

CISCO WEBEX EVENTS MANUAL

1 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 Information: Testevent

Event status:

Started

Date and time:

Monday, September 7, 2020 12:00 pm
Europe Summer Time (Berlin, GMT+02:00)
Challenge Time Zone

Program:

program test vtn dbfz

Duration:

1 hour

Description:

Join Event Now as Panelist

To join this event as a panelist, provide the following information.

First name:

Last name:

Email address:

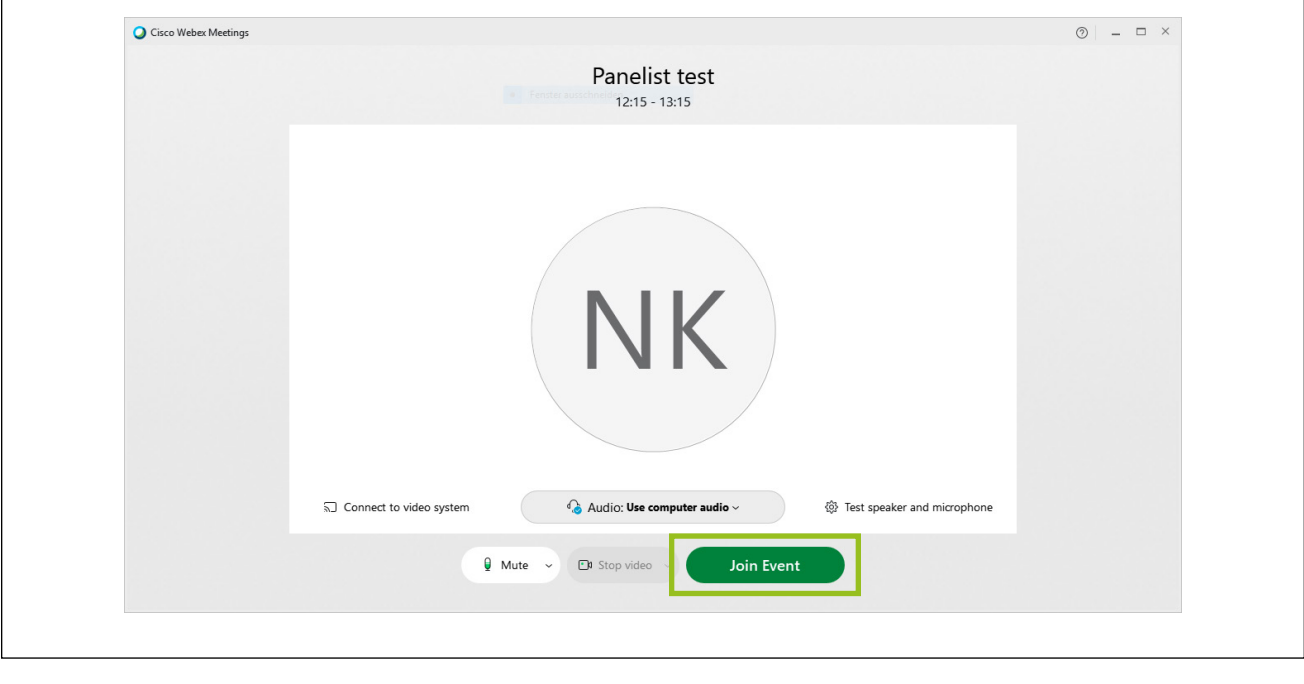
Submit

If you are the host, [start your event](#)

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#)

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.

