020 11:23 AM from gouravsharma1042000@gmail.com to all participants: good morning

May 13, 2020 11:24 AM from Shamaila khan to all participants: good morning everyone

May 13, 2020 11:24 AM from Rajkumar Ahirwar to all participants: good morning to everyone

May 13, 2020 11:24 AM from Arnav Choudhary to all participants: good morning sir.

May 13, 2020 11:24 AM from Deepak kumar to all participants: good morning

May 13, 2020 11:24 AM from Radheshyam Parmar to all participants: good morning Suresh Sir ji

May 13, 2020 11:24 AM from ANJANI KUMAR TRIVEDI to all participants: good morning to everyone

May 13, 2020 11:24 AM from H&S Dr.chandrashekar C to all participants: good morning to everyone

May 13, 2020 11:24 AM from Dr. J. SRINIVASA RAO to all participants: good morning to all

May 13, 2020 11:24 AM from amarkambale to all participants: Good Morning All

May 13, 2020 11:24 AM from Y CHITTIBABU to all participants: good morning

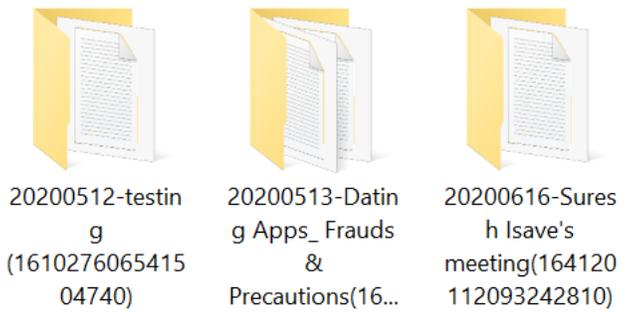
May 13, 2020 11:25 AM from Mohammad Nasim Ansari to all participants: good morning everyone

May 13, 2020 11:25 AM from deepikaprajapati285 to all participants: good morning

May 13, 2020 11:26 AM from Balu Rathod to all participants: hello everyone----Good Morning

May 13, 2020 11:26 AM from JAYA PRAKASH REDDY KASU to all participants: Good Morning to all

May 13, 2020 11:27 AM from Sathya Priyadharshini M to all participants: Good morning all. Sathya priyadharshini



- Open and Share... Ctrl+O
- Open Poll Questions...
- Open Chat...

---

- Close Ctrl+W
- Save ▶
- Save As ▶
- Save All...

---

- Transfer... Ctrl+Shift+T
- Print** ▶
- Send Transcript...
- End Meeting

- Document... Ctrl+P
- Chat...

Waiting for others to join



- Undo Ctrl+Z
- Redo Ctrl+Y
- Add Page
- Paste As New Page
- Annotate On
- Clear
- Font... Ctrl+Alt+F
- Preferences...

### Preferences

Chat Participants

When receiving a message

Play the selected sound

Only if not viewing chat panel

Sound:

Beep Sound

Browse...

OK Apply Cancel

Waiting for others to join

Participants (1)

Search

Suresh Isave  
Host, me

Chat

from Suresh Isave to everyone: 5:04 PM  
Welcome all

To: Everyone

Enter chat message here

Notes

This is a test meeting. Just want to give experinece to my students about the use of this chat.

Save



- Full Screen Alt+Enter
- Thumbnails
- Rotate Page Left Ctrl+Shift+<
- Rotate Page Right Ctrl+Shift+>
- Zoom In Ctrl++
- Zoom Out Ctrl+-
- Zoom To >
- Fit to Viewer
- Fit to Width Ctrl+Shift+W
- Automatically Advance Pages...
- Synchronize for All Ctrl+Shift+Y
- Panels** >
- Show Participant Video
- Show or Hide Meeting Controls Ctrl+Shift+Q

- Restore Layout
- Hide Panels
- Manage Panels...**

Participants (1)

Search

 **Suresh Isave**  
Host, me

Chat

from Suresh Isave to everyone: 5:04 PM

Welcome all

To: Everyone

Enter chat message here

Notes

This is a test meeting. Just want to give experinece to my students about the use of this chat.

