

SPEAKERS

CLINICAL METABOLOMICS

WebEx Guidelines

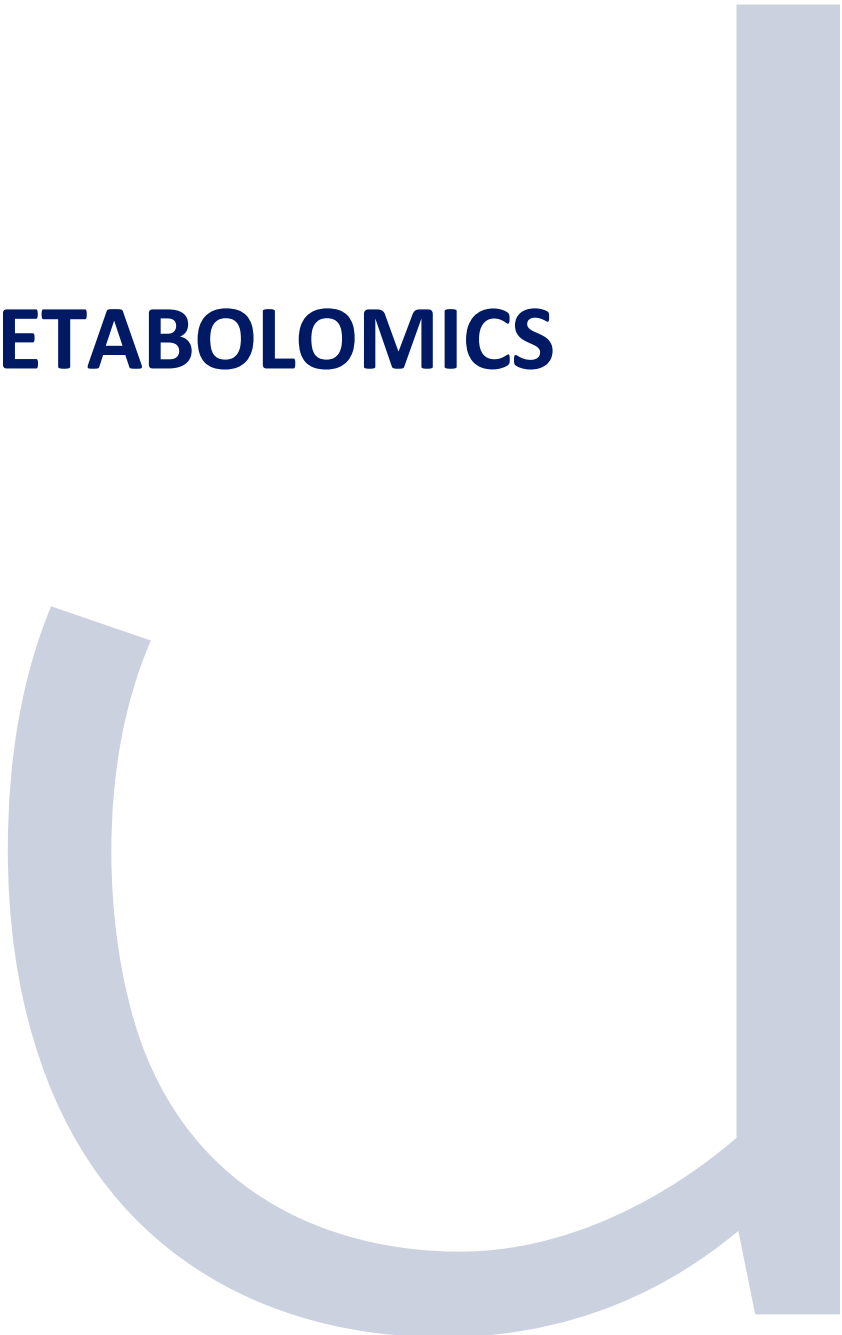


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1 Test Meeting

Check that you are ready for the meeting by joining a test meeting:

Webex - Join a Test Meeting

2 Browser Recommendations

Windows: Chrome and Firefox

Mac iOS: Chrome and Firefox

3 Download WebEx Application

There are several options available to join the WebEx Conference, however it is recommended that you download the WebEx Desktop App prior to joining the meeting whenever possible in order to get the best user experience.

Cisco Webex | Download

4 Functionality Limitations

There are some functionality limitations, when participating from the web/browser app or via mobile devices.

4.1 Web Browser

- Not possible to change view layout. Stage view is standard which is 1 large image plus small images at the bottom.
- Adjustments to camera and sound settings must happen through navigation at the bottom of the screen
- No toolbar at the top of the screen
- Not possible to share screen during breakout sessions
- Not possible to view and use media files

4.1.1 Mobile App Limitations

The mobile app almost has the same functionalities as the desktop app, however, we recommend that Hosts participate from their pc to get to optimal layout view and for easier use of functionalities.

4.1.2 Call in by Phone Limitations

- You can only join by audio - not possible to see other participants or shared screens
- No other functions are available
- Your phone number will appear in the meeting and not your name

5 WebEx Settings

5.1 Change camera and sound before joining or in a meeting

Choose how you want to connect to the audio, mute or unmute your microphone, and turn on or turn off your video before you join a meeting or event.

[Learn how to change audio and camera settings here](#)

5.1.1 Save your preferences so the app always starts the way you want it to.

For example, you can choose if you want to start meetings in the virtual desktop app with or without video.