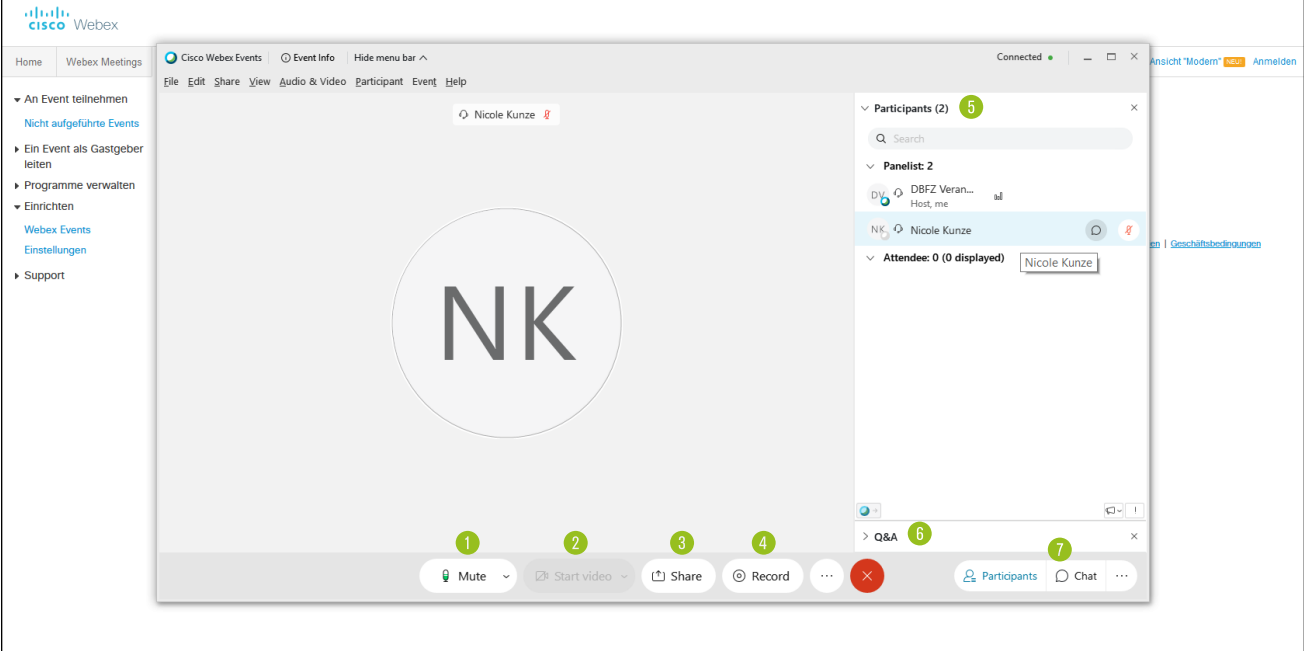


If you have a webcam connected, you should now see your video. If not, you will see your initials.

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**.

2 INTERFACE

As a panelist you should now see the following Interface.

