



Artmazing

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Cisco Webex Meeting User Guide

Dear guests:

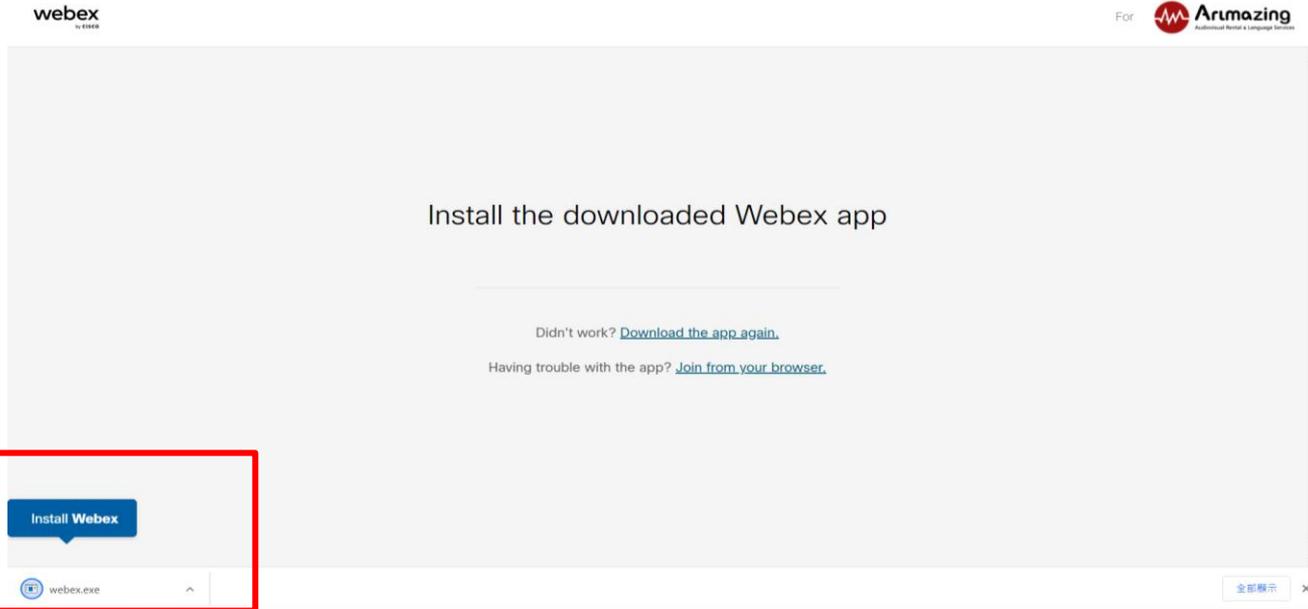
Thank you for participating in "Activity Name"!

The online video conference is used this time, and the **online conference system operation instructions will be provided below.**

Please follow the step-by-step instructions to operate, thank you!

Cisco Webex Meeting Operating Instructions

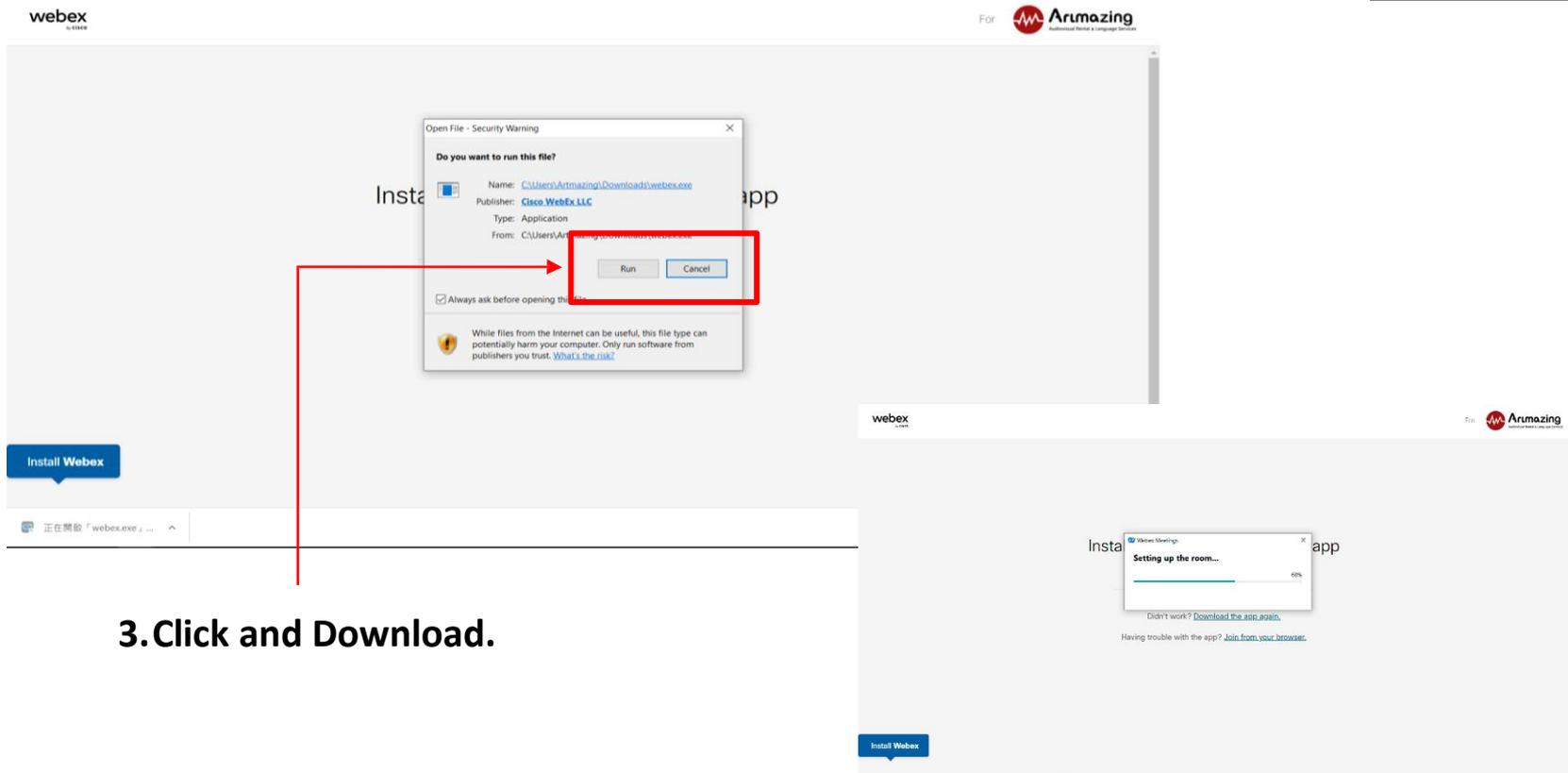
Step 1



1. After clicking the conference link, the computer will pop up the installation browser.
2. Please click the lower left button to install Webex.

Cisco Webex Meeting Operating Instructions

Step 2



3. Click and Download.

Cisco Webex Meeting Operating Instructions

Step 3

Join the meeting

If you're the meeting host, sign in to start the meeting.

