Webex How to use Meeting Features

Summery

This tutorial will guide you in how to use Webex features during a virtual meeting while using the desktop PC. When you are connected to a meeting, you will be presented with various different options at the bottom of the window. Use these options to toggle audio, video, share content, view participants, open chat, and access more options.
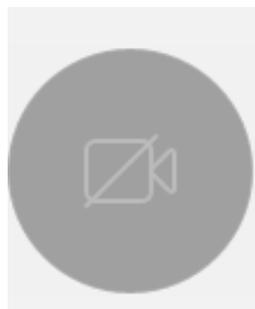
Features

How to mute/unmute your microphone

To turn your microphone on and off, click the microphone icon in the bottom toolbar. The icon will be highlighted in red when you are muted.
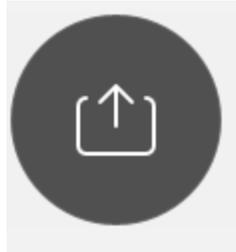
How to toggle your video:

You can turn your video recording device on and off using the same method as toggling your microphone. Click the **Camera icon** to turn your video on or off.

How to share content on your screen:

During a Webex meeting, you have the option to share content on your screen. Click the **Share Content** icon and choose which window you would like to share.

You can share windows of individual programs (such as Chrome, Edge, or Power Point) without users viewing any other windows. If you switch to another window that is not shared, the content will no long be available to viewers. You can also share your "Screen" so that you may show multiple windows and switch between content.

NOTE: If you have multiple monitors, you will need to choose the monitor/screen you wish to share. Others will not be viewable at the same time.
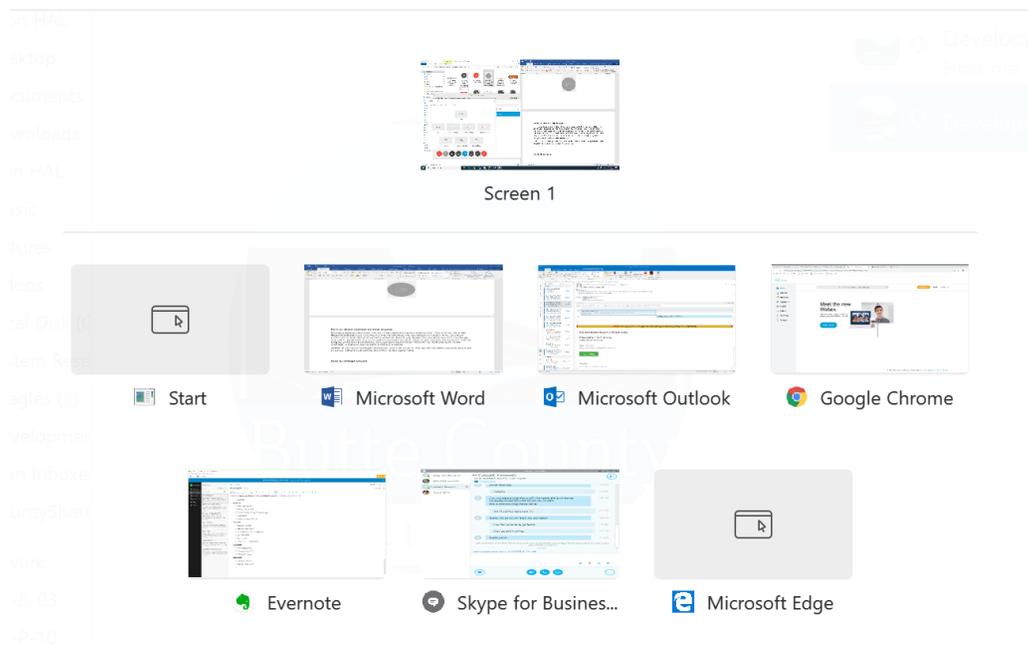

After you choose which window/screen you would like to share, a black and orange drop-down menu will appear at the top of your screen. This menu will contain the same options available in your webex window. To stop sharing, click the orange **Stop Sharing** icon on the left of the drop-down menu.
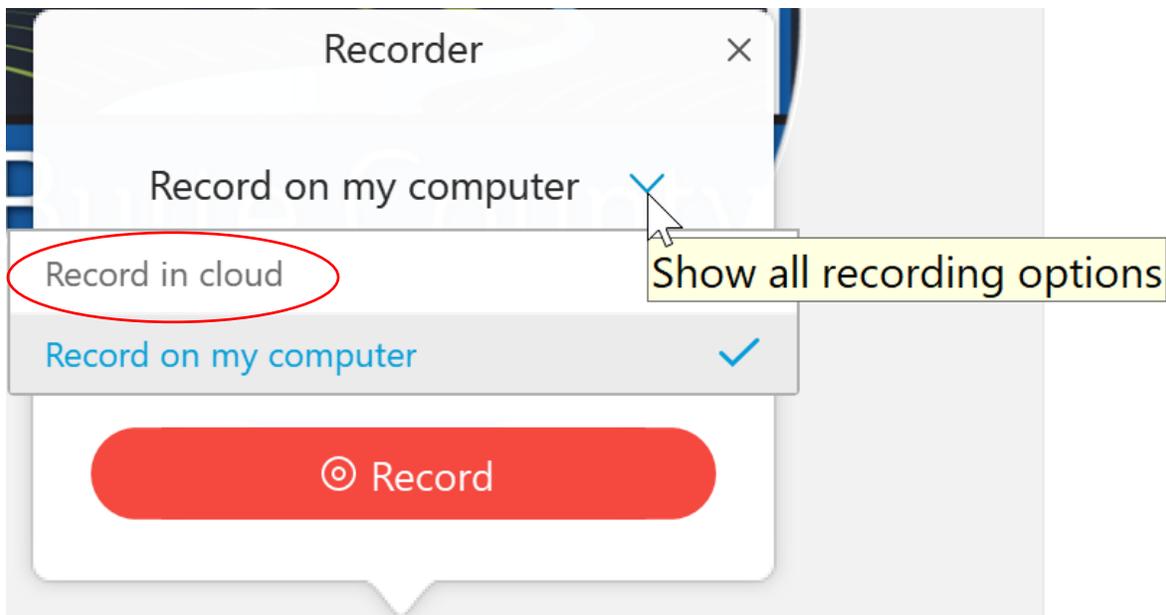
How to record a meeting:

