

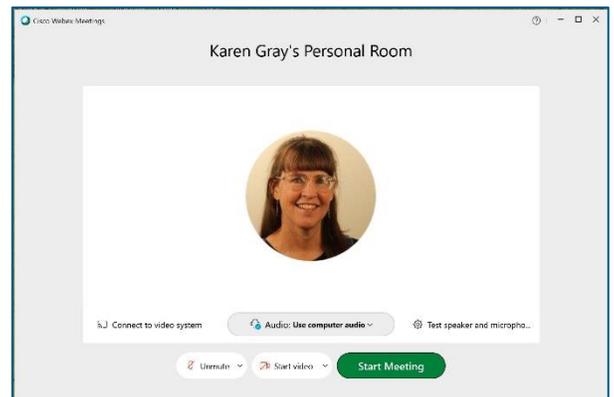
Faculty Quick Start: Webex Meetings: Hosting a Meeting

01 Starting a Meeting

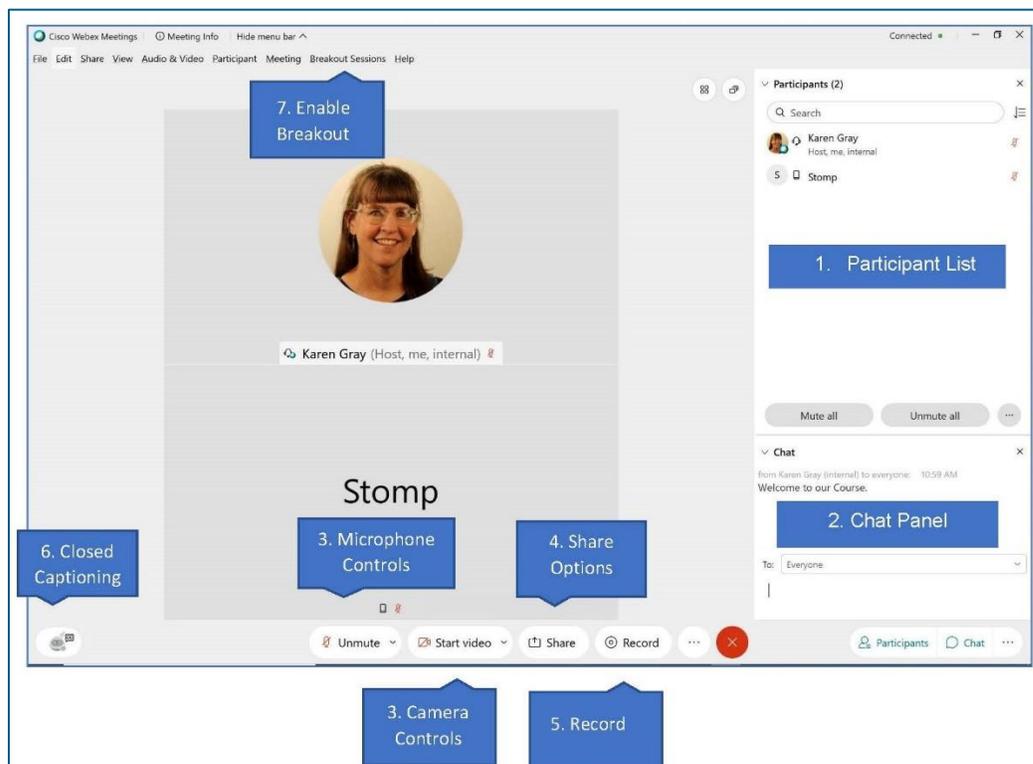
1. When a host starts or a participant joins a meeting, first step is to set audio and video options.
2. Once done select “Start Meeting” or “Join Meeting”

Resource: [Get Started with Cisco Webex Meetings for Hosts](#)

Video: [Webex Meetings: The Basics of Hosting a Synchronous Class](#)



02 Basic Functions



1. Participant List:
 - As individuals join the meeting their names will appear in the participants list.
 - Right click on a participant name for options, i.e. change their role, mute them or expel them from the meeting.
2. Chat Panel:
 - Host and participants can text chat with all or individual participants.
 - Participant chat options can be revised by going to the top tab “Participant” > “Assign Privileges”.
 - Video Resource: [Webex Meeting: The Chat Function to Engage Students](#)
3. Microphone and Camera Controls:
 - Mute/unmute and turn on/off your webcam.
 - Use the drop-down arrow at each setting to change your options.
4. Share Options:
 - Host or presenter can share with participants their screen, applications, whiteboard, and browsers.
 - Resource: [Share Content in Cisco Webex Meetings and Cisco Webex Events](#)
 - Video: [Webex Meetings: Sharing Content](#)
5. Record:
 - The session can be recorded, it is recommended to record to the cloud.
 - Video Resource: [Webex Meeting: Record a Meeting and Share the Recording](#)
6. Closed Captioning (using Webex Assistant):
 - For faculty and staff to request the addition of the Webex Assistant email webex@tri-c.edu
 - Once enabled, selecting the Webex Assistant adds live captioning, as well as a transcript that can be highlighted during the session.
 - Video Resource from Cisco: [Cisco Webex Assistant for Webex Meetings](#)
 - Video Resource from Tri-C: [Webex Assistant: for Live Captioning and Highlights](#)
7. Breakout Sessions:
 - If not already enabled, select the top tab “Breakout Sessions” > “Enable Breakout Sessions”, the Breakout Session button will then appear on the bottom dock.
 - Resource: [Webex Meetings | Breakout Sessions](#)
 - Video: [Webex Meetings: Breakout Sessions](#)

Other functions:

- [Switch Between Video Layouts in Cisco Webex Meetings](#)
- [Annotate in Cisco Webex Meetings](#)

Other resource videos can be found at: [Webex Meetings Tutorial Videos](#)