Name

Email address

Remember me

Join as a guest

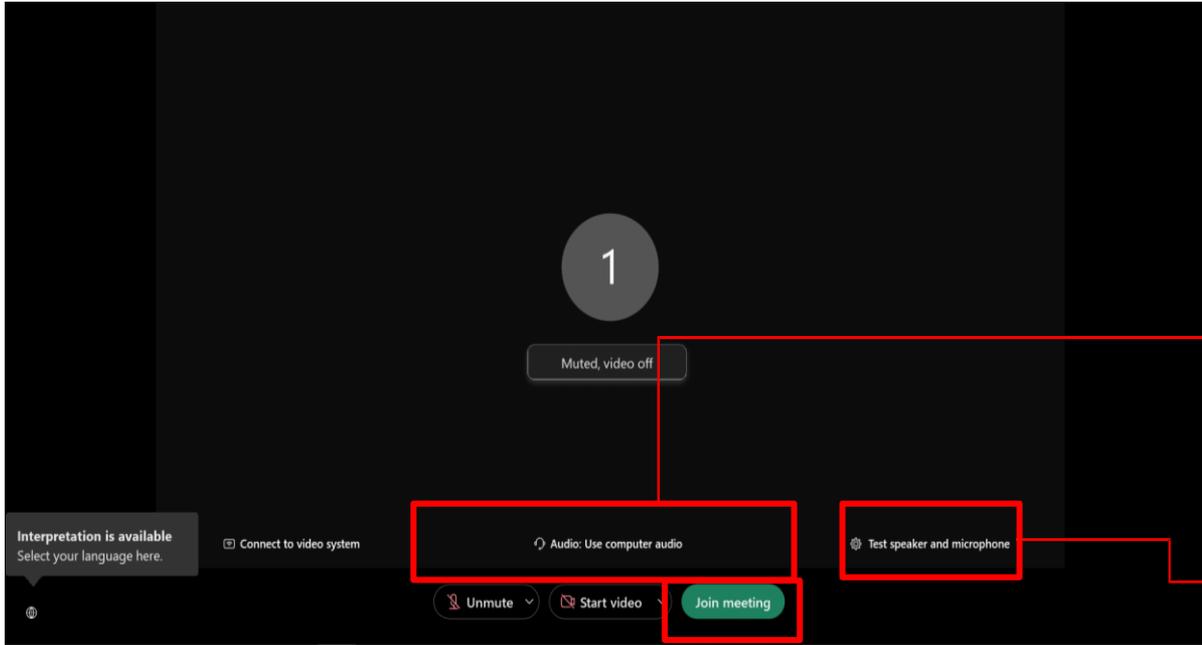
[Sign in](#) **caution:**
No need to log in here

webex
by CISCO

1. After completed the installation, the page will pop up the meeting information.
2. Please type in your name and email address.
3. Click the button “Join as a guest”.

Cisco Webex Meeting Operating Instructions

Step 4



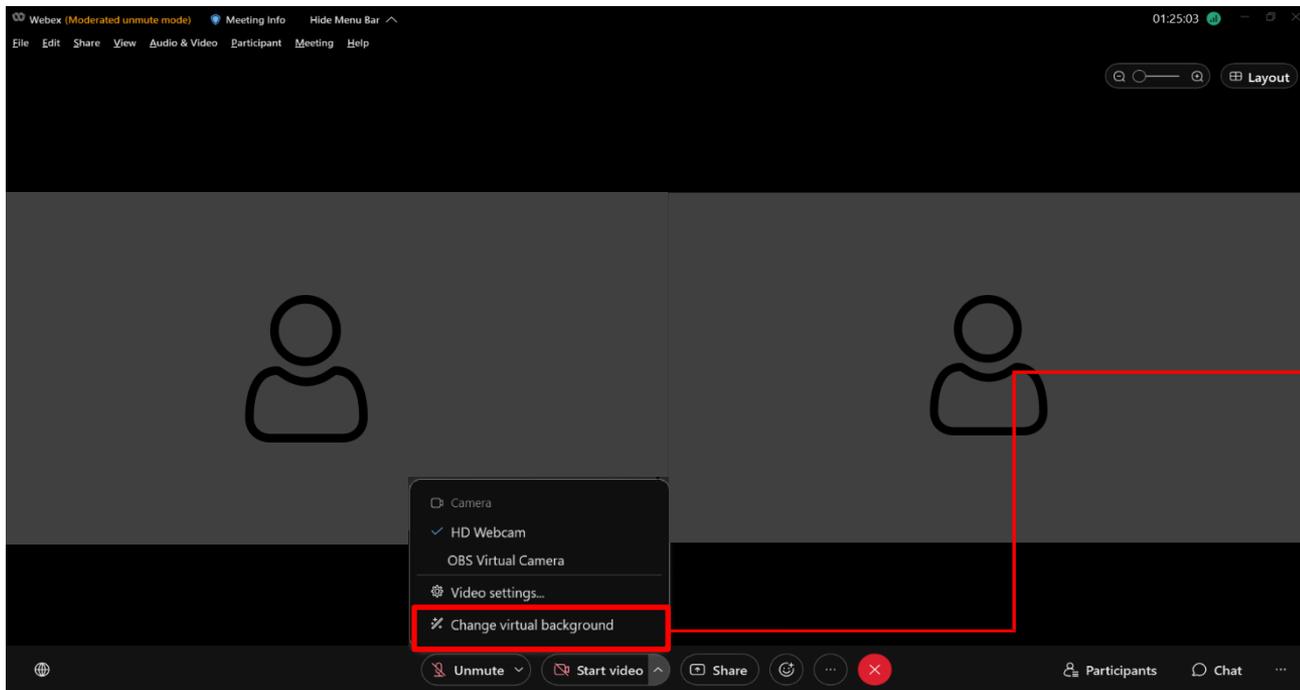
**Choose your
microphone system.**

**Make sure the speaker
is working properly.**

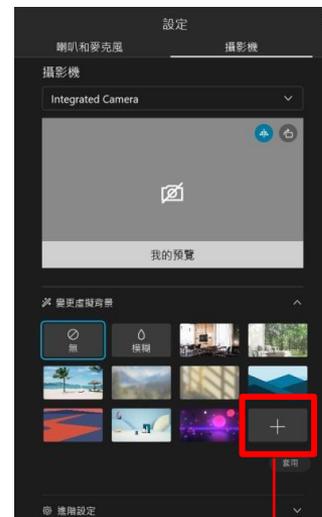
**You can adjust the microphone, speaker and the camera here.
After setting, click “Join meeting”**

Cisco Webex Meeting Operating Instructions

Step 5



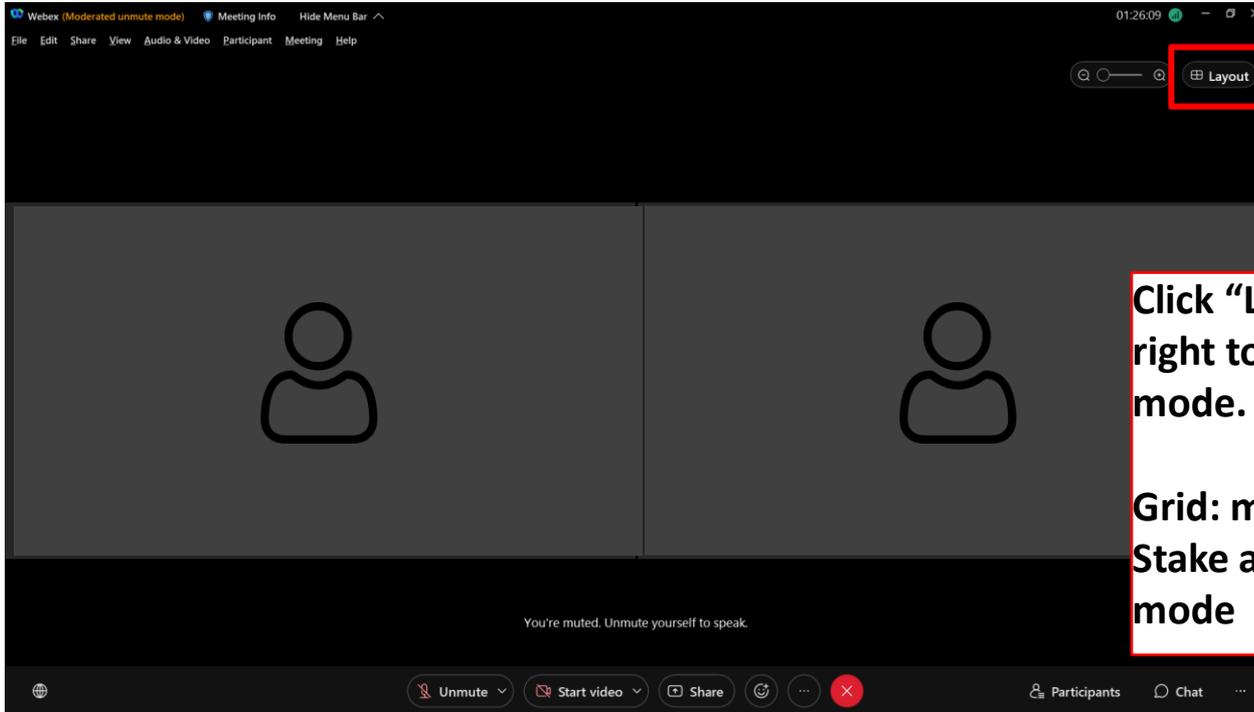
Start video, click the arrow icon beside “” to change the virtual background.



