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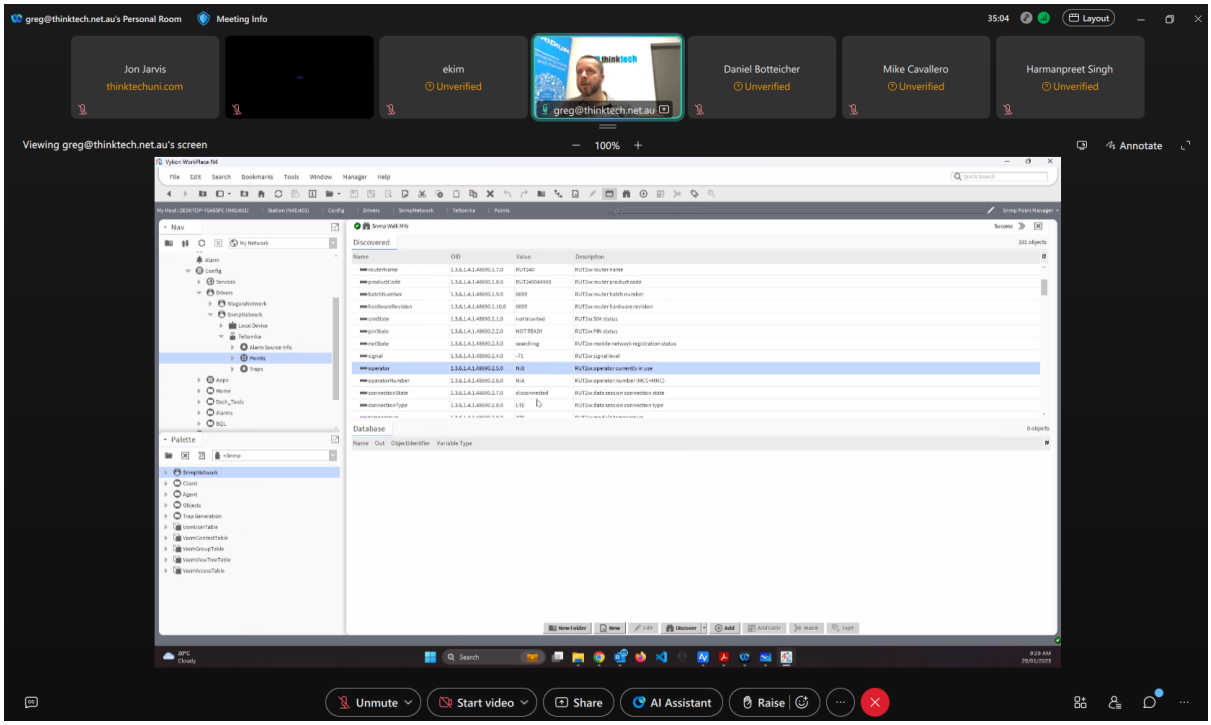
Webex Attendee Best Practices Guide



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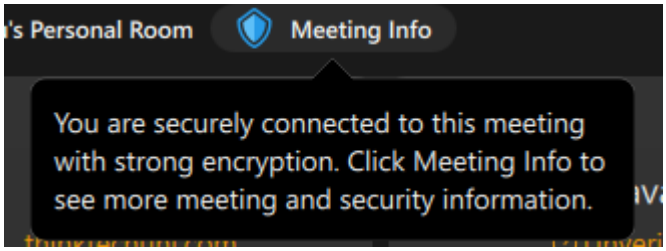
User Interface

The purpose of this document is to provide some helpful hints on how to use the Webex Attendee user interface to make your learning experience the best it can be. We will show the details of each menu/icon to help you.

Meeting Info



Webex meeting information includes the meeting's date, time, location, and who is invited. You can find meeting information in the Webex app, on the Webex site, or in the email invitation.

How to find meeting information

In the Webex app: Click Meeting Info in a scheduled meeting.

What information is included in meeting information?

General information: Meeting date, time, location, and recurrence

Invitees: Who is invited, and if they have accepted, declined, or not responded

Meeting link: A link to join the meeting.

Meeting number: A unique number for the meeting

Password: A password to join the meeting

Agenda: A list of items to be discussed during the meeting

Security information: Whether the meeting is encrypted and the security code.

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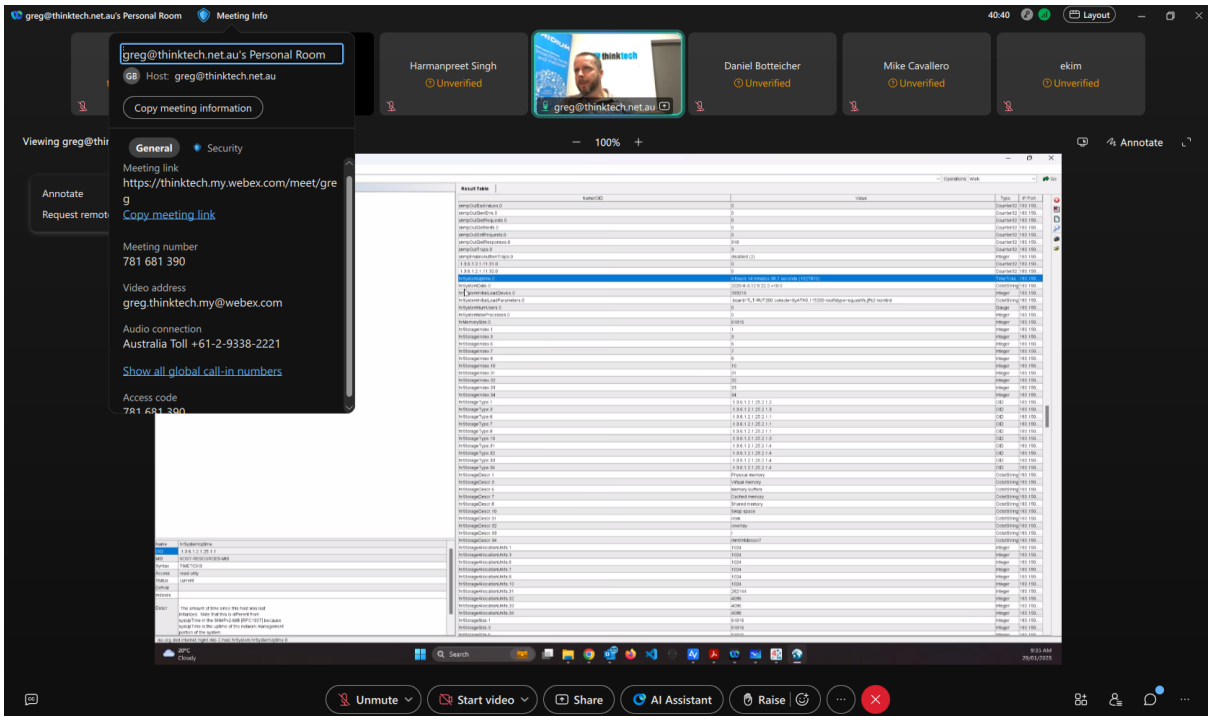