Save

- 
- 
- 
- 
- 
- 
- 
- 



- Mute Me Ctrl+M
- Unmute Me Ctrl+M
- Mute All
- Unmute All
- Mute on Entry
- ✓ Entry and Exit Tone
- Invite and Remind...
- Copy Meeting Link
- ✓ Anyone Can Share Ctrl+Alt+S
- Assign Privileges... Ctrl+K
- Change Role To
- Reclaim Host Role
- Expel

for others to join



Participants (1)

Search

Suresh Isave  
Host, me

Chat

from Suresh Isave to everyone: 5:04 PM  
Welcome all

To: Everyone

Enter chat message here

Notes

This is a test meeting. Just want to give experinece to my students about the use of this chat.

Save



- Information
- Start Recording
- Recorder Settings
- Welcome Message...
- Options...
- Lock Meeting

Waiting for others to join



Participants (1)

Search

Suresh Isave  
Host, me

Chat

from Suresh Isave to everyone: 5:04 PM  
 Welcome all

To: Everyone

Enter chat message here

Notes

This is a test meeting. Just want to give experinece to my students about the use of this chat.

Save

Display this message when attendees join the meeting.

Message:

Welcome to the meeting.  
Please mute your mike.  
Unmute when told.  
answer the poll at the end.

Regards,  
Suresh Isave

(255 characters max) OK

- Information
- Start Recording
- Recorder Settings
- Welcome Message...
- Options...**
- Lock Meeting

### Meeting Options

General Content Sharing Import Mode

Select meeting options:

- Allow all participants to turn on video
- Chat
- Notes
  - Allow all participants to make notes
  - Single notes taker
- File Transfer
- Enable UCF rich media for attendee
- Enable Closed Captioning

OK Apply Cancel

Waiting for other participants

Participants (1)

Search

Suresh Isave  
Host, me

Chat

from Suresh Isave to everyone: 5:04 PM  
Welcome all

To: Everyone

Enter chat message here

Notes

This is a test meeting. Just want to give experience to my students about the use of this chat.

Save



### Meeting Options

General Content Sharing

Revert to classic screen sharing i

By default, we use advanced screen sharing to prevent crosshatch-patterned windows appearing for others where meeting panels are open on your screen. However, if you're experiencing problems, or if your computer does not support advanced screen sharing, you can use classic screen sharing.

Waiting for others to join

OK

Apply

Cancel



Save

## Meeting Options

General

Content Sharing

Import Mode

To ensure good-quality imaging for document and presentation sharing, select the appropriate import mode.

## Import mode:

- Universal Communications Format  
Supports animations and slide transitions in shared Microsoft(R) PowerPoint(R) presentations
- Printer driver  
Provides better cross-platform imaging, but displays presentations without animations and slide transitions

OK

Apply

Cancel

## Participants (1)

Search

Suresh Isave  
Host, me

## Chat

from Suresh Isave to everyone:

5:04 PM

Welcome all

To: Everyone

Enter chat message here

## Notes

This is a test meeting. Just want to give experinece to my students about the use of this chat.

Save



# **Beyond Basics Being Master**



Start for Free



# Welcome to virtual learning

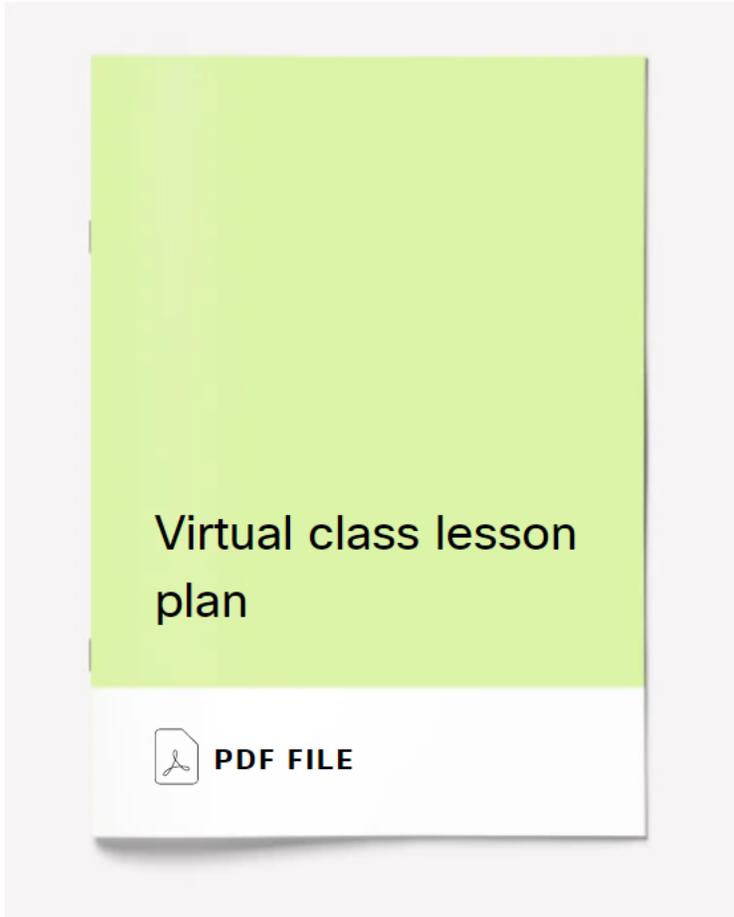
It's more important than ever to keep classrooms connected.