Click “+” to add the other picture

Cisco Webex Meeting Operating Instructions

Step 6

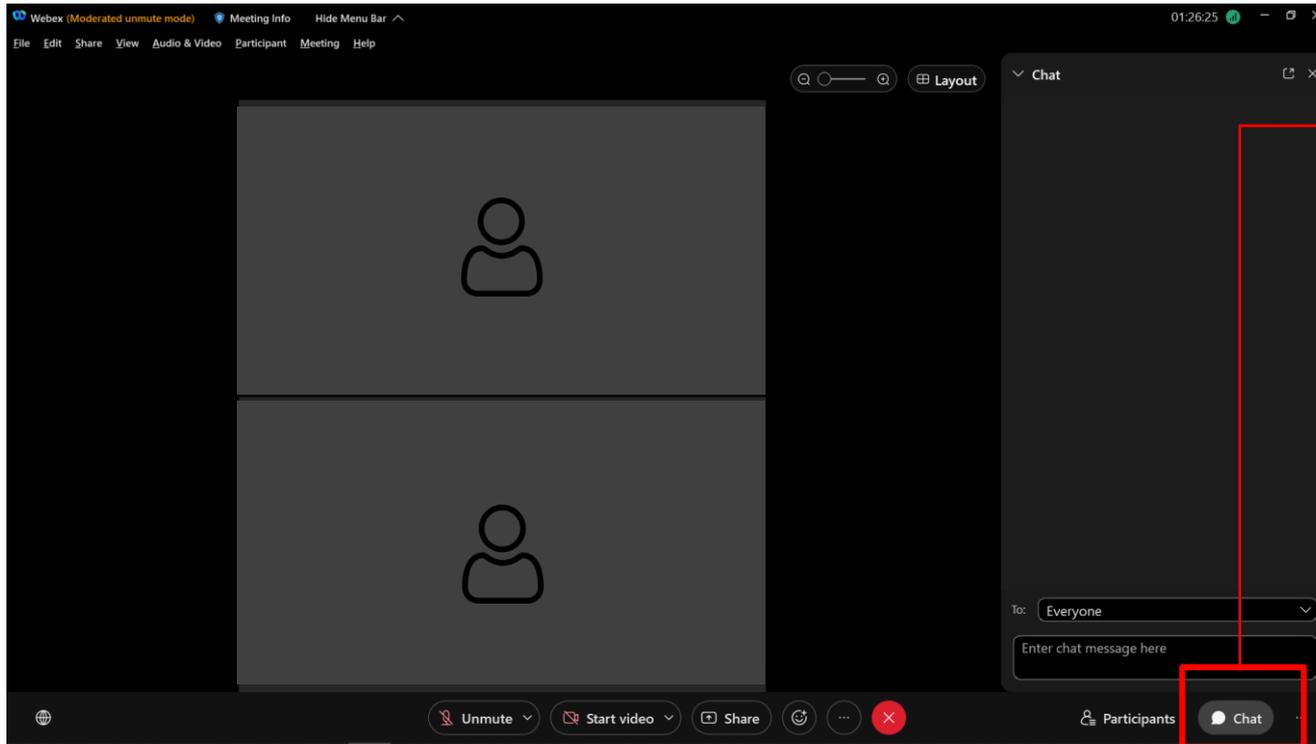


Click “Layout” button on the upper right to adjust your screen display mode.

Grid: multi-participant
Stake and Side by side: speaker mode

Cisco Webex Meeting Operating Instructions

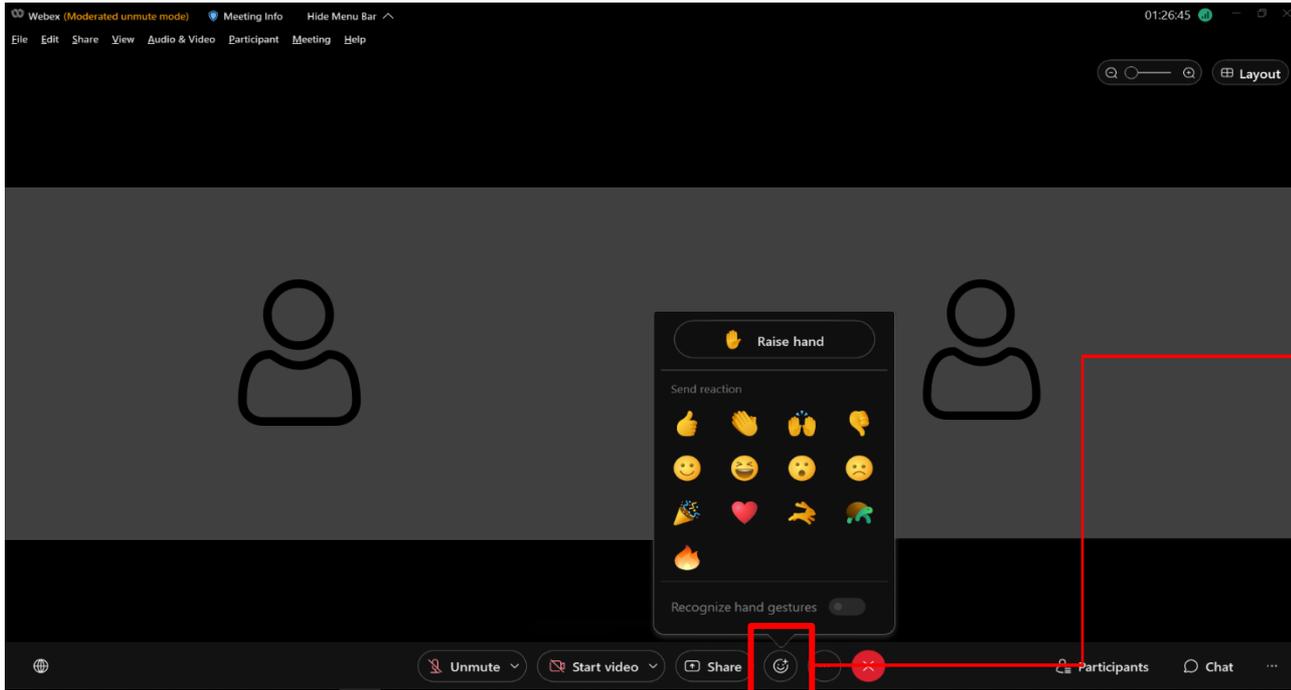
Step 7



The “chat” button allows you to participate the discussion during the meeting.