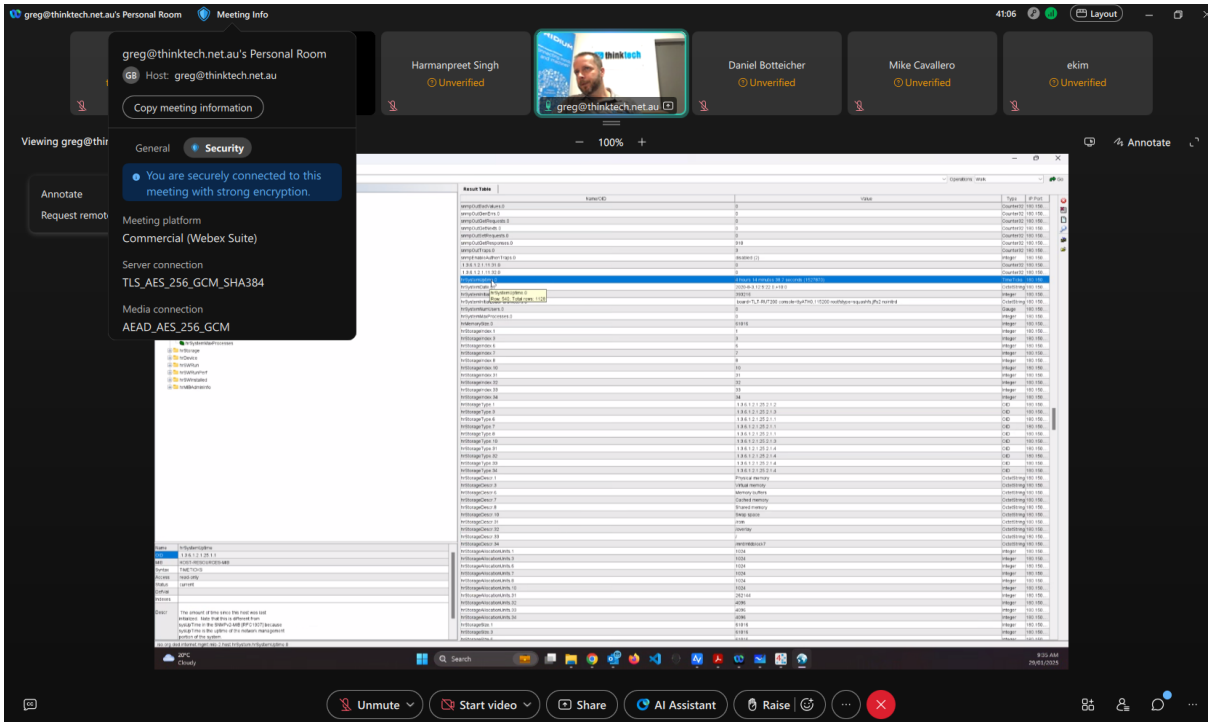

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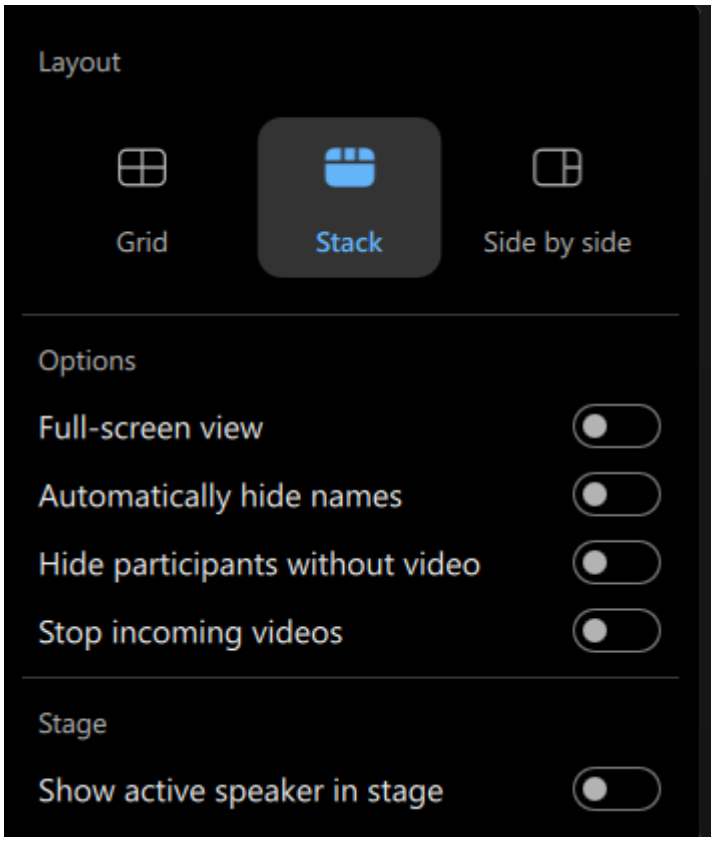
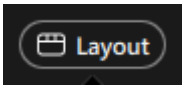
Layout



Webex meeting layouts 

include grid, focus, stack, side by side, and full screen. The layout you choose depends on the number of participants in the meeting and what you want to see.

Grid layout

Shows up to 25 participants on an iPad or Android tablet, or up to six on an iPhone or Android phone.

Useful for seeing many speakers in a large meeting.

Focus layout.

Shows the active speaker or shared content in full screen.

Can be used to create a more intimate feeling.

Stack layout

Shows the active speaker in the primary video, with thumbnail videos of up to six other participants.

Available on iPad or Android tablets

Side by side view

Shows participants next to the active speaker or shared content.

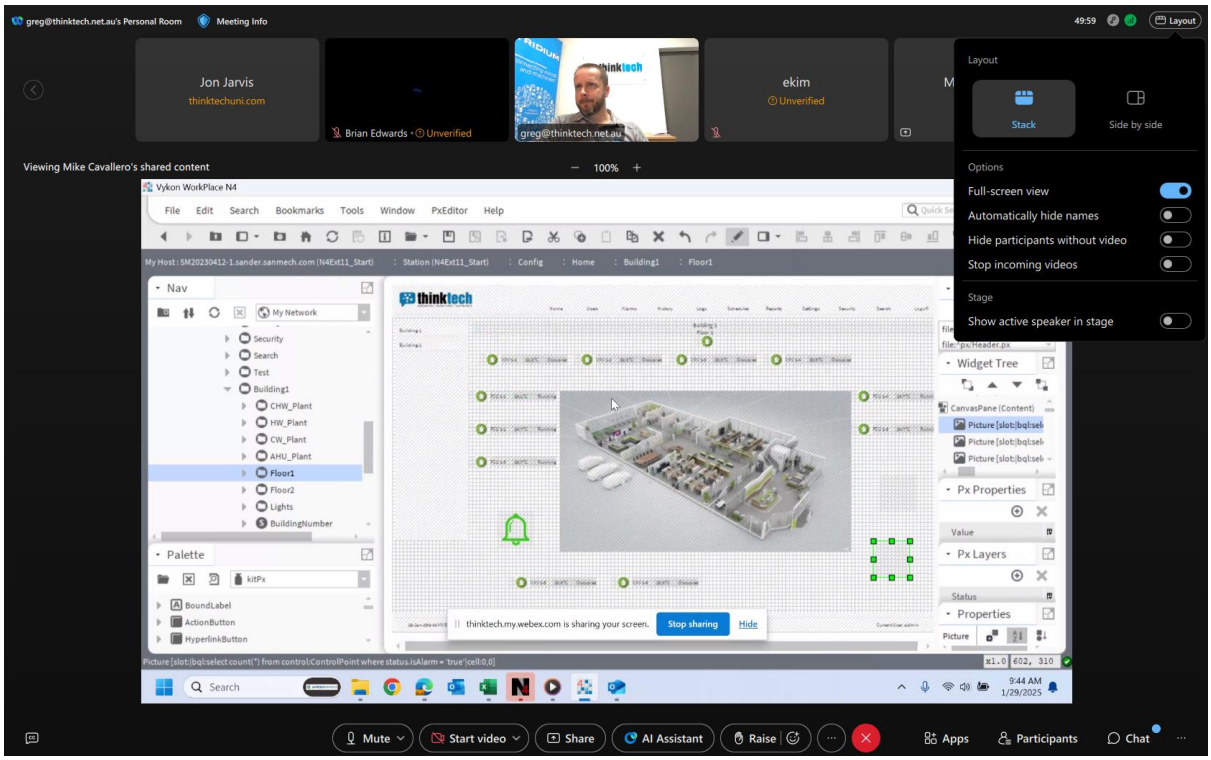
Full-screen view

Allows you to scale and float panels or drag them to another monitor. **This is preferred setting to maximize the views on screen.**

You can change your video layout at any time during a meeting. To change the layout, you can:

Tap the layout button on your screen.

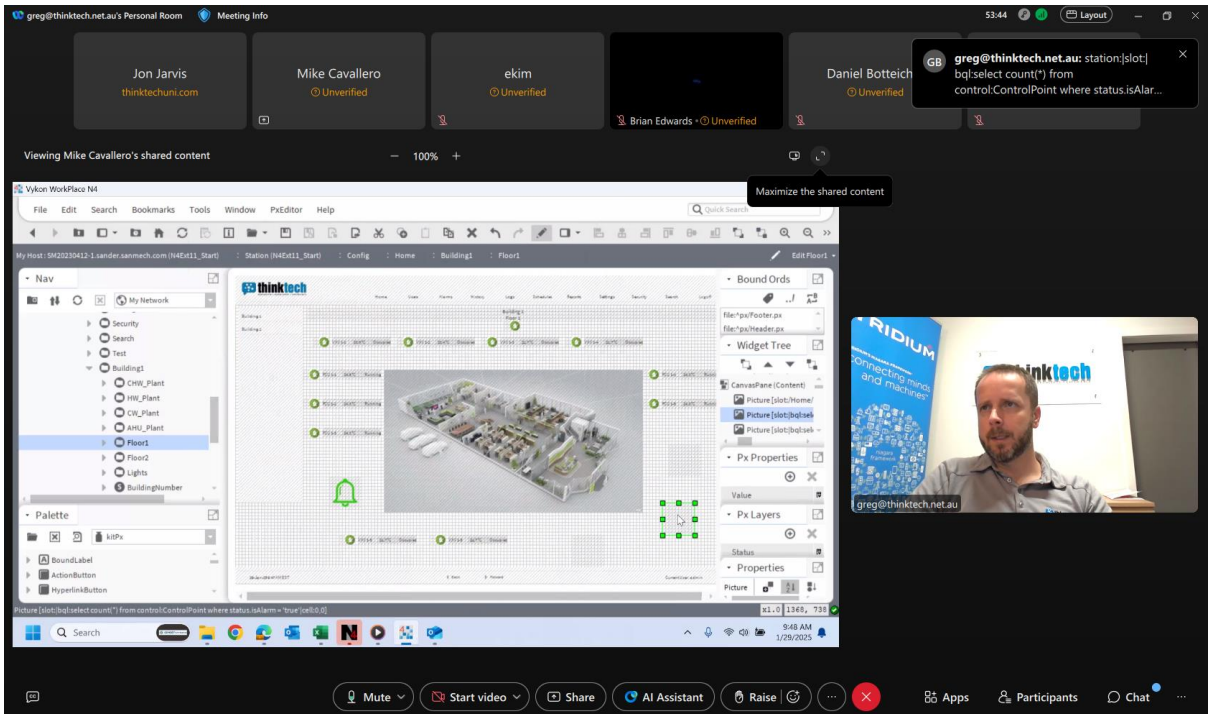
Select the layout you want to use.



