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:

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

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

![Meeting Room Main Window](image)

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