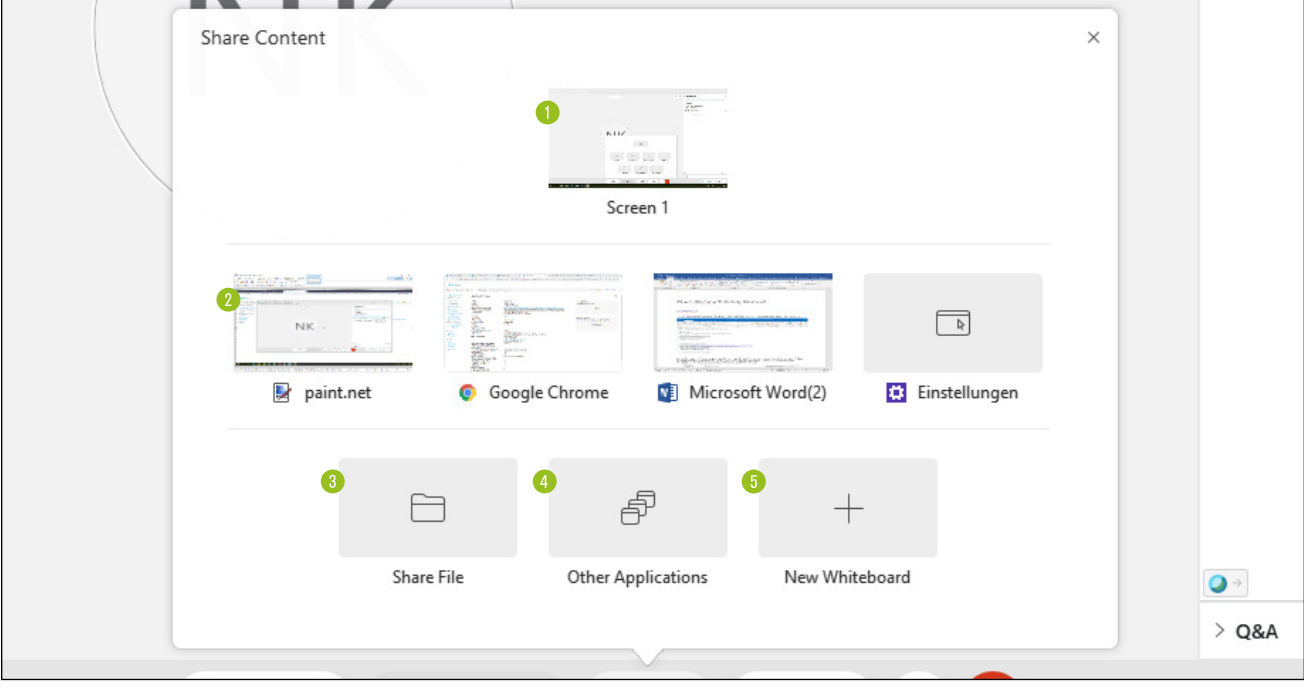


From here you can

1. **Mute / unmute** yourself
2. **Start or stop your video** if you have a webcam installed
3. **Share files**, open a new **whiteboard** or start **screen sharing**
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**

3 FILE SHARING

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

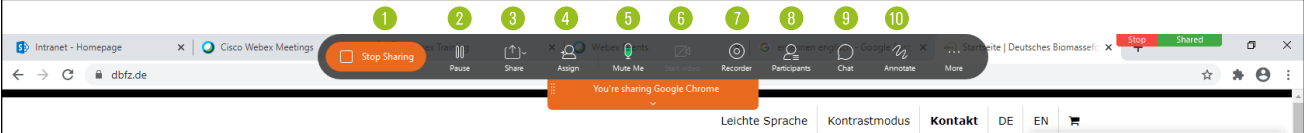


You can Choose to

1. **Share** your whole Screen
2. **Share** an application you have currently running
3. **Share a File**
3. **Share** from **Other Applications**
5. **Start** a new **Whiteboard**

4 SCREENSHARING

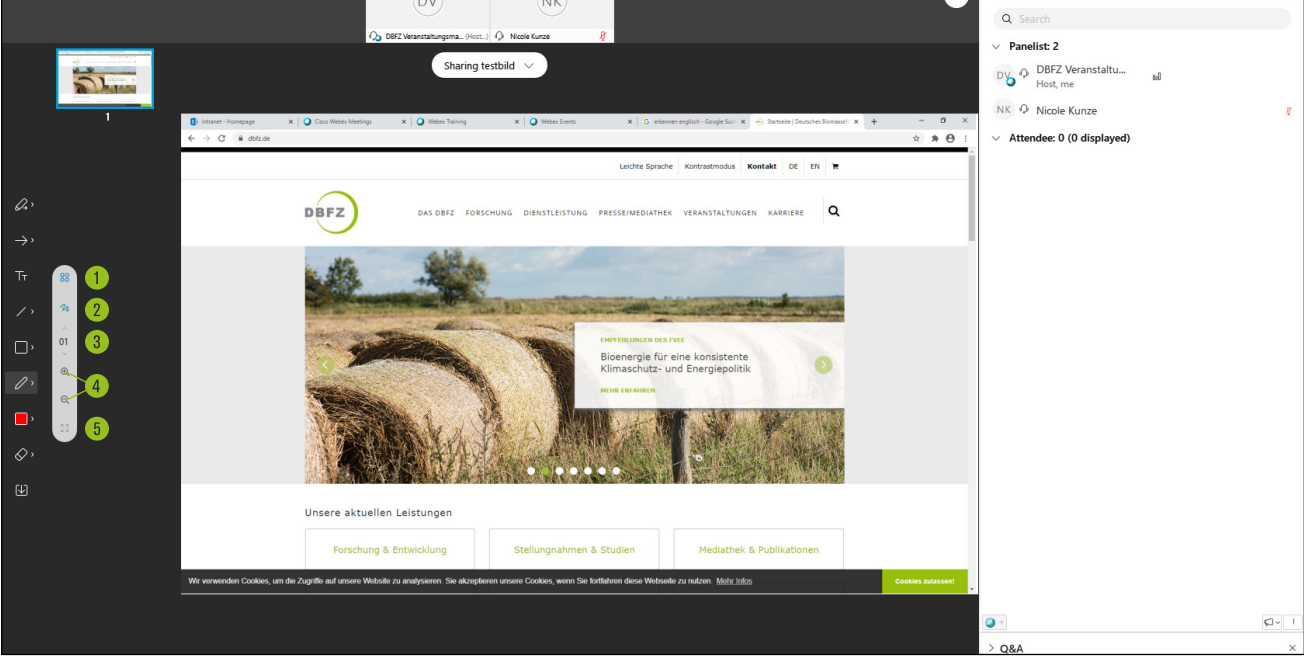
When you share your screen or an application you can see a small orange box at the top of your screen. Hovering over it opens a menu.