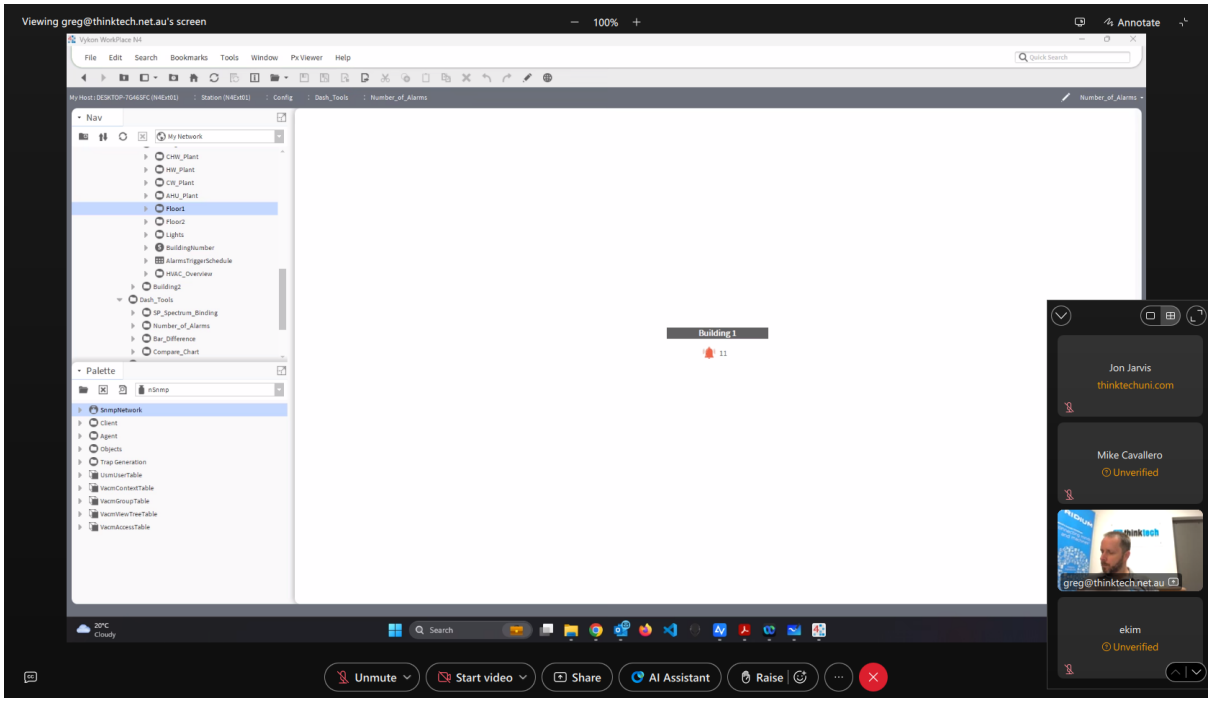
Maximize the Shared Content

When someone is sharing content (either the instructor or student), select the icon to the right of the two arrows

Here is the before selecting the arrows.



Here is the after selecting the arrows. The arrows change to pointing in if you want to set it back.



Focus View

Once you made the share content to full screen, it is helpful to change the attendees to focus view, so you only see the person speaking (typically the instructor.

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In a Webex meeting, "Focus view" refers to a video layout option that prioritizes the active speaker or shared content, typically displaying it prominently on the screen while showing smaller thumbnails of other participants, allowing you to focus primarily on the current speaker or presentation content; this is often achieved through options like "Stage view" or "Focused content view" depending on the specific Webex platform and settings.

Key points about Focus view:

Primary function:

To highlight the most important content or speaker in a meeting by making their video larger and more prominent.

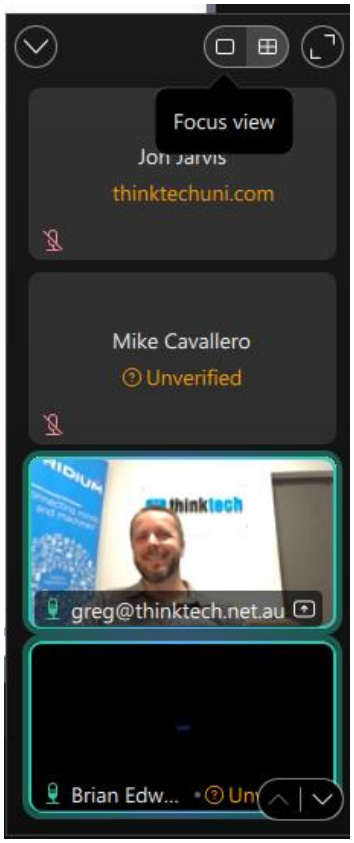
Visual layout:

Usually displays the active speaker or shared content in the main area of the screen with smaller thumbnails of other participants on the side or at the top.

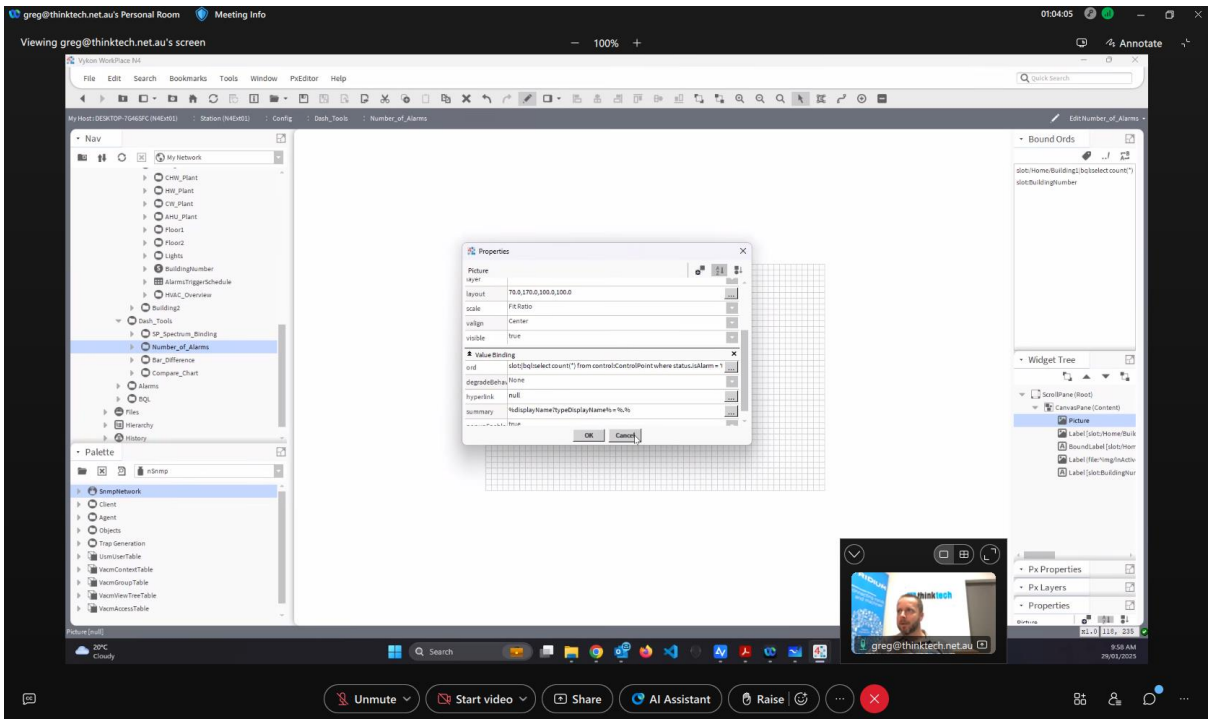
Access method:

You can typically switch to Focus view by selecting a layout option within the meeting controls, such as "Stage view" or "Focused content view" depending on your Webex version.

Select the Focus View Icon. It's the rectangle.

