Cisco Webex Meeting Instruction

1. How to join the conference room.

First open the Webex app. If it is the first time, you will see this:

Cisco Webex Meetings
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Sign in to Webex Meetings
Email address
Next
Lice as quest
Use as guest
cisco Webex

If you have an account, you can directly enter your email address and log in. If you don't have one, click "use as guest". Then you will be required to enter your name and email address for temporary use.

•••	Cisco Webex Meetings
	Enter your information
	Xiao Li
	xxl180029@utdallas.edu
	Next
	Already have an account? Sign in
	cisco Webex

After entering you name and email address, you will see the main window of the Webex Meeting.

Cisco Webex Meetings
Xiao Li xxl180029@utdallas.edu
Sign In
Join a Meeting 🛈
Enter the meeting information
Enter meeting room number here
Sign in to Microsoft Outlook to view all of your meetings.
Import Outlook Meetings
\overline{a} Connect to a device

Now, if you want to join a meeting, simply enter the meeting room number or meeting room link into it. In COCOA2020, we will provide you the room number.

After correctly enter the room number, click "join" button right next to it.

Cisco Webex Meetings					
Xiao Li xxl180029@utdallas.edu					
Sign In					
Join a Meeting 🛈					
177 042 5957 Join					
Sign in to Microsoft Outlook to view all of your meetings.					
S Connect to a device					

Then you will be required to use the password for the conference.

•••	Cisco Webex Meetings	
	Enter the meeting password	
	Meeting password	
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	cisco Webex	

Cisco Webex Meetings						
Enter the meeting password						
•••••						
Next						
cisco Webex						

Enter the given password and click "Next".

Then you will see the preview of your audio and video, **please first mute your mic and disable your video when you join in**. After that, click join, you will be in the meeting.

The main window of the meeting room will be like this.



2. How to share screen.

Before your presentation, don't forget to unmute yourself and share the video.

To share your screen, first click the "Share" button in the control panel. It will pop up many options.

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		Share Co	ontent	×	Host, me, internal		
		Screen 1	Screen 2				
F	Cisco Webex Meetings	Windowski skale sk	© Google Chrome	C Microsoft Outlook			
	P Microsoft PowerPoint	Microsoft Word	iTerm2	Terminal	viute All	Unmute All	
	🖉 Unmute 🗸 🔀 S	tart video 🗸 (†) S	hare	© ×		2	ο ··· ·

You can choose to share whole screen or only one of the those apps (it may different from the above picture according to which apps are open in your laptop). If you have multiple monitors, e.g. you have multiple screens, you can only share one of them once.



Where you start to share, the control panel will move to the top of your screen. You can stop sharing by click "stop sharing" there, and also adjust the settings of audio and vedio.



Now everything is set, do whatever you want to share with us!