We're here to support teachers, faculty, students, and parents/guardians in the transition to virtual learning. On this page you'll find materials to learn how to teach remotely, guides for learning



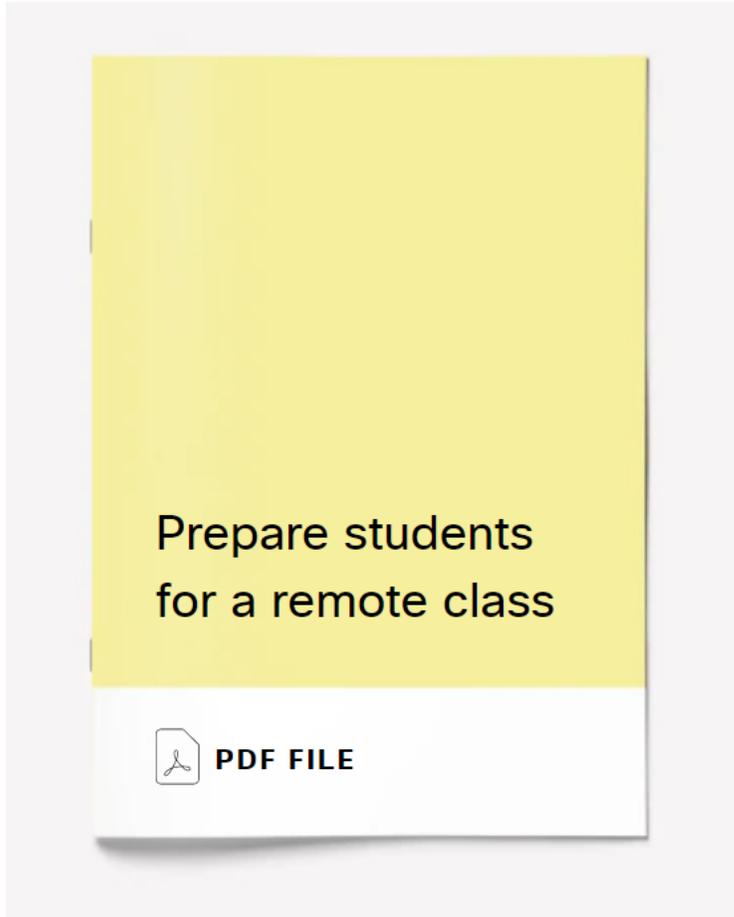
# this page

- ✓ Webex for school teachers ↓
- ✓ Webex for school students ↓
- ✓ Webex for school parents and guardians ↓
- ✓ Webex for higher education faculty ↓
- ✓ Webex for higher education students ↓
- ✓ Webex for education IT admins ↓
- ✓ Which Webex is right for me? ↓



Virtual class lesson plan

 PDF FILE



Prepare students for a remote class

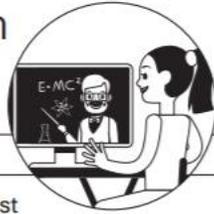
 PDF FILE



Facilitate group projects virtually

 PDF FILE

## Top 6 ways to reach students at home



### 1. Make joining class always accessible.

*Students are sick, or out of town? Let a them join class virtually through Webex. Then you don't have to plan any make-up work!*

### 2. Post homework reminders and announcements.

*Share any deadlines or updates in your classroom Webex Teams*

### 3. Create student working groups

*Bring collaboration home by starting Webex Teams Spaces for student groups, so they can work together and help each other, in a place you can see.*

### 4. Record lessons to distribute.

*Having a Webex meeting on during your classroom allows the day to be saved for later and shared with whoever needs it.*

### 5. Allow for questions when they need it.

*Because students will share when they're stuck, you'll know when help is needed. And sometimes, they help each other.*

### 6. Have an inspiration Space – share quotes and video's.

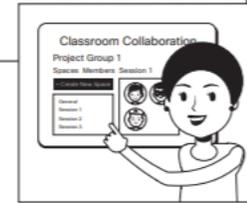
*Have some fun and keep students engaged. Use a separate Webex Teams Space from class updates to allow your class to share where they're seen classroom topics come alive in real life, kudos, and more.*

Give Webex a try today, to get more connected with remote students!

