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 | | ⊘ <u>–</u> □ × |
|----------------------|---|----------------|
| | Panelist test 12:15 - 13:15 | |
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| | | |
| | S□ Connect to video system S□ Connect to video system S□ Connect to video system S□ Test speaker and microphone | |
| | Mute - Di 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.

| cisco Webex | | |
|--|---|---|
| Home Webex Meetings | O Cisco Webex Events O Event Info Hide menu bar ∧ | Connected • 🛛 🗕 📼 🗡 Ansicht "Modern" 🚥 Anmeiden |
| | Eile Edit Share View Audio & Video Participant Event Help | |
| An Event teilnehmen Nicht aufgeführte Events | O Nicole Kunze 💈 | Y Participants (2) 5 X |
| Ein Event als Gastgeber | | Q Search |
| leiten | | ✓ Panelist: 2 |
| Programme verwalten Einrichten | | DV O DBFZ Veran ad |
| Webex Events | | N& O Nicole Kunze O 8 en I Geschäftsbedingungen |
| Einstellungen | | Attendee: 0 (0 displayed) Nicole Kunze |
| Support | | |
| | | |
| | | |



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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| Paint.net | © Google Chrom | n in second to be a s | ک Einstellungen | |
| 3 | | f - | + | |
| | 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.

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | |
|---|----------------------------|--------------|---------------|---------------|--------|-----------------------------|-------------|---|--------------|--------|----------|---|--------|-----|----------|
| Intranet - Homepage | × 🥥 Cisco Webex Meetings | Stop Sharing | ex Trair 00 p | (^)~ | × 🖉 | Webex Q ents | | | ောဥ္ | | | K 👘 Startheite Deutsches Biomassefo 🗙 🕇 | Shared | σ | \times |
| \leftrightarrow \rightarrow C \cong dbfz.de | | | Pause | Share | Assign | Mute Me You're sharing (| Start video | | Participants | Chat | Annotate | More | ☆ | * 6 | • |
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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