WebEx Quick Guide

When joining the meeting, you will have to connect your audio and video. Make your selections. When you connect audio your microphone should mute and turn red. If it does not: click the mute/unmute mic button.

If you do not see the menu icons, move your mouse to the bottom of the screen.

The main presenter will show on the screen, when others talk, they will be the focus unless a screen is shared.
Chat

If you would like to chat to the group, select everyone from the dropdown menu and then type in the message box and hit enter.

Sharing your Screen

If you need to share your screen, you can do this through the menu at the top, choose share, share your content and then choose what you would like to share. You can also get this from the bottom menu with the blue up arrow.

When finished sharing, click to unshare.