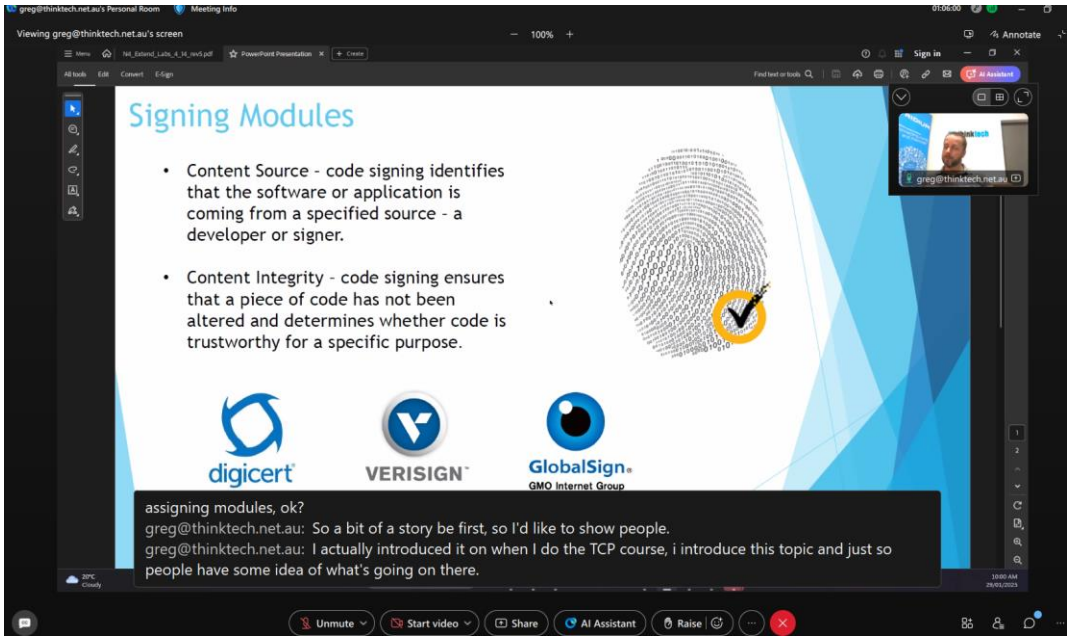


Now you can move the instructor to the bottom right corner and see the shared content screen in full screen.



Closed Caption

Often, it beneficial to hear real-time closed caption of the dialog of the instructor and students. Just select the CC icon in the lower left-hand corner.



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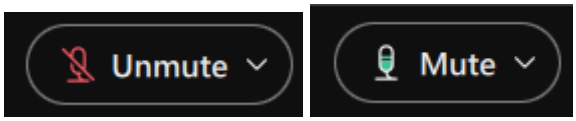
Mute/Unmute

The mute or unmute button in Webex Meetings is in the meeting controls or the Participants panel. You can also use keyboard shortcuts or your device's controls to mute or unmute yourself.



Meeting controls

Click the Mute or Unmute button in the meeting controls.

Use the keyboard shortcut Ctrl + M for Windows or Command + Shift + M for Mac

Press *6 on your video device.

Participants panel.

Click the Mute or Unmute button next to a participant's name in the Participants panel.

Device controls

Use the mute or unmute controls on your headset.

Use the volume keys on your phone.

Use the lock screen on your device if you have notifications turned on.

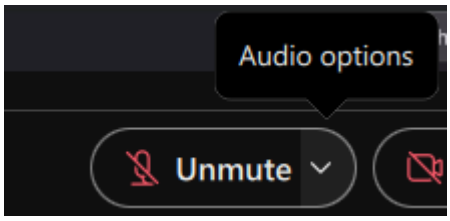
Temporarily unmute.

Hold down the spacebar to temporarily unmute yourself.

Release the spacebar to mute yourself again.

Microphone & Audio Options

All the microphone and audio settings can be accessed from the Mute/Unmute button by selection the down arrow of the right-side of the pill icon.



Webex meeting audio options include selecting your speaker and microphone, adjusting the volume, and using smart audio features. You can also choose how to join a meeting using your phone or computer.

Speaker and microphone

Choose your speaker and microphone from the drop-down menu.

Test your speaker and microphone.

Adjust the volume of your speaker and microphone.

Use a headset, connected speaker, or microphone.

Smart audio

Remove background noise.

Remove background noise and background speech.

Remove background noise and enhance nearby voices.

Use music mode to allow others to hear the original sound when you play an instrument or sing.

Join a meeting.

Use your computer with a headset or speakers.

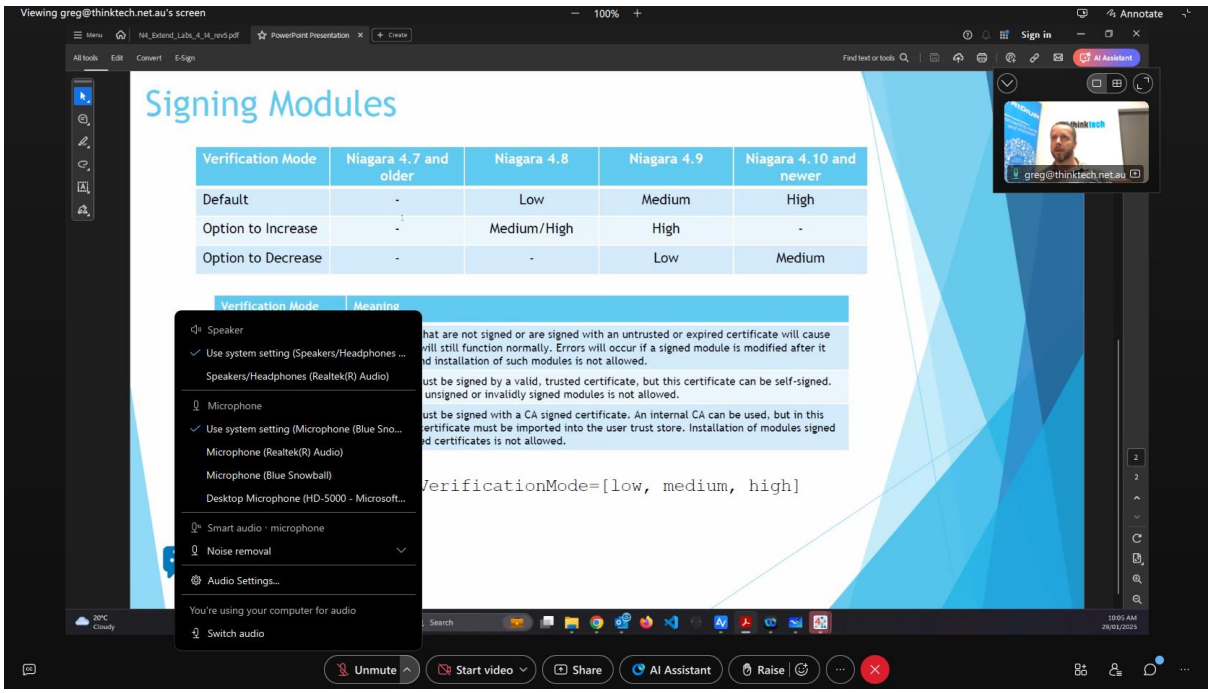
Call in using a toll or toll-free number.

Call me and have the meeting call your phone number.

Do not connect to audio and use your computer to share content.

Other audio options Automatically adjust volume, unmute yourself temporarily by holding down the Spacebar, and Sync mute button status on microphone device.

You can change your audio settings in the Webex app by clicking Settings and then Audio.



To Test your audio settings, select the Audio Settings menu. Select the Test Buttons for each audio option.