Cisco Webex Meeting Operating Instructions

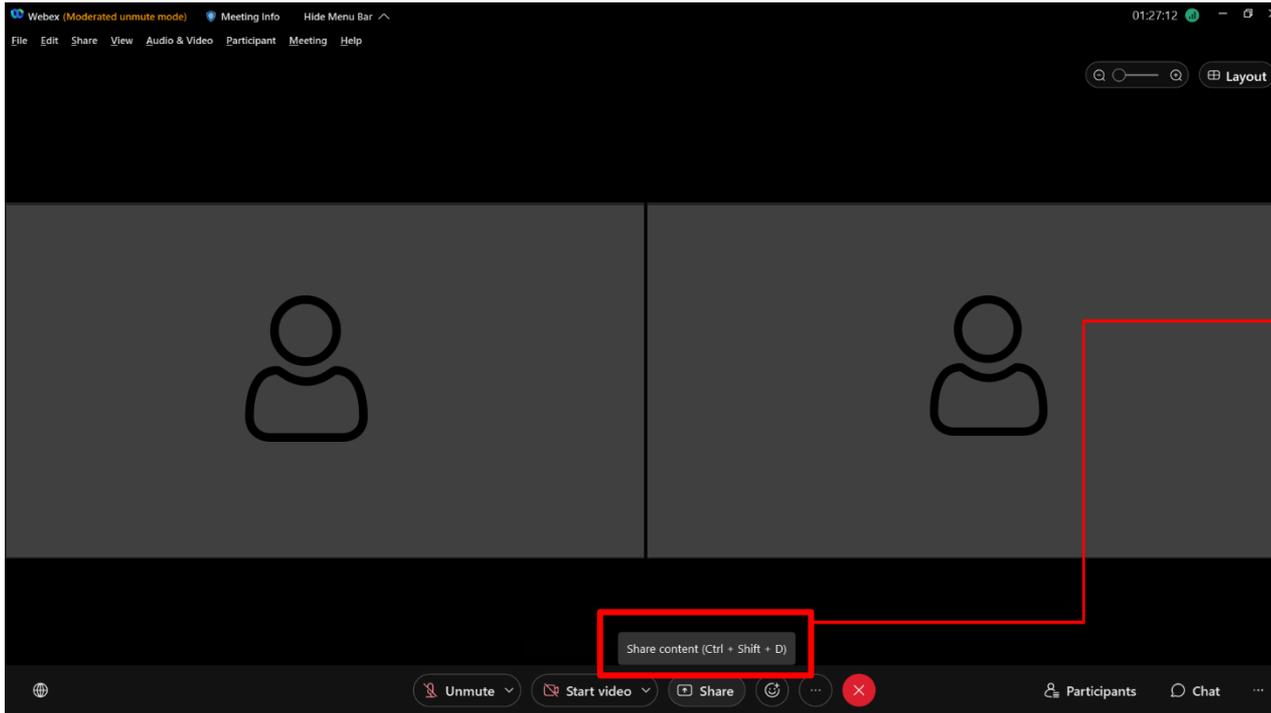
Step 8



This button allows you to raise hand or send a emoji feedback to the speaker.

Cisco Webex Meeting Operating Instructions

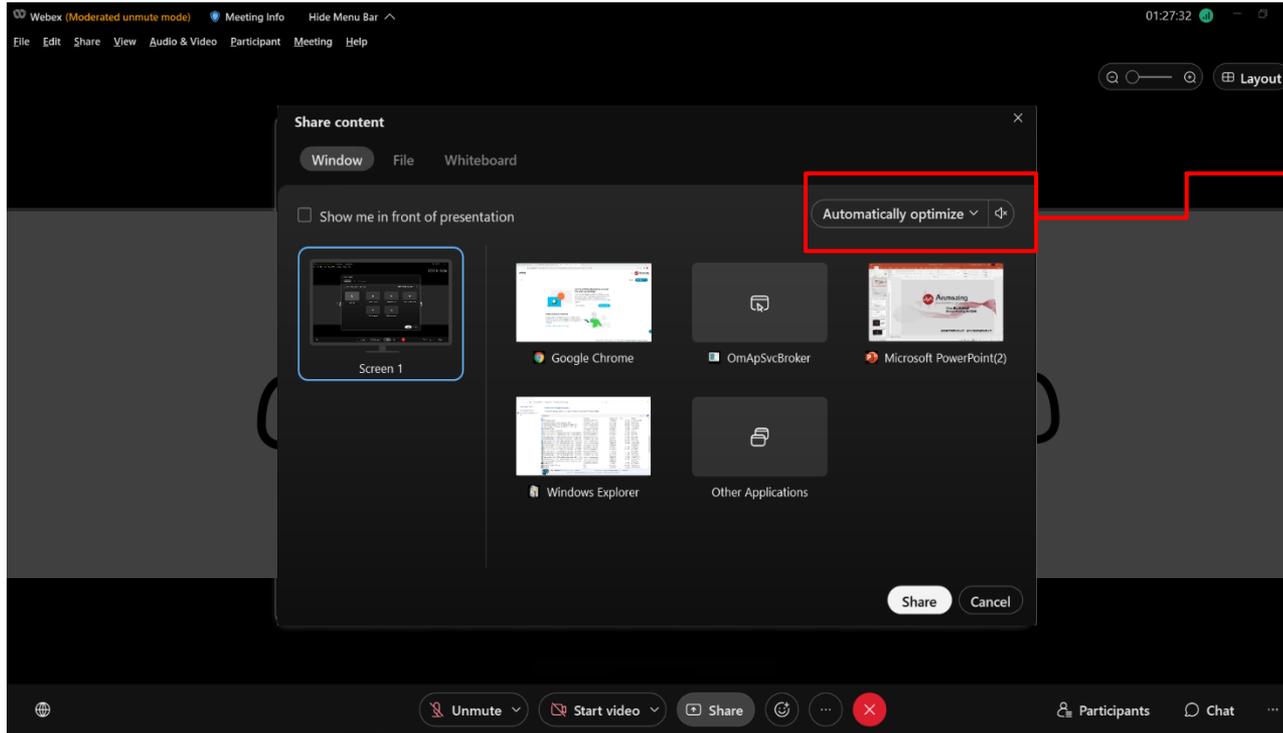
Step 9



Click share button
to share your slides.

