

WebEx Overview

Course Duration

1 Day

Objectives & Expected Outcomes

To have an understanding of the basics of WebEx

Be able to confidently collaborate with WebEx

Pre-Requisites

A sound knowledge of the used operating system would be beneficial.

Subjects

Basic Scheduling and Starting a Meeting

Scheduling a meeting | Starting a meeting | Inviting attendees | Understanding the WebEx interface | Interacting with other participants | Inviting more people to an in-progress meeting

Joining The Teleconference

Using computer mic and speakers | Joining with a telephone | Muting yourself and others | Enabling CLI (caller line identification) | Finding session info

Presenting a Document and Sharing an Application

Sharing a file | Sharing an application | Using WebEx's sharing view | Navigating the Meeting Controls Panel | Understanding viewers experience

Using a Whiteboard with Annotations

Sharing a whiteboard | Annotating | Changing the display | Copy and paste images into it | Reordering positions | Printing | Synchronising | Saving

Sharing Your Desktop

Sharing your desktop | Viewing a desktop | Allowing a participant to control the desktop | Bandwidth considerations

Sharing a Webcam

Sharing a webcam | Webcam settings | Understanding the floating panel | View everyone | Lock focus to one participant | Audio & Video Statistics from the Meeting menu

Using Chat

Using chat | Recognising alerts | Selecting recipients | Handling chat

Recording a Meeting

Recording a meeting | Viewing a recorded meeting | Sending an email to share a meeting | My Recorded Meetings page