Powered by

**Cisco** Webex

## Inspire student collaboration in a new way.



Take the stress out of group work for your students by giving them one place they can collaborate any time, no matter where they are. Enter Webex Teams.

By doing group work in a place you're present, you can oversee progress and provide a helping hand when they want it.

#### 1. **Make class groups:**

Split up your class into equal size groups, try to mix abilities as much as you can. Ask them to decide on a name for their working group.

#### 2. **Create Spaces:**

Create a space for each group. Enter their chosen working group name and add all the members.

#### 3. **Welcome message:**

Create a welcome message and post it in each of the Spaces. Post the assignment and include useful information your students will need.

#### 4. **Hints and tips:**

Give some hints and tips to the class on how to get the most out of their group. Let them know they can add files and @mention each other or you to ensure their message is seen.

#### 5. **Keep your ear to the ground:**

Be sure to check the Spaces periodically. At a glance you can see if any group or individual is struggling and provide the help that's needed.

#### 6. **Add or remove members:**

If working groups change just add or remove students as needed, no need to create new Spaces and lose information, conversation and context.

#### PRO TIPS

Use @All to get everyone's attention in a space.

Don't be too present in the groups, give your students room to express and collaborate together.

Help is never far away for your students with Webex Teams.

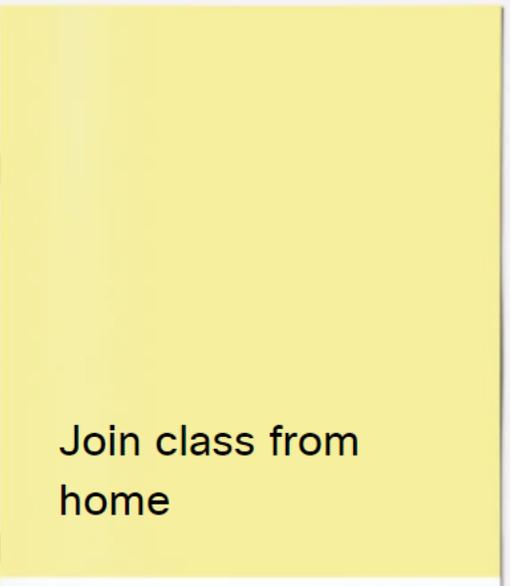
**Cisco** Webex



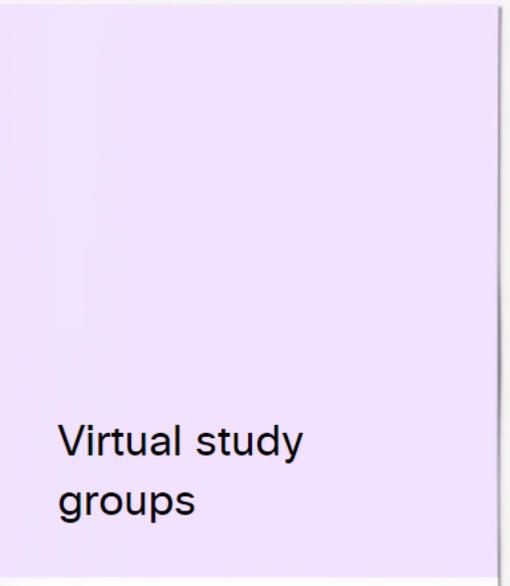
Start for Free

# Webex for school students

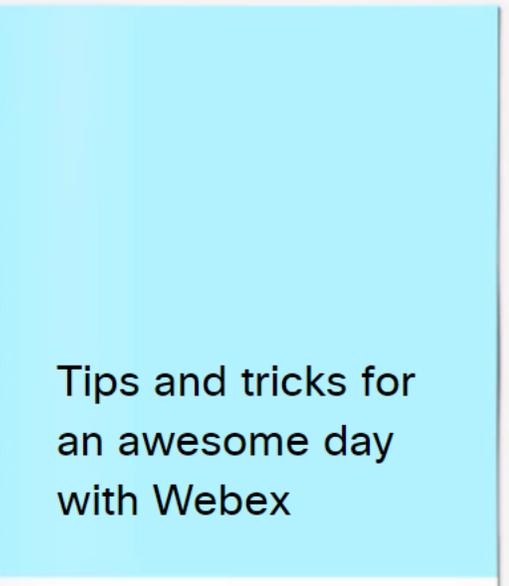
Join class and chat with classmates without leaving home.



Join class from home



Virtual study groups



Tips and tricks for an awesome day with Webex



Start for Free



# Webex for school parents and guardians

You and your child can stay connected to their teacher by joining classes securely from home. See what they'll experience.

-  [FAQ for parents and guardians](#)
-  [Virtual parent/guardian teacher conference](#)

More resources to get you started

→ [Join a live online class to get to know Webex](#)

# Webex for higher education faculty

Create impactful learning experiences for your students from anywhere and on any device.

Tips to keep remote students engaged

 PDF FILE

Virtual solutions for your teaching style