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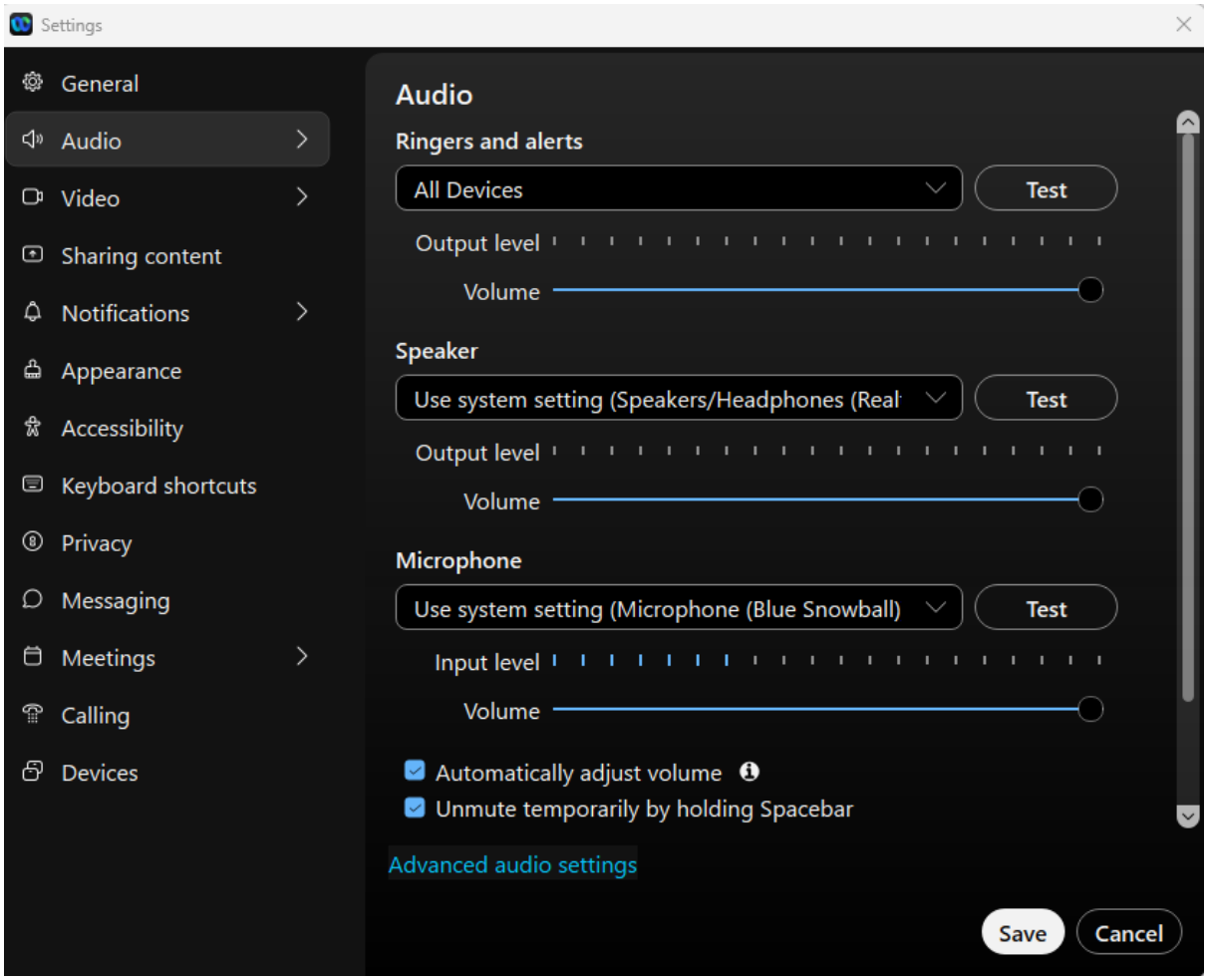

Start/Hide Video

To start your video in a Webex meeting, once you're joined, look for the video icon on the meeting controls and click it; you can also set your default settings to automatically start your video when joining a meeting by going to your profile settings and toggling "Start my video when I join" on.

Key points about starting your video in Webex:

Access the video controls:

Once in a meeting, locate the video icon (usually looks like a camera) on the control bar at the bottom of the screen.

Click to start:

Click the video icon to turn your camera on and start sharing your video with other participants.

Default video settings:

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You can set your Webex app to automatically start your video when joining a meeting by going to your profile settings and enabling the "Start my video when I join" option.

Video Options

In a Webex meeting, video options include: choosing your camera, adjusting video resolution (like 360p, 720p, or 1080p), setting video layout (grid view, active speaker view, etc.), utilizing virtual backgrounds, controlling camera brightness, and selecting whether to automatically start your video when joining a meeting; you can access these settings through your Webex account preferences.

Key video options in Webex:

Camera selection: Choose which camera on your device you want to use for the meeting.

Video resolution: Set the quality of your video, such as 360p, 720p, or 1080p, depending on your internet connection and desired clarity.

Video layout: Select how you want to see participants on screen, like grid view (showing multiple participants at once) or active speaker view (only showing the currently speaking person).

Virtual backgrounds: Blur your background or use a custom image to hide your surroundings.

Camera brightness adjustment: Manually adjust the brightness of your video to optimize visibility.

Self-view settings: Choose whether to see your own video preview while in a meeting.

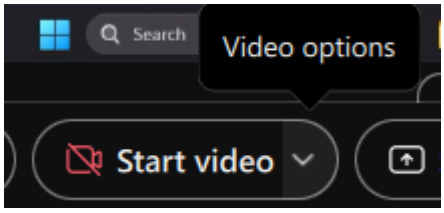
Advanced video settings: Access options like hardware acceleration for better performance, and video codec selection.

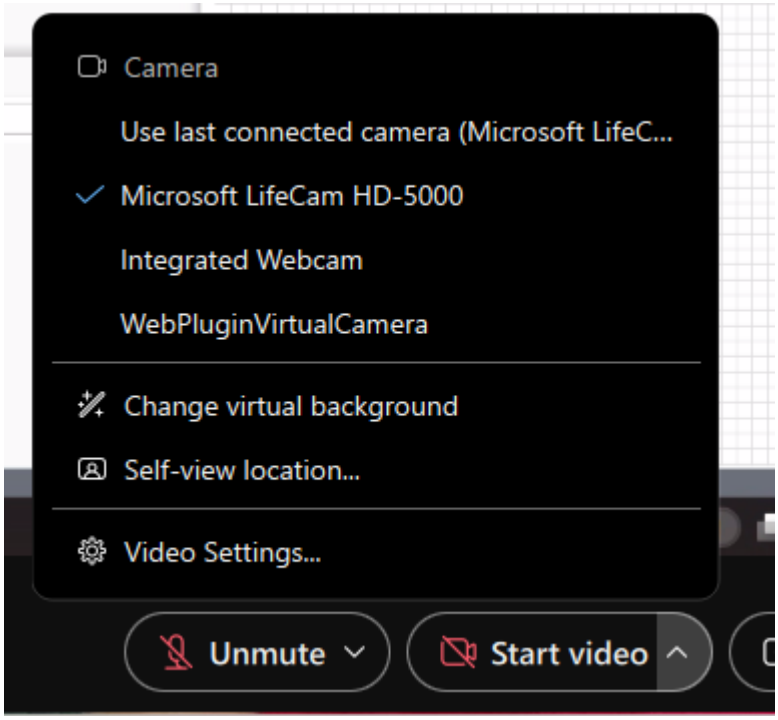
How to access video settings:

Before joining a meeting: Open your Webex app, navigate to settings, and select "Video".

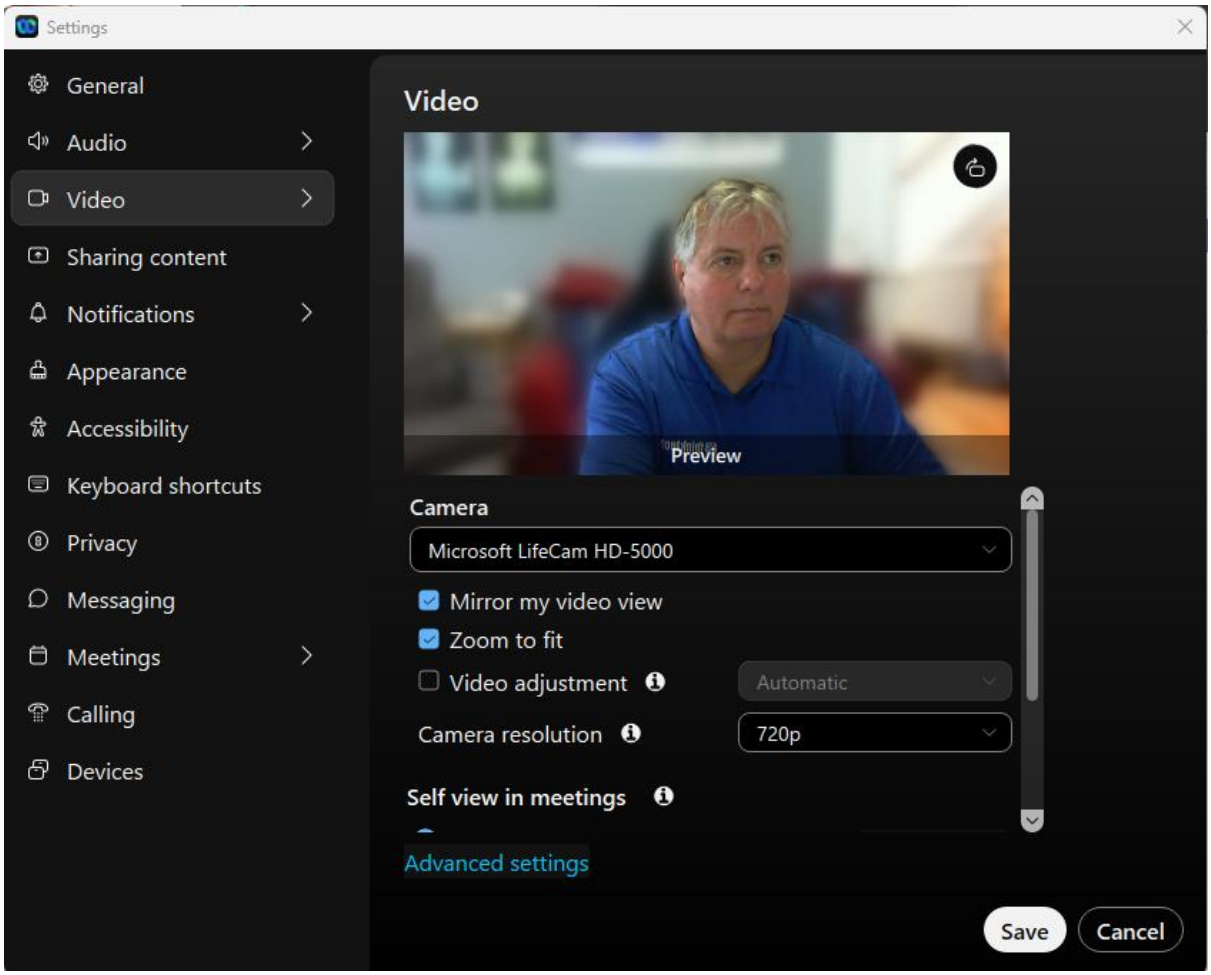
During a meeting: Click on the video icon in the meeting controls to access your video settings.

