

Get Started with Cisco Webex for Attendees



Change your Video Layout to control where you view video participants and panels on your screen.

Choose Floating Panel View to position any panel where you want it - even on a second monitor.

Access the Meeting Info to get details about the meeting.

Meeting controls are easy to find at a glance.

The screenshot shows a Webex meeting interface. At the top, it says 'Speaking: Catherine Sinu'. Below this is a 3x3 grid of video thumbnails for participants: Barbara German, SHK7-17-APRS, Alison Cassidy, Brian Alexander, Catherine Sinu (Host, Me), Giacomo Edwards, Karen Adams, Brenda Song, and Marc Brown. At the bottom center are controls for Mute, Stop video, and Share. On the right is a 'Participants' list with names like Marcia Grey, Elizabeth Wu, Maria Rossi, Catherine Sinu, Barbara German, Alison Cassidy, Giacomo Edwards, Brenda Song, Simon Jones, Marc Brown, and Brandon Burke. On the left is a 'Meeting Info' panel with details like URL, meeting number, video address, audio connection, and access code.

Register from an Email Invitation

- 1 Open the email invitation.
- 2 Select Register.
- 3 Complete the registration form and select Register Now.

Your confirmation email will contain the meeting details and instructions on how to join. You can click the **Join meeting** link to join the meeting.

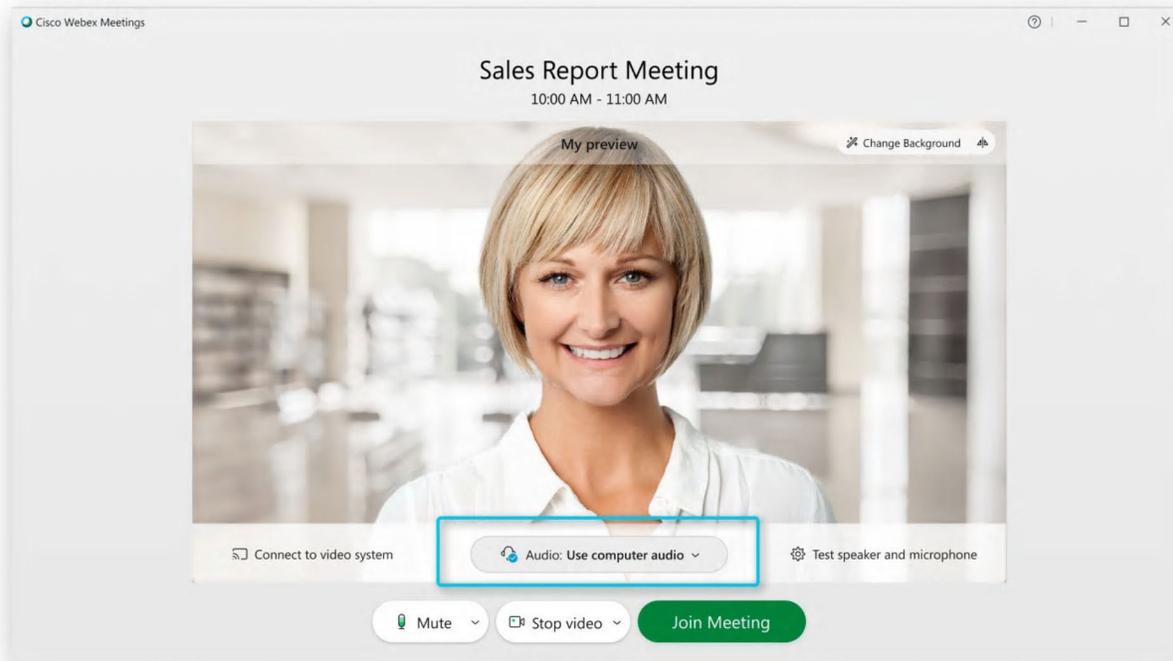
You will be asked to enter a meeting password. You can find it your email invitation.

