

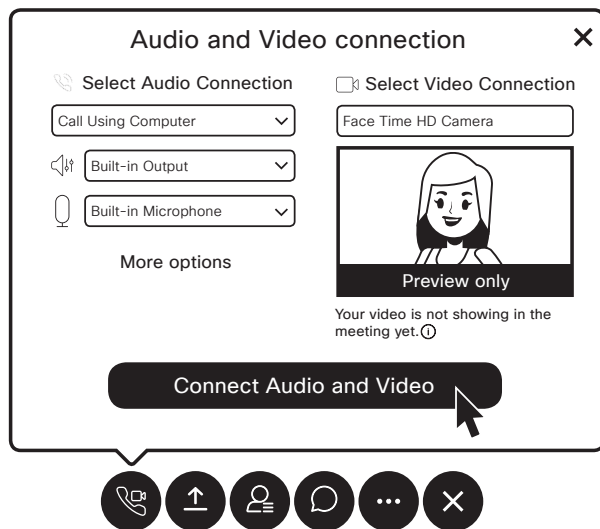
Webex Meetings Quick Start Guide for Administrators

Start or join a scheduled meeting:


01. Select the **Join** button on the **Cisco Webex Meetings** notification just before it's time for the meeting to start.

Connect to audio and video:

01. From the **Select Audio Connection** drop-down list, select your audio connection.
02. From the **Select Video Connection** drop-down list, select your video connection.
03. Select **Connect Audio, Start My Video**, or **Connect Audio and Video**.



Share an application:

01. Select **Share.** 
02. Select the application from the list of open applications.

To stop sharing:


01. Hover your mouse over the orange **Your Sharing** button, If you don't see the red **Stop Sharing** button.




02. Select the **Stop Sharing** button on the floating bar.



Share your screen with a video device:

01. Open your **Webex Meetings desktop app**.
02. Select **Connect to a device** and select the video device you'd like to use. 
03. Select **Share screen**.

Share the Whiteboard:

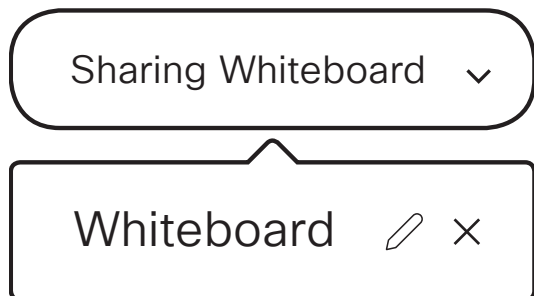
01. Select **Share**. 
02. You may need to scroll down, then select **New Whiteboard**.

Allow students to annotate on the whiteboard:

01. Click on the **Participant** menu.
02. Select **Assign Privileges**.
03. Select **Participants**.
04. Tick the **Annotate** check box.

To stop sharing and save the whiteboard:

01. Click the **Sharing Whiteboard** button on top of the whiteboard.
02. Click the close icon.




03. Select if you want to save the whiteboard.
 04. Choose where you want to save the whiteboard on your computer.
 05. Click **Save**.
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Start an unscheduled meeting in your Personal Room from your desktop app:


01. Click the green Start Meeting button.

Start Meeting


02. Click **More options** to invite people to your Personal Room. 
03. Select **Invite and Remind**, and follow the prompts.

Recording a meeting:


In your meeting window:

01. Select the **Record** icon. 
02. Select the red **Record** button.

Stop recording a meeting:

01. Click the **Record** icon. 
02. Click the stop button.

Schedule a meeting:

01. Go to the **Meeting list** tab.
 02. Click the **Schedule meeting** icon. 
 03. Add the meeting details from your Webex site or Microsoft Outlook.
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