Cisco Webex Meeting Operating Instructions

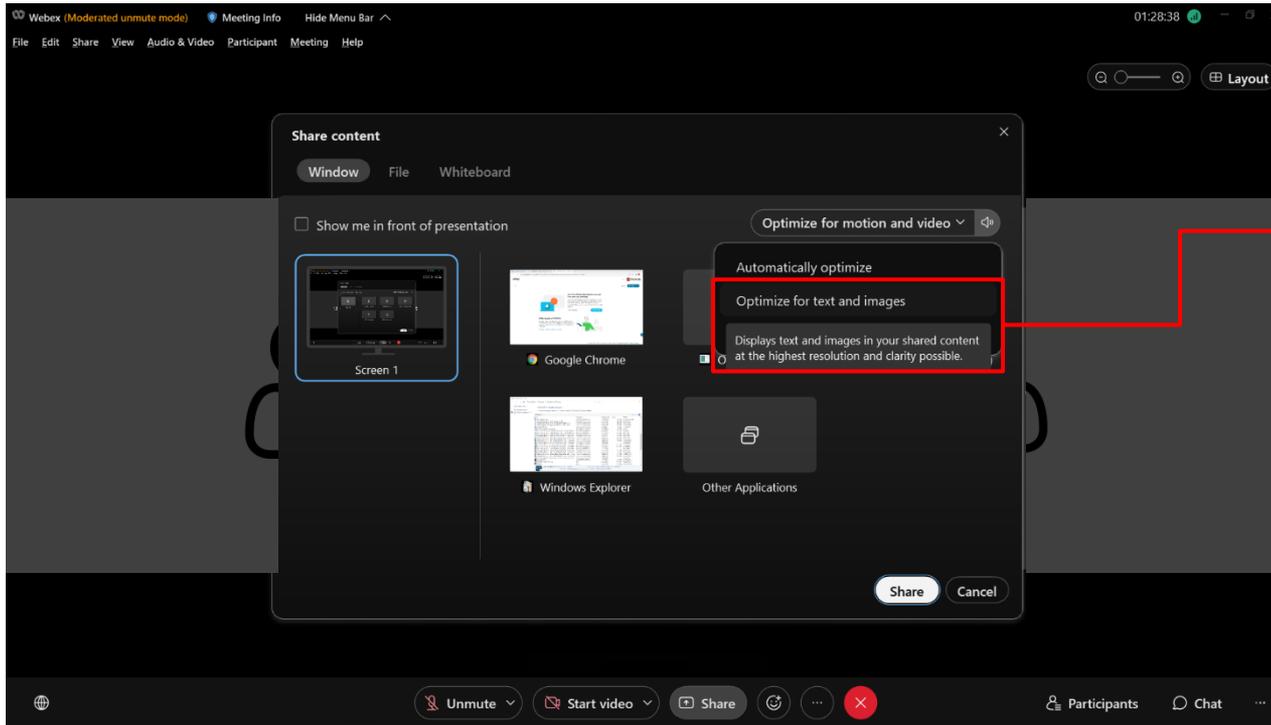
Step 10



Click the option in the red box To optimize the content you share.

Cisco Webex Meeting Operating Instructions

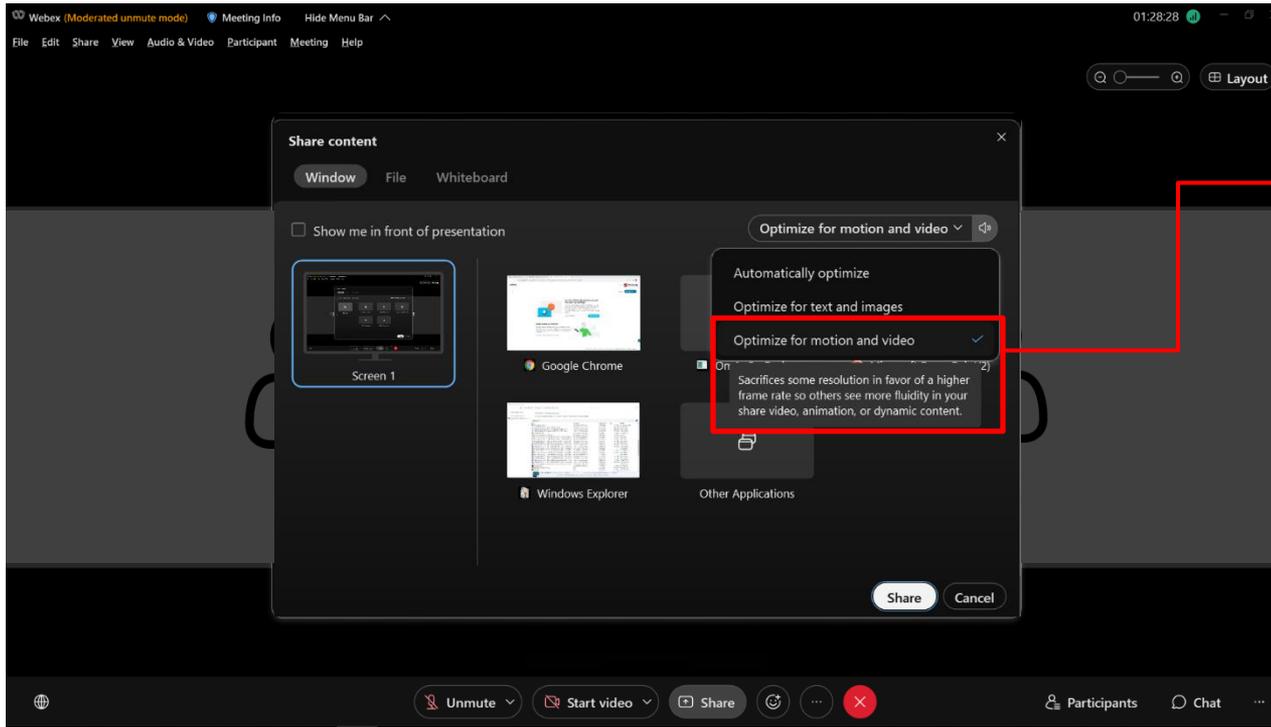
Step 11



If there is no video to share, please choose optimize for text and images.

Cisco Webex Meeting Operating Instructions

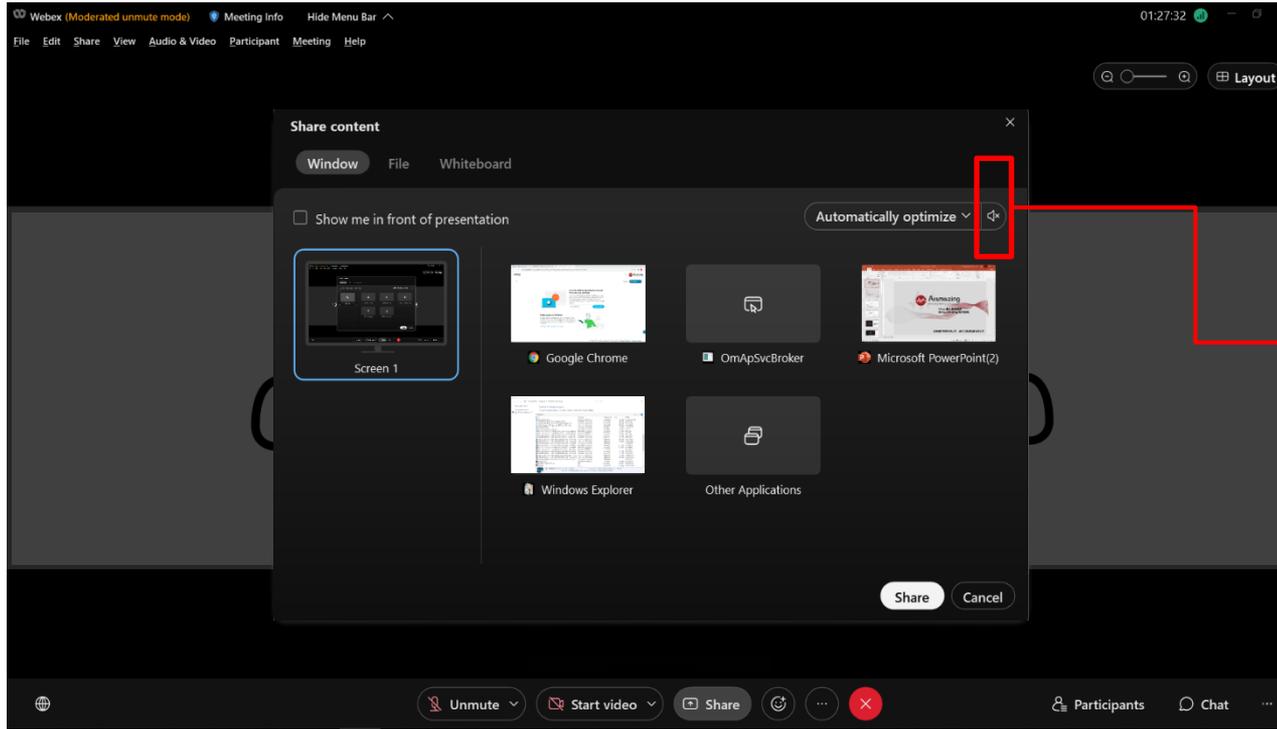
Step 12



Choose optimize for motion and video if you have the videos to share.