1. **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 add annotations
5. **Mute / Unmute**
6. **Start / Stop webcam**
7. **Record** your session
8. View the **list of Participants**
9. View the **chat**
10. Add various **Annotations** to your screen.

5 SHARING FILES

Sharing a file brings you to a document viewer.

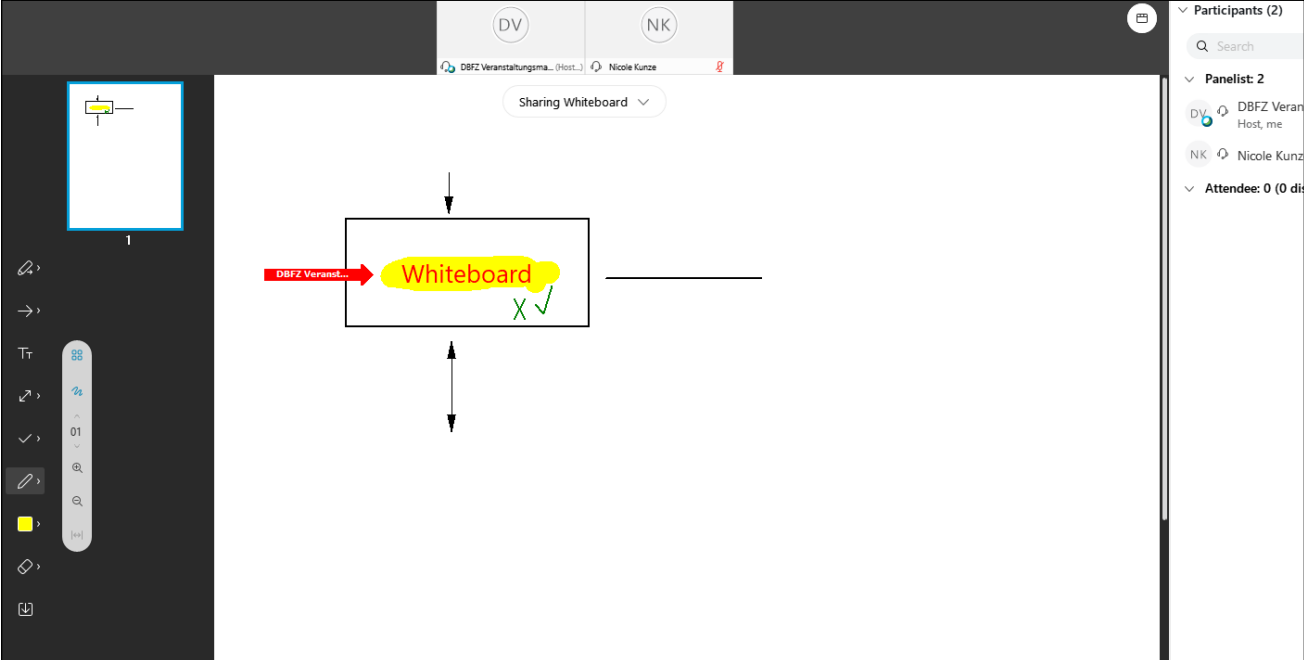


Here you have following options:

1. **Show thumbnails**: If you open a file with multiple pages, you can view them as thumbnails
2. **Annotations**: Add various annotations (see Whiteboards below for the different types)
3. **Navigate** through your pages or slides
4. **Zoom** in or out
5. **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:

1. **Decide** who is allowed to add annotations
2. **Pointer**: Add a pointer with your name or use a laser pointer
3. **Text**: Add text
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
7. Choose your **color**
8. **Eraser**: Erases elements (No precise erasing possible)
9. **Save** your file