CISCO WEBEX EVENTS MANUAL

LOGIN

You will receive a Mail with an invitation in preparation of the event. Following this Link, you will reach a website hosted by dbfz.webex.com with a login mask.

Event Informati	on: Testevent		English : Berlin Time
Event status:	Started	Join Event Now as Panelist	
Date and time:	Monday, September 7, 2020 12:00 pm Europe Summer Time (Berlin, GMT+02:00) Change time zone	To join this event as a panelist, provide the following information.	
Program:	programm test vm dbfz	First name:	
Duration:	1 hour	Last name:	
Description:		Email address:	
By joining this event, yo	u are accepting the Cisco Webex <u>Terms of Service</u> and <u>Privacy Statement</u> .	ryou are the host, <u>start your event</u>	

Please type in your credentials and **submit**. You can then Join the event.

The first screen you will see is to test your audio and video setup.

Cisco Webex Meetings		0	- 🗆 ×
	Panelist test 12:15 - 13:15		
	NK		
	Connect to video system Audio: Use computer audio		
	🖗 Mute 🗸 🖻 Stop video 🕤 Join Event		

If you have a webcam connected, you should now see your video. If not, you will see you initials.

A click on Test speaker and microphone brings you to the settings, where you can choose your in- and output devices and test if everything works correctly, you can click Join Event.

INTERFACE

As a panelist you should now see the following Interface.

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Webex Events	NK O Nicole Kunze
Einstellungen	Attendee: 0 (0 displayed) Nicole Kupze
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From here you can

- Mute / unmute yourself 0
- 2. Start or stop your video if you have a webcam installed
- 3. Share files, open a new whiteboard or start screensharing
- 4 Start a Record of your session
- 5. See a list of all Participants
- 6. Optionally: View a list of questions
- 7 Optionally: View the chat

FILE SHARING

A click on the **Share** Button (3) opens a new menu

Share Content				×		
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	Share File Othe	r Applications New Wi	hiteboard			

You can Choose to

- Share your whole Screen O.
- Share an application you have currently running 2
- Share a File 3
- Share from Other Applications 3
- Start a new Whiteboard 6

SCREENSHARING

When you share your screen or an application you can see a small orange box at the top of your screen. Hovering over it opens a menu.

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Stop Sharing: Ends the process and brings you back to the main interface

- 2. Pause: Freezes the screen for your audience
- 3. Share: Share other files or change the shared application
- 4. Assign: Give other participants control over your mouse or give them permission to ad annotations
- Mute / Unmute 5
- Start / Stop webcam 6
- Record your session 7
- View the list of Participants 8
- 9 View the chat
- Add various **Annotations** to your screen. 10.

SHARING FILES

Sharing a file brings you to a document viewer.



Here you have following options:

- 0 Show thumbnails: If you open a file with multiple pages, you can view them as thumbnails
- Annotations: Add various annotations (see Whiteboards below for the different types) 2
- Navigate through your pages or slides 3
- Zoom in or out 4
- Fit to width 6

WHITEBOARDS

Creating a New Whiteboard adds a blank page to the document viewer, where you and other participants are able to work together using annotation tools



Here you have following options:

- 0 Decide who is allowed to add annotations
- 2 Pointer: Add a pointer with your name or use a laser pointer
- Text: Add text 3
- 4 Lines and Arrows: Add straight lines or arrows
- 5 Forms and Marks: Add boxes, circles, checkmarks or crosses
- 6 Pen tool: add free lines or highlighting
- Choose your color 1
- **Eraser**: Erases elements (No precise erasing possible) 8
- 9 Save your file