You have the option to record a Webex meeting. To do this, click the **Recorder** icon.
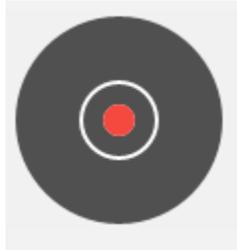
Choose to store your recording on your local PC or a cloud service by clicking the dropdown arrow to the right. Select **Record in Cloud** in order for easy storage and sharing of meeting recordings.
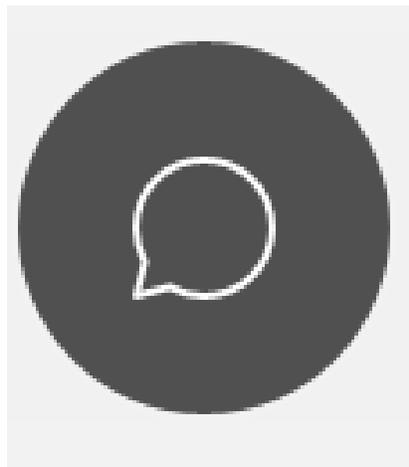
How to open the participant window:

If you would like to view participants in your Webex meeting, click the **Participants** icon. This will open a windows to the right showing participants in the meeting.
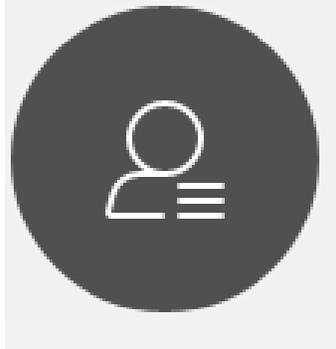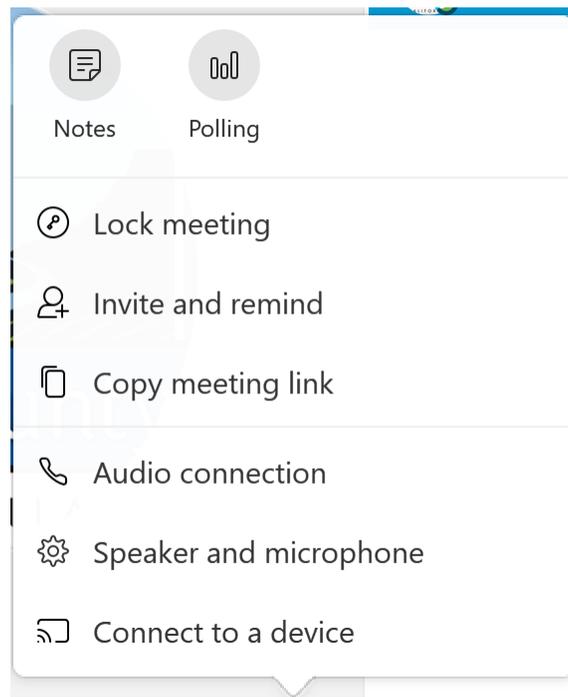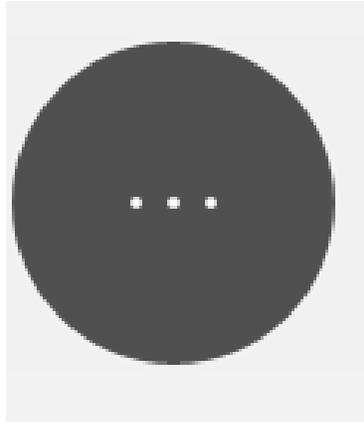

How to open the chat window:

Webex also allows you to chat to other participants. If you would like to view the chat window, click the **Chat** icon.

More options:

You can access additional options such as polling, taking notes, microphone settings, etc. To open these options, click the **More Options** icon.

How to exit a meeting:

To leave a Webex meeting, click the red **End or Leave Meeting** icon.