

THE UNIVERSITY OF AKRON REGIONAL CAMPUSES

GET STARTED WITH WEBEX MEETINGS FOR STUDENTS

Webex Meetings makes joining and collaborating with your instructors or classmates hassle free. You can meet anyone online, talk to them over the phone or your computer, see each other's video and share content.

The screenshot shows the Cisco Webex Meetings application window. A large video feed of Catherine Siro is in the center. Below it is a toolbar with icons for mute, video, chat, gallery, and other controls. At the bottom, a gallery of other participants is visible. A floating panel on the left displays meeting information. Callouts with dashed lines point to specific features:

- Change your Video Layout**: A callout points to the 'connected' icon in the top right corner, explaining it is used to control where you view video participants and panels on your screen.
- Choose Floating Panel View**: A callout points to the 'floating panel' icon in the top right corner, explaining it is used to position any panel where you want it - even on a second monitor.
- Access the Meeting Info**: A callout points to the 'Meeting Info' icon in the bottom right corner, explaining it is used to get details about the meeting.
- Meeting controls hide when you're not using them and then re-appear when you move your cursor.**: A callout points to the toolbar at the bottom of the video feed.

Quarterly Analytic Visualizations
Host: Catherine Siro

URL:
<https://company.webex.com/webex/ctsiu>

Meeting number:
555 123 456

Video address:
ctsiu.company@webex.com

Audio connection:
US Toll 1-855-123-4567
US Toll-free 1-855-123-4567
[Show get global call-in numbers](#)

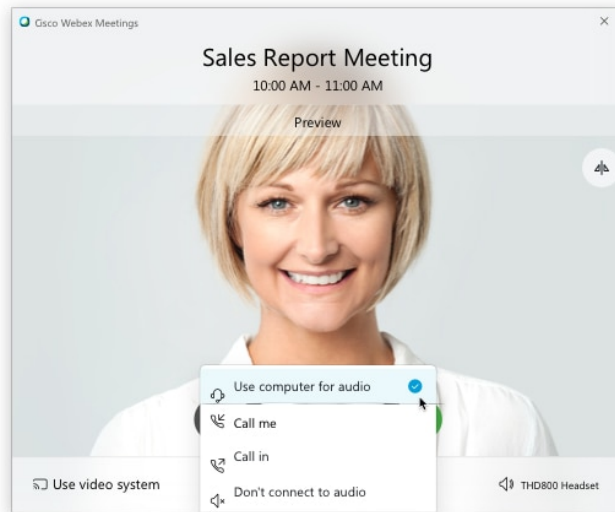
Access code:
555 123 456

Join a Meeting

If someone invites you to a **Webex meeting**, you receive an invite with instructions on how to join in an email invitation. You can click the **Join** link to join the meeting.

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.





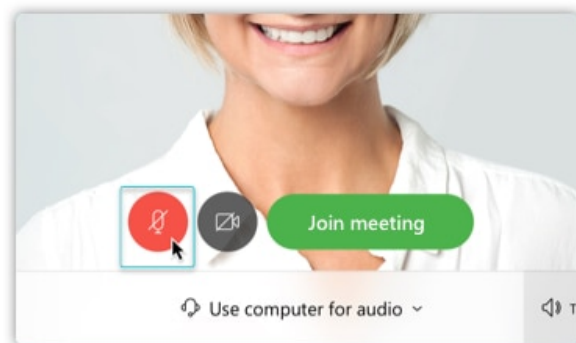
Connect your Audio

Before you join a meeting, you can choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Webex Meetings application.
2. Choose how you want to hear the audio in the meeting:

- **Use computer for audio** – Use your computer with a headset or speakers. This is the **default audio connection type**. You can change your headset, speakers, and microphone.
- **Call in** – Dial in from your phone when the meeting starts. A **call-in number is available** after you join the meeting.

3. If you want to join the meeting with your audio muted, click **Mute my microphone**. You'll see a **red circle with the slashed microphone icon** when your microphone is muted. Click **Unmute my microphone** when you want to speak in the meeting.



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