To access the video options, select the arrow next to the Start/Stop Video Pill Button. Select the down arrow to access the Video Options menu.





To access Video Settings, select the Video Settings menu.



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Share Your Screen

To share content in a Webex meeting, click the "Share content" button within the meeting interface, which allows you to choose whether to share your entire screen, a specific application, a file, or a portion of your screen with the participants in the meeting; you can also adjust settings like optimizing for text and images or motion and video depending on the content you're sharing.

Key points about sharing content in Webex:

Access the sharing option:

Click the "Share content" button while in a Webex meeting.

Select sharing type:

Choose to share your entire screen, a specific application window, or a file.

File sharing:

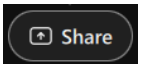
If sharing a file, select "File" and then navigate to the desired file on your computer.

Audio sharing:

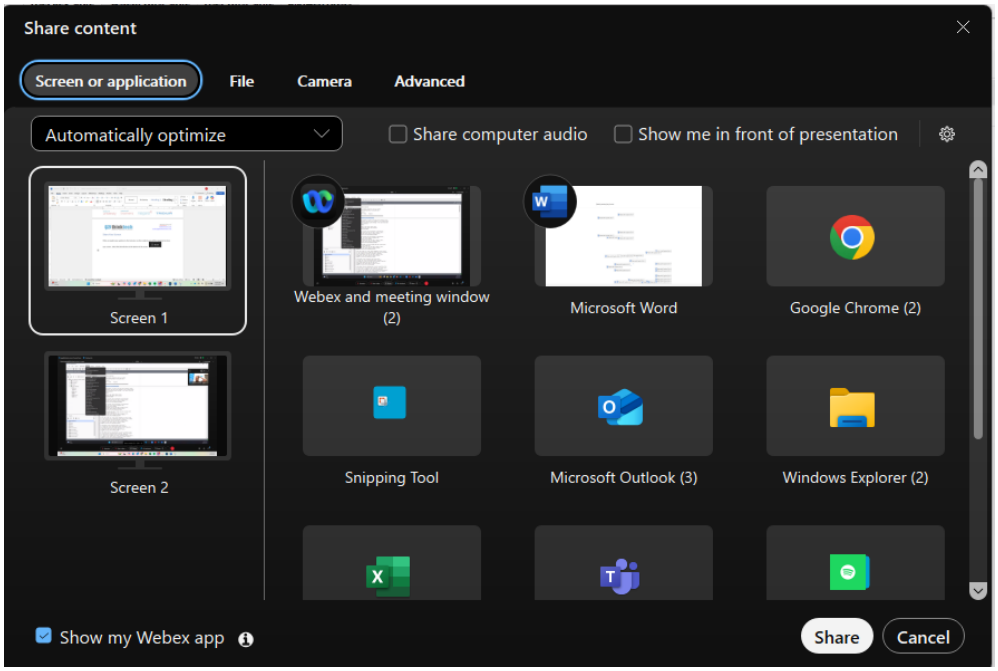
You can choose to share your computer audio if needed, particularly when sharing video content.

Annotation tools:

While sharing, you can utilize annotation tools to highlight or draw on the shared content.

Often, to explain your question to the instructor or other students, you will be requested to share your screen. Select the Share Button at the bottom of the screen. 

Select which Screen 1 or 2 you want to share.



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Raise Hand for Questions

The raise hand feature in Webex Meetings allows participants to indicate to the host that they have a question or comment to share. The host can then call on the participant to speak.

How to raise your hand

Click the Raise hand button during the meeting

If you have hand gestures enabled, you can raise your hand in front of your camera.

A raised hand icon will appear next to your name in the participants list.

How to lower your hand

Click the Lower hand button.

If you used DTMF commands to raise your hand, you could press *3 to lower your hand.

How to see who has raised their hand.

All participants can see who has raised their hand in the participants list.

The participants are listed in the order they raised their hands.

Reactions

Animated reactions let participants express themselves without saying anything in a meeting, webinar, or breakout session. Cheer on the speaker with the clapping hand's reaction or appreciate a joke with the ha-ha reaction. As a presenter, you can get a sense of the audience's response by asking participants to give a quick thumbs up or thumbs down.

You can choose from 12 emojis to give instant feedback:

1. Thumbs up
2. Clapped hands.
3. Celebrate

4. Smile
5. Haha
6. Wow
7. Sad
8. Thumbs down
9. Slow down
10. Speed up.
11. Thanks
12. Fire

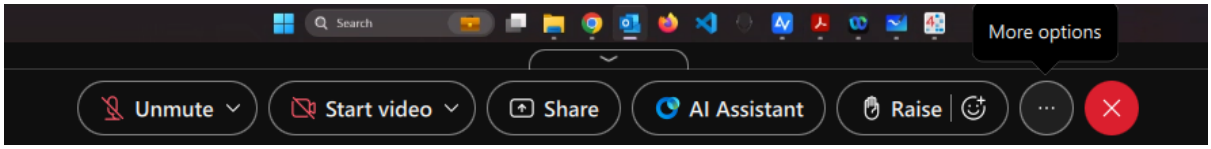
More Options

To access more options in a Webex meeting, look for the "More options" button (usually represented by three dots) which allows you to manage settings like: video layout, recording, breakout rooms, participant permissions, audio settings, closed captioning, reactions, file sharing, and more, depending on your needs and the type of meeting you're hosting.

Key points about Webex meeting options:

Access to options:

Click the "More options" button (usually three dots) to access advanced settings.



Meeting control options:

Manage who can share their screen, mute/unmute participants, lock the meeting, and assign co-hosts.

Video layout customization:

Choose from different video layouts like grid view, stack view, or side-by-side view to see participants on screen.

Audio settings:

Select your preferred audio connection, whether using computer audio, calling in by phone, or having the meeting call you.

Recording options:

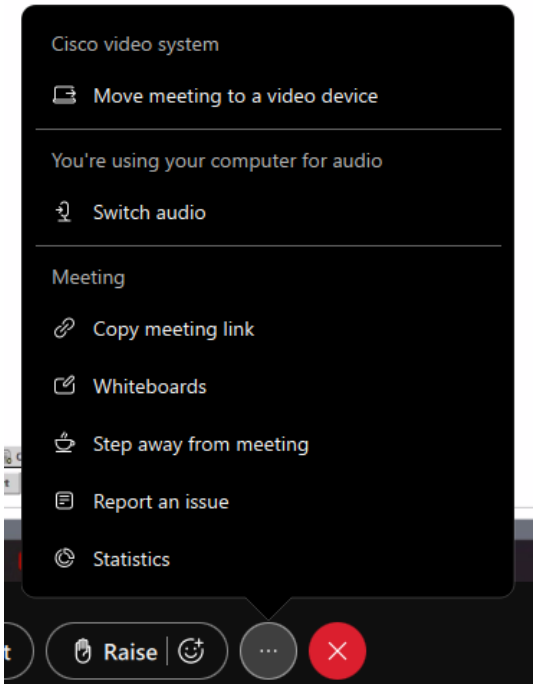
Initiate automatic recording of the meeting or choose to start recording manually.

Breakout rooms:

Create smaller breakout sessions for group discussions within the larger meeting.

Participant management:

Allow or restrict features like raising hands, reactions, and chat functionality.



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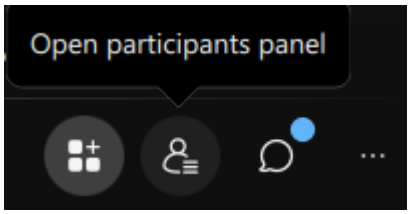
Participant Panel

A "Webex meeting participant panel" is a section within a Webex meeting where you can see a list of all the attendees currently in the meeting, including their names, roles (like host or presenter), and sometimes additional information like their organization domain, allowing you to easily identify who is participating and manage their access within the meeting.

