

What you need to know to participate in a Webex meeting, including Assembly.
We recommend that you use a laptop or tablet. The exact location of the features will vary with device: Laptop (PC or Mac), Chromebook, tablet, smartphone, etc.

Basic Functions:

Buttons along the bottom of the Webex platform window on a laptop or tablet.

Mute (audio functions)

Video (video functions)

Share (used to share documents)

Hand - used to electronically raise and lower your hand

Reactions – clap, heart, etc.

More Options – This is a white circle with three dots, access to other functions

RED Dot with **X** (click to Leave the meeting)

Panels:

Panels are to the right on a computer or tablet and on a smartphone they are the full screen.

Participant Panel, need to open to join Breakout Sessions

Polling Panel, need to open to Vote using Webex Polls

Other Panels include Chat, Q&A and Notes

Display Name:

Webex now allows participants to edit their display Name.

Click on your video display, upper right corner “Edit Display Name”, or

Open Participants Panel, right click on your name, “Edit Display Name”

Need to change the View:

The **Layout** button at the upper right changes your view: Grid or Stack or Side-By-Side

During sharing of documents you can increase or decrease the size with the +/- . It is above the shared screen.

Do you want to learn more?? Contact WebexTrainer@vaalanon.org