 PDF FILE

How to host a virtual class

 PDF FILE



Start for Free

# Webex for higher education students

Keep up with your studies and connect with classmates from your home.

Attend class from anywhere

PDF FILE

Virtual group project meetups

PDF FILE

Webex for your learning style

PDF FILE

# Welcome to the **Webex User Community**



Webex Online Classes



Webex Help Center



How to Use the Community



Share a Product Idea

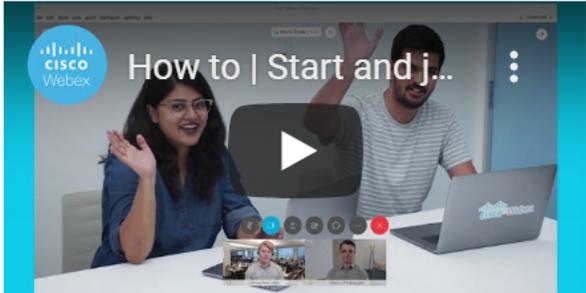
Looking for discussions on configurations, deployment, and troubleshooting? Click [here](#)

## Webex User Community

This is a place to connect with Webex and other users like you. Ask questions, share feedback, join an event, or help others!

	Posts	Replies	Latest Post
<h3>Webex Meetings and Teams</h3> <p>LATEST POST - Re: Webex Virtual Background on MacOS Catalina</p>	131	313	06-16-2020 12:31 AM
<h3>Webex Events App</h3> <p>LATEST POST - Re: WebEx Poll Editor</p>	21	47	06-14-2020 09:56 AM

### How to Start/Join a Webex Meeting



How to | Start and j...

Create Please login to create content

+ Discussion
+ Video
+ Blog



# Online Classes

Get the most out of all that Webex has to offer!  
Check out our free online classes led by experts.  
Designed to fit the way you learn.

### Language filter

Choose your languages

### Date filter

Choose a date range

### Time filter

Start Time to End Time



### Live Classes

Get quick answers to your questions from our experts! Sign up today for our next live and interactive instructor-led training.



### Recorded Classes

See what you missed, and catch up today! From product essentials to deep dives, its all here and always available.

Feedback

Popular help topics:

### Live Classes

### Recorded Classes

- Getting Started: Working Remotely
- Webex Teams
- Webex Meetings
- Webex Events
- Webex Training
- Educators
- Technical: IT and Site Admin
- Adoption Master Class Series
- What's New and Coming
- Video Collaboration End Points
- Healthcare

Language: English Duration: 30 Min

<June 17 | 01:00 AM - 01:30 AM GMT+5:30>  
 Recommended Audience: New End User  
 Instructor: Melissa Trimble [Register](#)

<June 17 | 08:30 PM - 09:00 PM GMT+5:30>  
 Recommended Audience: New End User  
 Instructor: Jeff Hubbard [Register](#)

<June 18 | 07:30 PM - 08:00 PM GMT+5:30>  
 Recommended Audience: New End User [Register](#)

**I am still learning....**

**Learn with me....**

**Thanks !**

**Dr. Suresh G. Isave**

**Associate Professor  
Tilak College of Education,  
Pune**