Key points about the participant panel:

Accessing it:

To view the participant panel, usually you just need to click on the "Participants" option within the Webex meeting interface.



Information displayed:

The panel shows each participant's name and may also indicate their current role (like host or presenter) with visual cues.

Managing participants:

You can use the participant panel to perform actions like:

Mute/Unmute yourself.

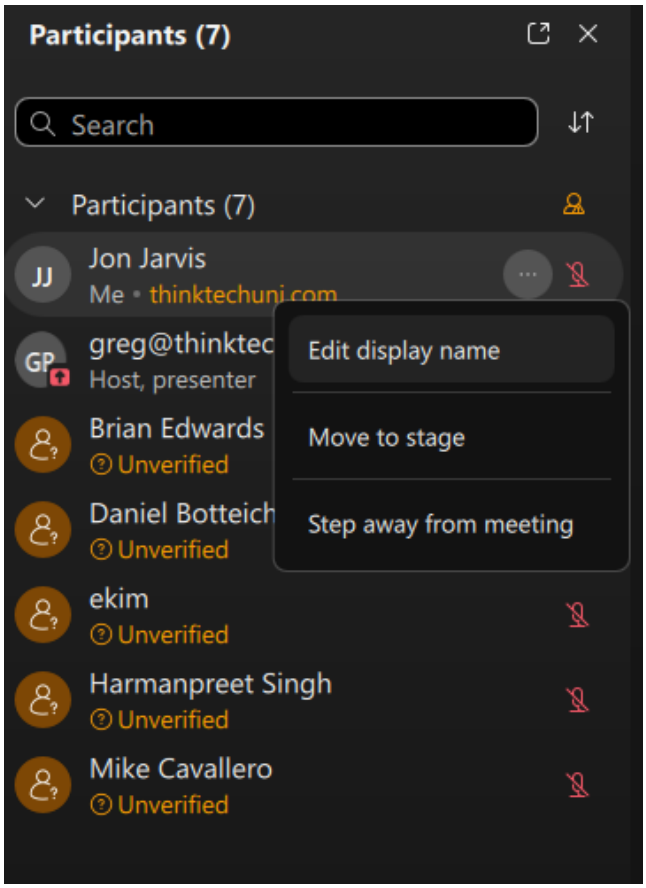
Edit your Display Name

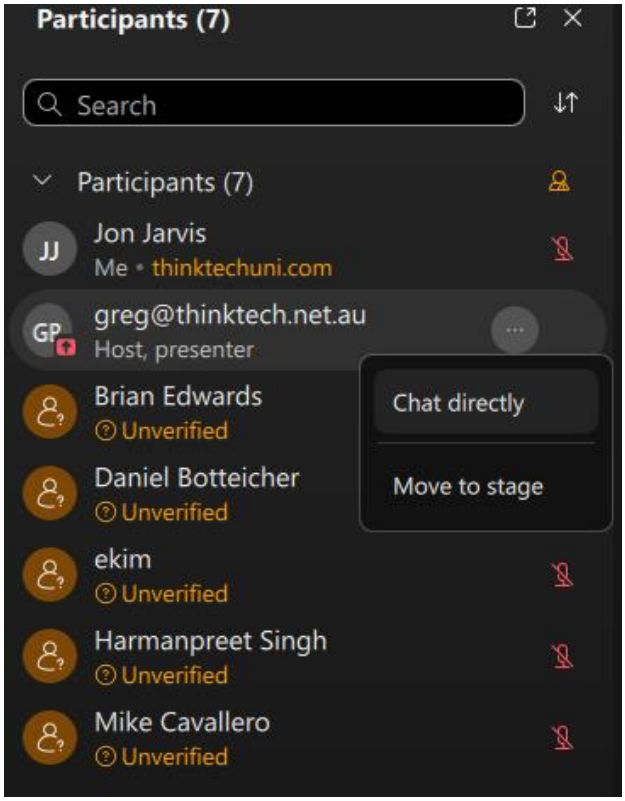
Step Away from the Meeting

Make someone a presenter or to the stage.

Chat Directly with a participant or instructor/host.

Search for a specific participant.


Participants (7)
Search
Participants (7)
JJ
Jon Jarvis
Me • thinktechuni.com
GP
greg@thinktec
Host, presenter
Brian Edwards
Unverified
Daniel Botteich
Unverified
ekim
Unverified
Harmanpreet Singh
Unverified
Mike Cavallero
Unverified
Edit display name
Move to stage
Step away from meeting


Participants (7)
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Participants (7)
JJ
Jon Jarvis
Me • thinktechuni.com
GP
greg@thinktech.net.au
Host, presenter
Brian Edwards
Unverified
Daniel Botteicher
Unverified
ekim
Unverified
Harmanpreet Singh
Unverified
Mike Cavallero
Unverified
Chat directly
Move to stage

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Chat

Get more from your meeting with in-meeting chat. Chat to everyone in the meeting, or directly with a meeting participant. Post messages when you have something to say but do not want to interrupt whoever is speaking. Revisit and share the chat after the meeting ends. If the conversation is focused on the speaker, for example, hosts and cohosts can turn off chat in the meeting.

Chat to everyone in the meeting

When you join a meeting, you can view all the messages that were sent since the meeting started. If you are discussing sensitive content, we recommend that you do not use your Personal Room for meetings. If you do not lock your Personal Room and have back-to-back meetings, anyone who joins can see messages since the Personal Room was open. Chats to everyone are saved in the post-meeting summary.

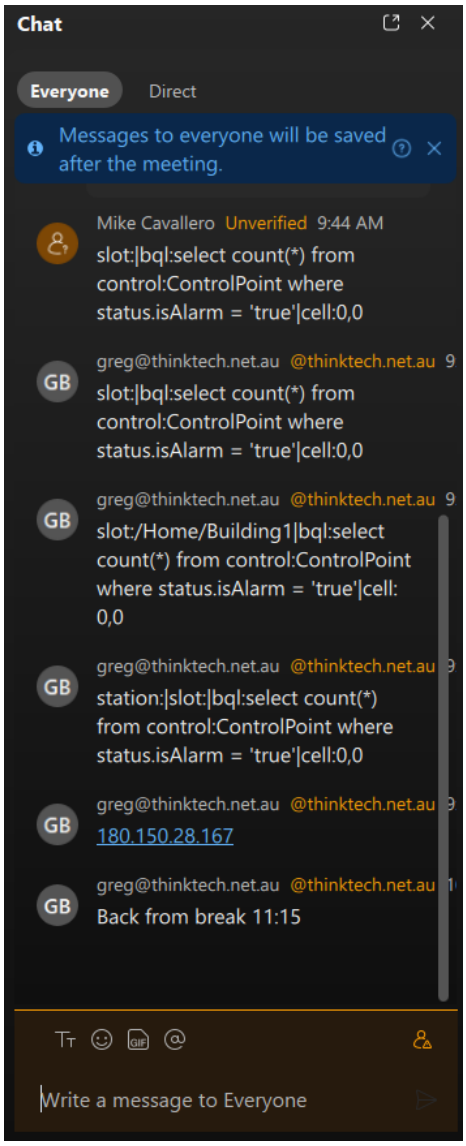
Select Show chat Show chat.

When there are unread messages, a blue dot shows on Show chat Unread meeting messages indicator.

At the top of the chat window, click Everyone, and type your message in the message area.

Add personality with emojis or animated GIFs and add formatting or markdown to make your messages stand out or be easier to read.

Select Send Message or press Enter to send your message.



Chat directly to a meeting participant.

Sometimes you just want to chat with one other person in a meeting, and not to everyone. You cannot access direct chats after a meeting.

Select Show chat Show chat.

You can also hover over the participant's thumbnail video or their name in the participants panel and click More options More options > Chat directly.