Cisco Webex Meeting Operating Instructions

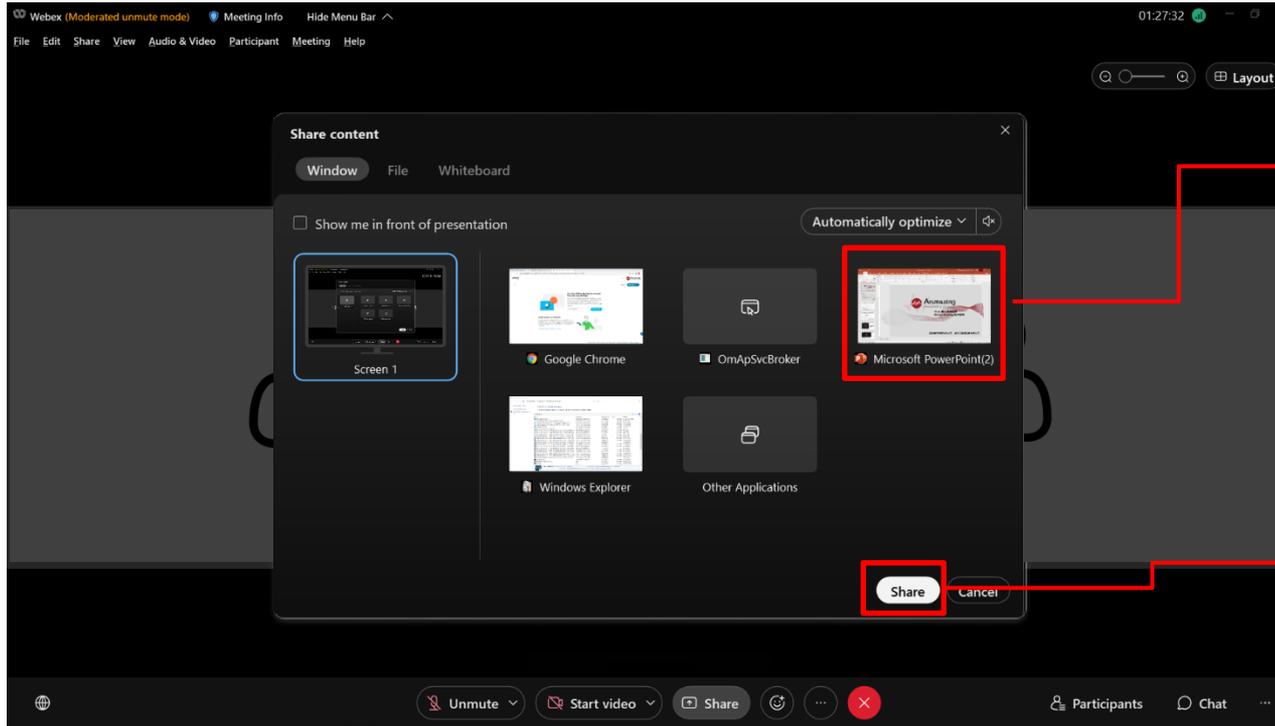
Step 13



If the share content has the sound, click here to share computer audio.