[Webex - Set Your Preferences in the Cisco Webex Meetings Virtual Desktop App](#)

5.1.2 How to change what you see on your screen during a meeting.

When you're in a meeting or an event, you can use the different views in the video layout options to stay engaged with fellow participants. For example, you can focus just on the active speaker or shared content.

Please note that this functionality is only available on the WebEx Desktop App.

[Video Conferencing - Switch Your View in Webex Meetings and Webex Events](#)

6 PowerPoint Presentation

6.1 PowerPoint Notes

You can see your PowerPoint presenters when using the "share file" function. Learn how to view your PowerPoint notes while presenting via using file sharing functionality. Here is a step-by-step guide:

1. Click on the "Share-button" in the lower navigation pane and select "Share file". A pop-up window is shown.
2. Select the file you wish to share.
3. A pop-up is shown, Click "Continue". You are now sharing the file.
4. Click on options (the three dots) in the lower-right corner and select "PPT Notes"
5. A new window "PowerPoint Notes" is added to your view. You can adjust the size of the font in the bottom of the window

Note:

- Use the thumbnail view to make navigating between slides easier.
- It is not possible to display dynamic information e.g. animations when using this functionality.
- Currently, it is only possible to see PowerPoint notes when using the file sharing option - not when sharing desktop, a window or an application.

6.1.1 Step by Step Video

Watch this video for more tips:

[How to properly present PowerPoint slides in Webex Meetings - YouTube](#)

6.1.2 How to Pass on Keyboard and Mouse Control

If the Host is the one sharing content and another participant needs to be able to control for example the presentation (slides), do the following:

- Choose the participant to whom to pass control by right-clicking on the participant
- Select 'Pass Keyboard and Mouse Control'

Note: Content must be shared before this option is available

7 How to Join the WebEx Meeting

7.1 From Calendar Invite

Select the green “Join” button in the meeting invitation and the default browser will open and Webex will be prompted to install if the app was not downloaded prior to joining the meeting. However, the meeting can also be joined through the browser, e.g. if there are company policy restrictions preventing the installation of the WebEx Desktop App.

7.1.1 From Desktop Application

If the desktop app has been installed prior to the meeting, it is recommended that you join from the app itself.

8 Specific Role Features

8.1 The Host

The host is the person who schedules, starts and ends the session and or recordings of the session. Besides using the basic functionalities participants with the host role can:

- Add or remove participants
- Mute or unmute participants
- Lock or unlock the meeting (to allow/not allow more participants to join)
- Record the meeting
- End the meeting
- Assign and change participant roles
- Enable meeting notes and closed captions
- Create and manage breakout sessions
- Create and manage polls
- Enable content sharing and annotations for all participants

8.1.1 The Co-Host

The cohost can access the same features as the host, and thus the role is particularly useful when hosting larger meetings to have more than one person to facilitate the meeting. Besides using the basic functionalities participants with the Cohost role can:

- Add or remove participants
- Mute or unmute participants

- Lock or unlock the meeting (to allow/not allow more participants to join)
- Record the meeting
- End the meeting
- Assign and change participant roles
- Enable meeting notes and closed captions
- Create and manage breakout sessions
- Create and manage polls
- Enable content sharing and annotations for all participants

Note: It is not possible for the Cohost to change meeting details e.g. date, time and description. It is only the person, who created the meeting in Outlook who are able to make such changes.

8.1.2 The Attendee (Guest)

Any person attending the session who is not already identified as a Presenter, Host or Cohost. Guests rely on the host or cohost to be able to get access to the following features:

- Content sharing (Presenter role)
- Breakout sessions
- Notes and Closed captions
- Annotations
- Whiteboard

Note: Hosts can enable meeting features via the Meeting Options tab in Webex. Usually, content sharing is per default enabled for Attendees (guests).

9 WebEx “How To” Links

9.1 Adding Co-Hosts

[Webex - Add Cohosts for Webex Meetings and Webex Events \(New\)](#)

9.1.1 Make Someone the Host

[Team Collaboration - Make Someone the Host in Cisco Webex Meetings](#)

9.1.2 Breakout Sessions

[Webex - Webex Meetings | Create Breakout Sessions](#)

9.1.3 Host Key

An attendee can also assume the host role by entering the host key which can be provided by the meeting organizer.

[Webex - Find the Host Key for a Scheduled Cisco Webex Meeting](#)

9.1.4 Passing on the Presenter Role

[Webex - How Do I Pass the Presenter Role to an Attendee or Participant?](#)

9.1.5 Content Sharing

[Video Conferencing - Share Content in Webex Meetings and Webex Events \(Slow Channel\)](#)

9.1.6 Whiteboard

[Team Collaboration - Use the Whiteboard in Cisco Webex Meetings and Events](#)

10 Troubleshoot

10.1 How do I participate in a Webex meeting, if my internet connection is very slow or unstable?

Firstly, turn off your camera. If that does not resolve the problem, use your phone to dial in. First, open the meeting invitation and then find the dial in link in the meeting description.

10.1.1 There is an echo on the call. How do we remove it?

This is because there is a location from which there are multiple microphones or speakers turned on. Ensure that there is only one microphone and speaker on at each location.

10.1.2 Where are the WebEx Options?

The Webex buttons move to the top of your screen when you are presenting. They are hidden unless your cursor is moved to the top of the screen.

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