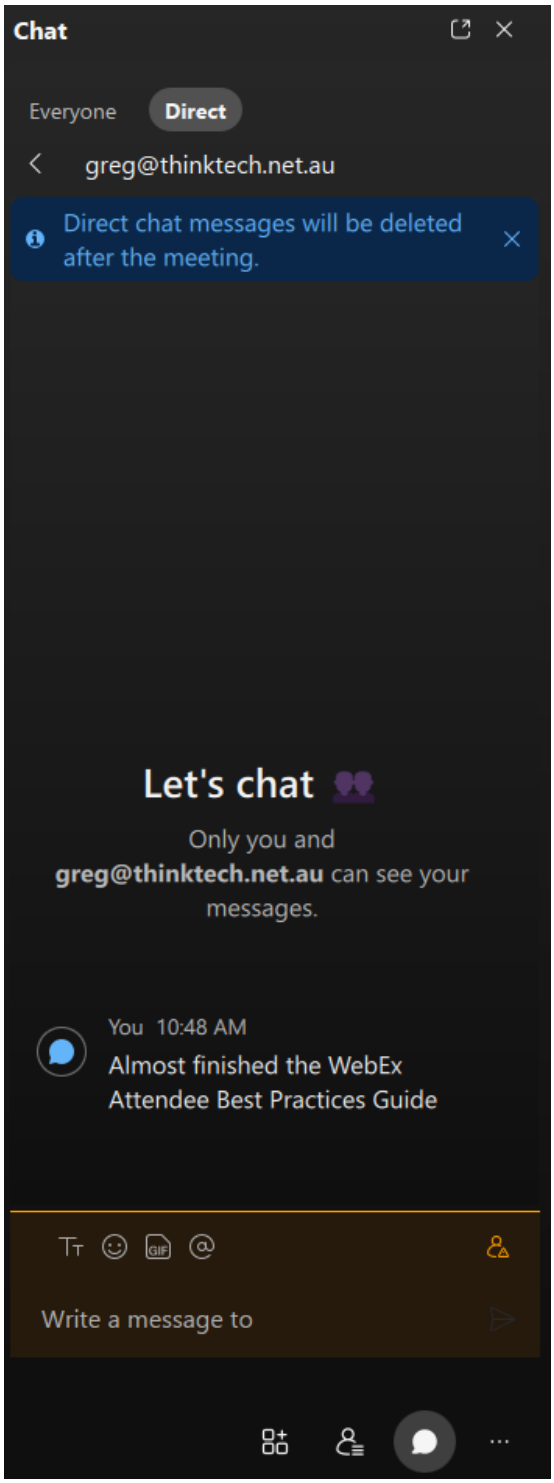
At the top of the chat window, click Direct, and search for a participant.

You can also use the drop-down list to select a participant.

Select the participant that you want to chat to and type your message in the message area.

Add personality with emojis or animated GIFs and add formatting or markdown to make your messages stand out or be easier to read. GIFs may not be enabled by your administrator or applicable to your specific environment.

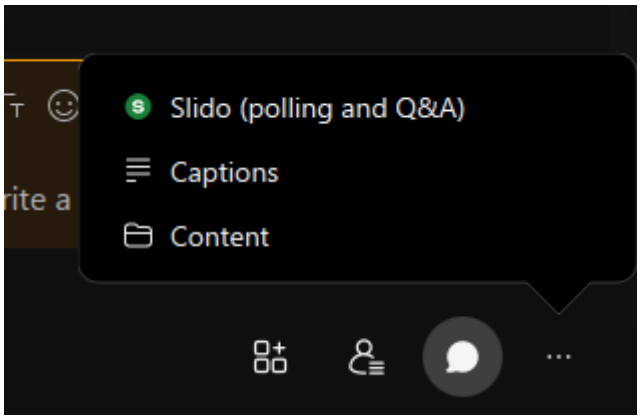
Select Send Message or press Enter to send your message.



More Panels

In a Webex meeting, to access more panels including Slido, captions and content, you would typically navigate to the meeting controls and select the relevant option: for Slido, look for the "Slido" panel to launch the interactive Q&A and polling features, while for captions, locate the

"Closed Caption" option to view or adjust the live transcription of the meeting conversation; all panels can be displayed alongside your main meeting view, allowing you to see the content alongside the video feed of participants.



Key points about accessing these panels:

Slido:

Requires integration with your Webex account and may need to be enabled by your administrator.

Once activated, you can access Slido features like polls, Q&A, and word clouds directly within the meeting interface.

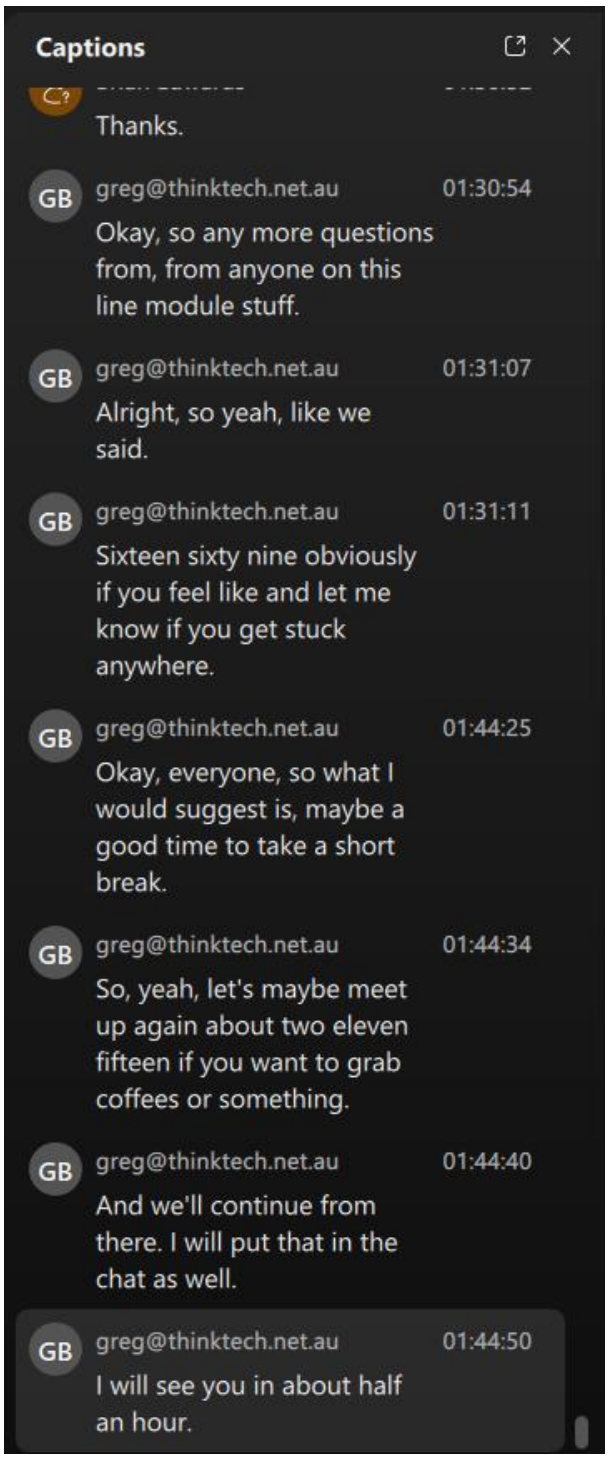
You can manage Slido settings, including question moderation and participant privacy, within the Slido panel.

Captions:

Can be accessed through the meeting controls, usually located near the bottom of the screen.

Allows you to turn on/off closed captions, adjust caption settings (like font size), and potentially view a dedicated captions panel.

May also include options for live transcription or automated captioning depending on your Webex plan.



Content:

In a Webex meeting, the "content panel" refers to the area where shared content, like a presentation, document, or screen share, is displayed to all participants during a meeting; essentially, the main viewing area where the active presenter's content is shown, allowing everyone to see what is being shared on their screen.

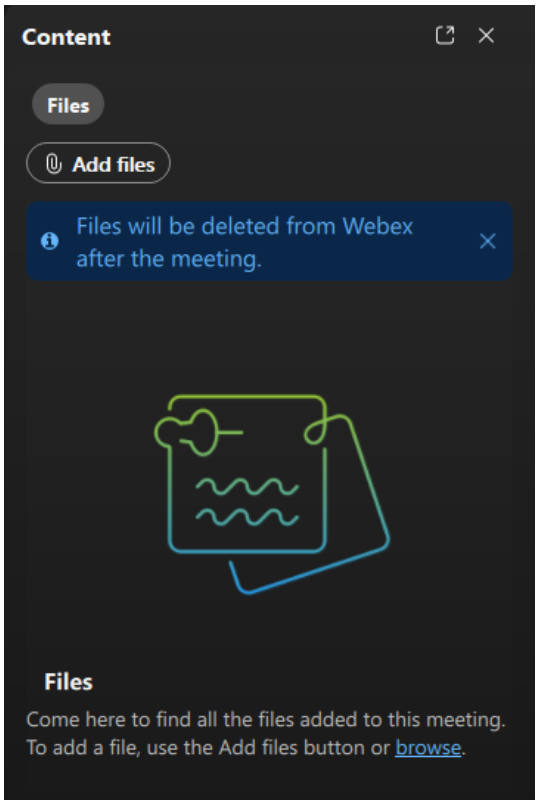
Key points about the Webex content panel:

Accessing shared content:

When someone starts sharing content, the focus shifts to the content panel, displaying their shared screen or file prominently.

Control options:

While sharing, the presenter can usually access tools like annotations, drawing tools, and page navigation within the content panel.

Viewing layout:

Depending on the meeting settings, the content panel can be displayed alongside participant video thumbnails or can take up the full screen.