Cisco Webex Meeting Operating Instructions

Step 14

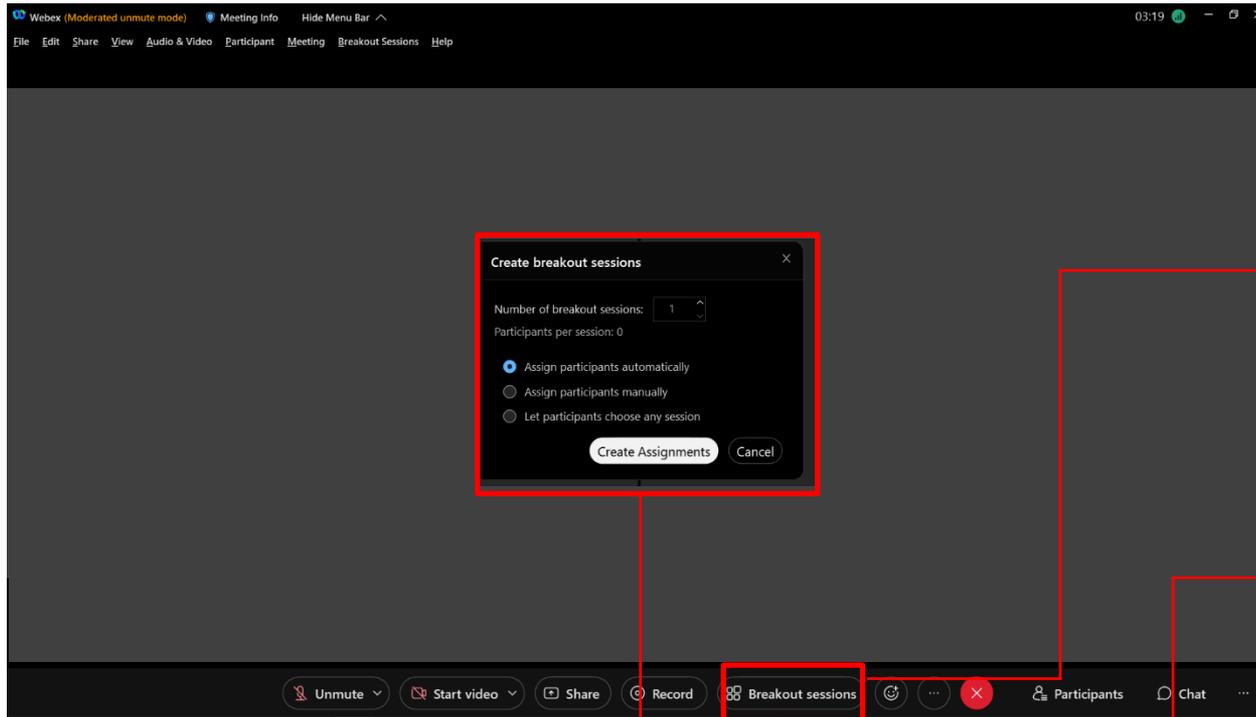


1. Choose the window which you want to share.

2. Click share to start.

Cisco Webex Meeting Operating Instructions

Step 15



1. Click breakout session

2. Set the number of breakout room and participant join mode.

Cisco Webex Meeting Operating Instructions

Step 16

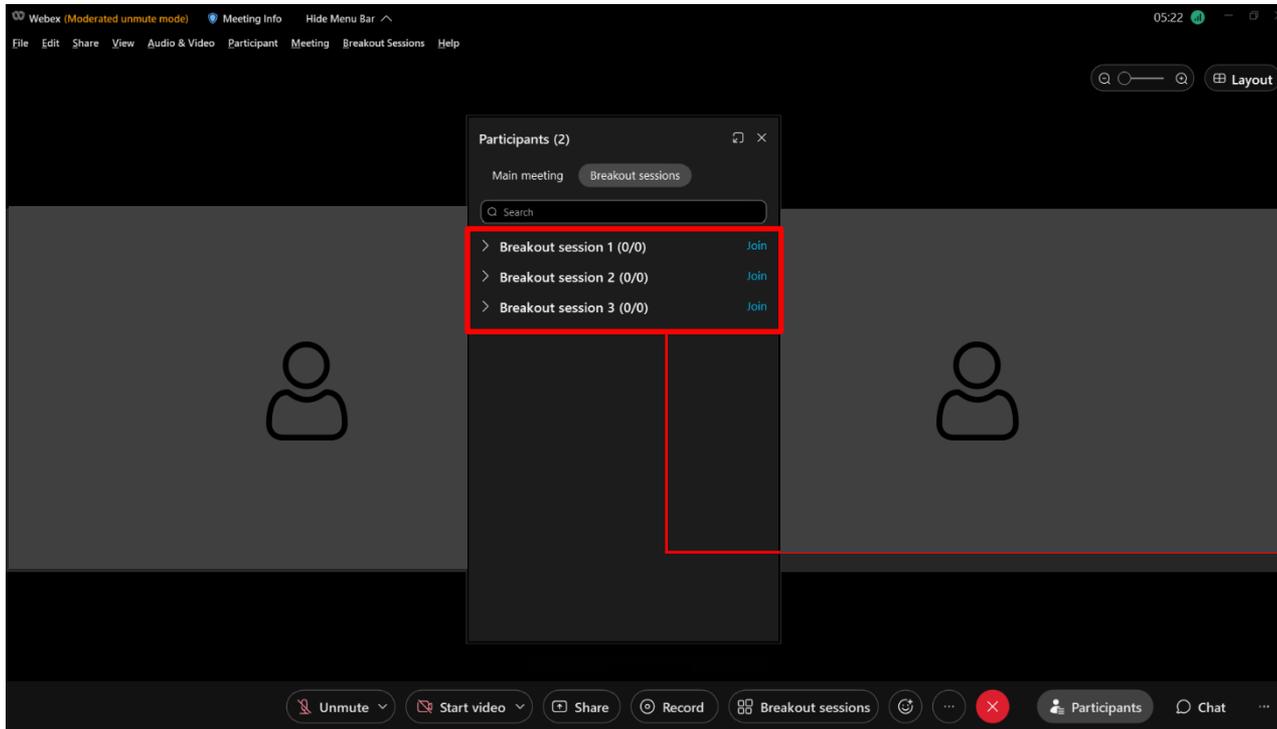
The screenshot shows the 'Breakout session assignments' dialog box in a Cisco Webex meeting. The dialog is divided into two main sections: 'Not assigned (2)' and 'Breakout sessions (3)'. The 'Not assigned' section includes a search bar, a 'Select all' checkbox, and a 'Move to session' button. The 'Breakout sessions' section lists three sessions, each with a lock icon and a count of 0. Below these sections, there are several settings: 'Allow attendees to return to the main meeting' (checked), 'Allow attendees to join session later' (checked), 'Automatically end breakout sessions after:' (unchecked) with a dropdown set to '30 minutes', and 'When sessions end, give participants more time before returning to main meeting' (checked). At the bottom, there is a 'Set countdown timer:' field set to '60 seconds'. A 'Start breakout sessions' button is highlighted with a red box. The background shows the meeting interface with a top menu bar and a bottom toolbar.

1. Set the participant restriction.

2. Click here to start.

Cisco Webex Meeting Operating Instructions

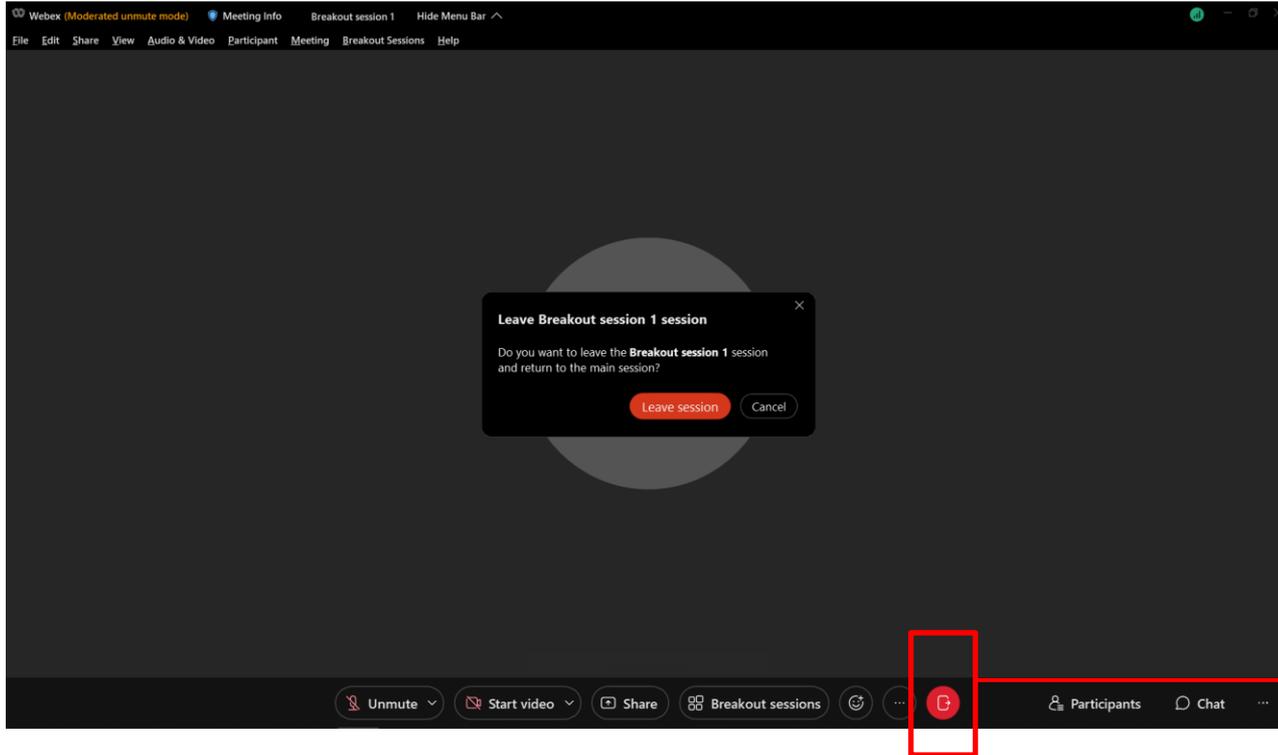
Step 17



Join the breakout room here.