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

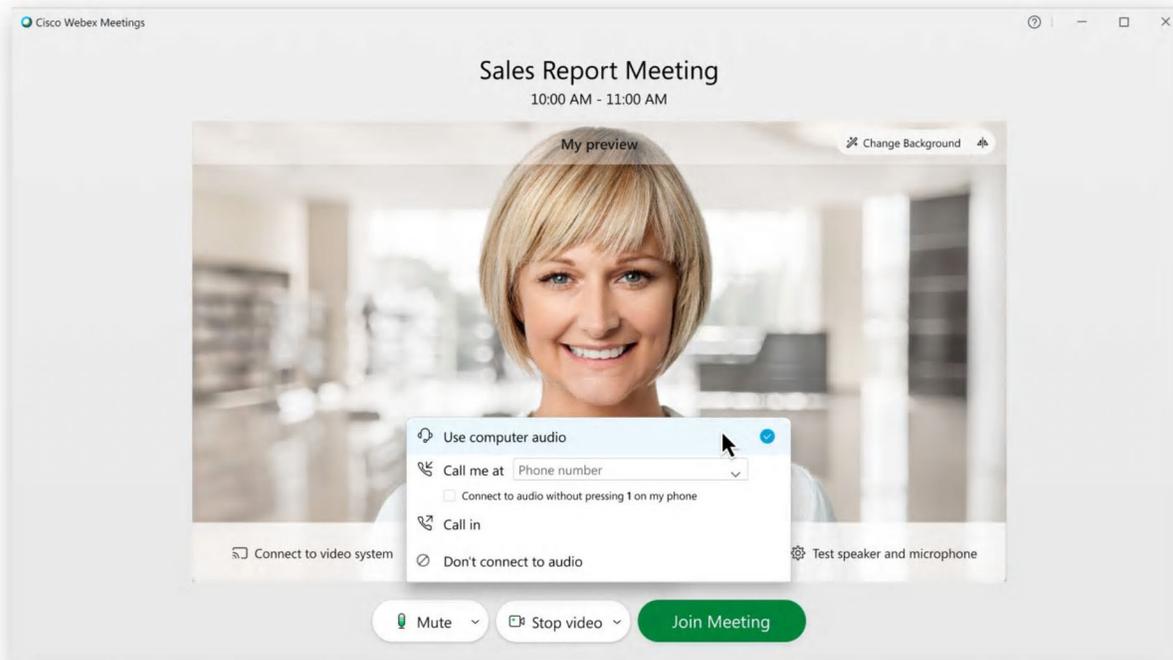
Connect Audio

In the preview window, you can make sure your audio and video sound and look good before you join the meeting. First, choose the settings you use for audio in the meeting.

Click the audio connection options in the Webex Meetings app.

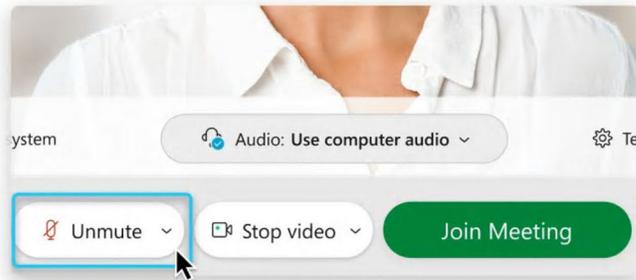


Choose how you want to hear the audio in the meeting:



- **Use computer 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 using the meeting coordinates provided when the meeting starts. (Option works best for most government computers.)

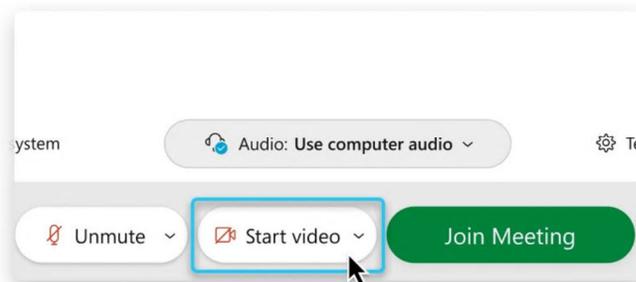
If you want to join the meeting with your audio muted, click **Mute**. You'll see when your microphone is muted. Click **Unmute** when you want to speak in the meeting.



In some meetings, the host may not allow attendees to unmute. If you're prevented from unmuting, **Unmute** is locked until the host allows you to unmute.

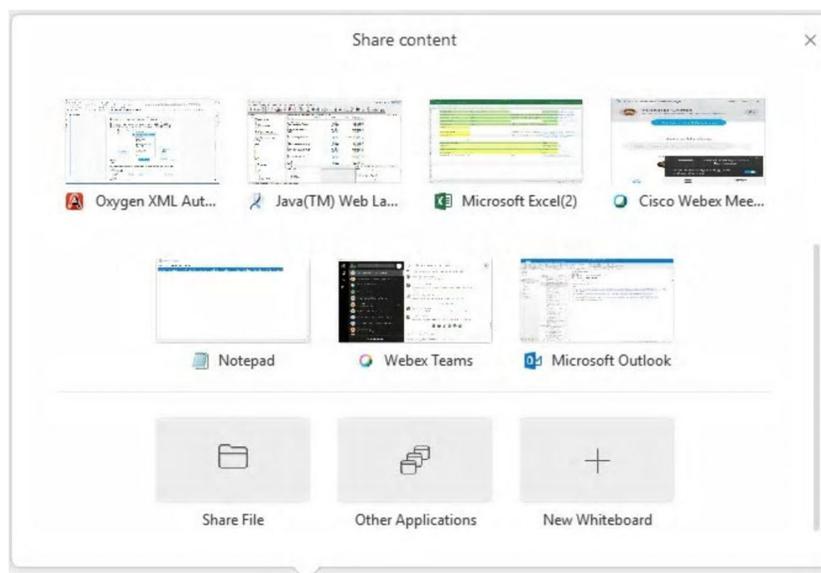
Start Your Video

Before you join or start a meeting you can choose the settings you use for video in the meeting. If you want to join the meeting with your video turned off, click **Stop video**. You'll see when your video is turned off. Click **Start video** when you want to show your video.



Share Content

You can share content during a Webex meeting. In the **Participants** panel, grab the ball and drop it next to your name. You become the presenter. Select **Share content** and start sharing.



Go to the **Share** menu for more sharing options.