Cisco Webex Meeting Operating Instructions

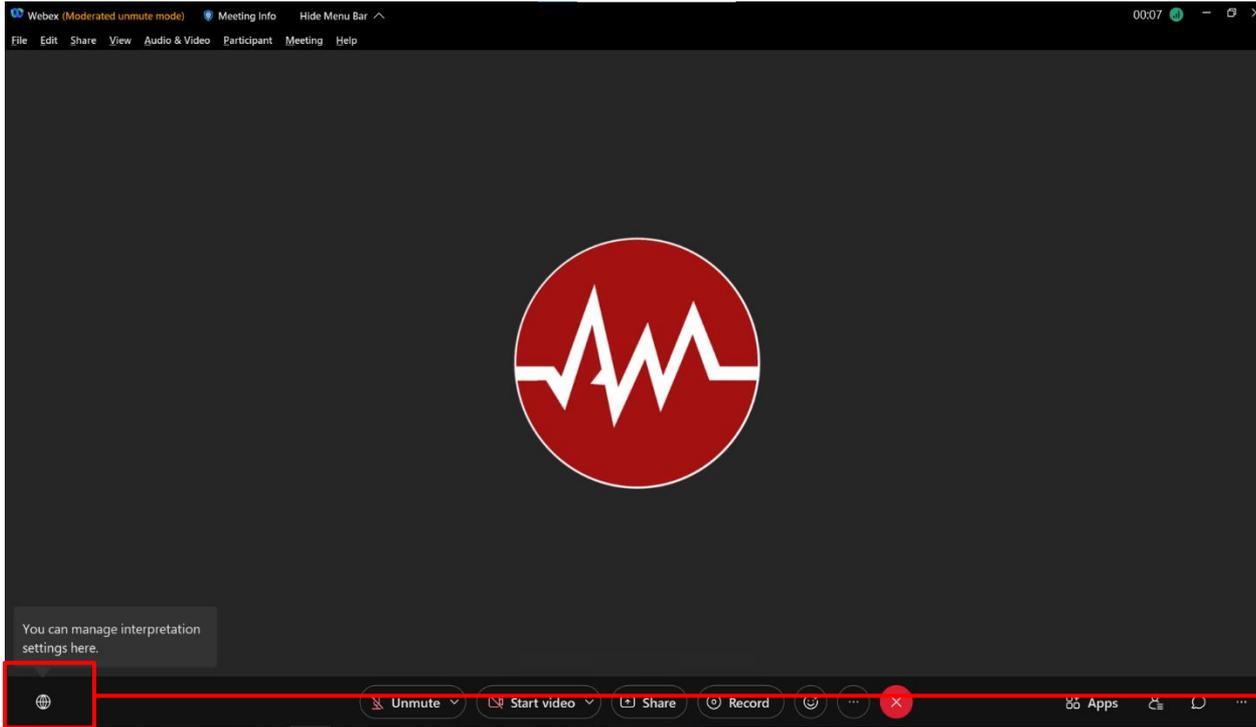
Step 18



When finish the breakout session, click  to leave the room.

Cisco Webex Meeting Operating Instructions

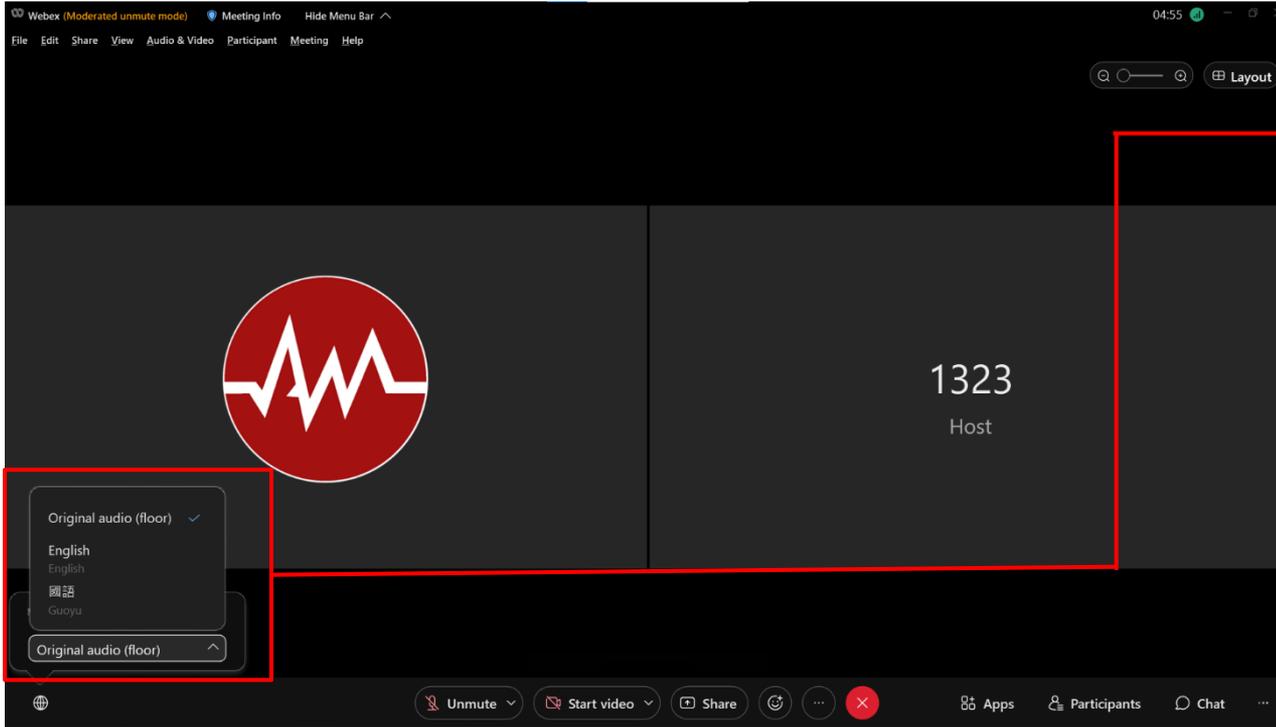
Step 19



Click here to start interpretation.

Cisco Webex Meeting Operating Instructions

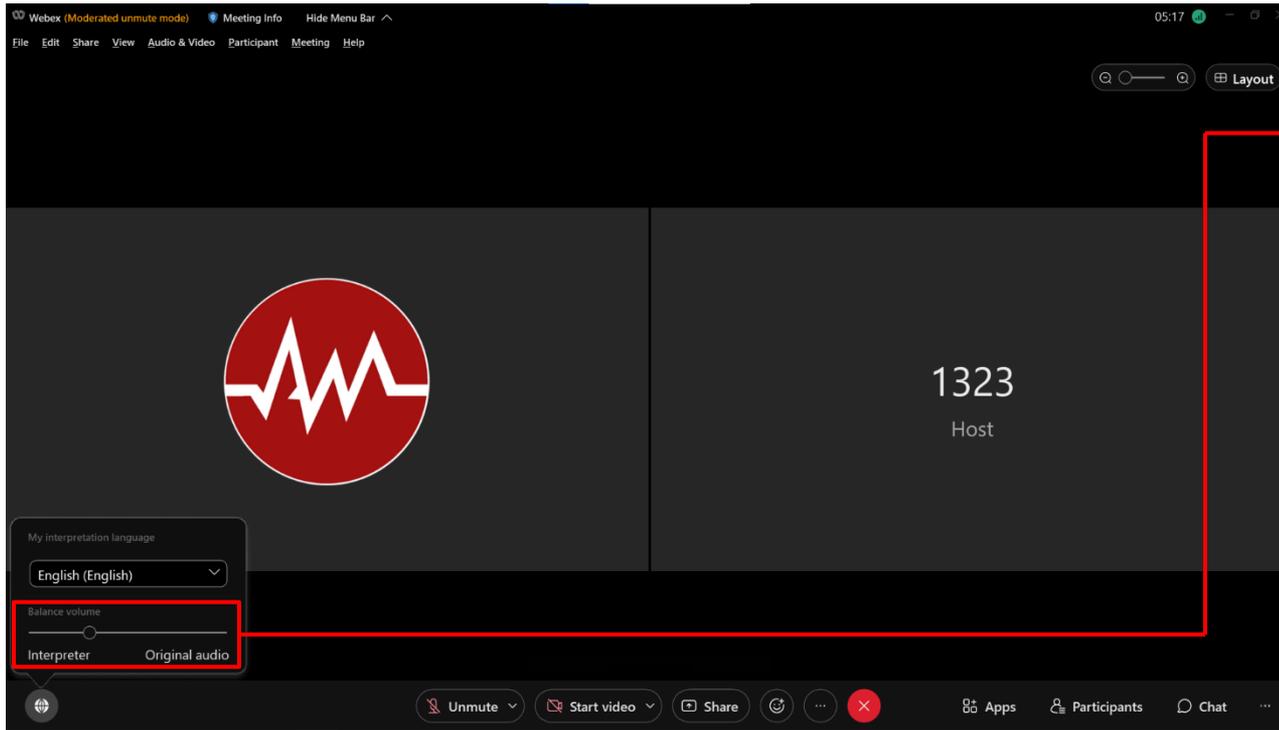
Step 20



Choose your language.

Cisco Webex Meeting Operating Instructions

Step 21



Adjust the balance between interpretation and original audio.



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