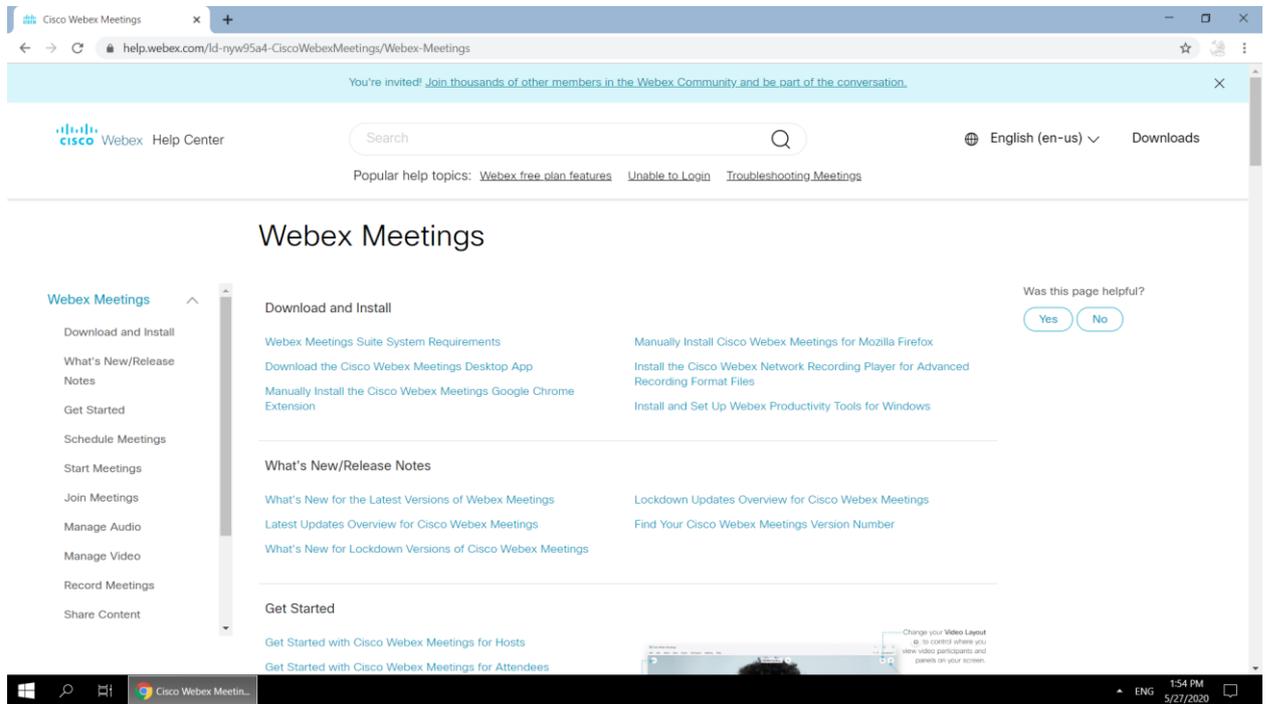


## User guide for the teleconference host

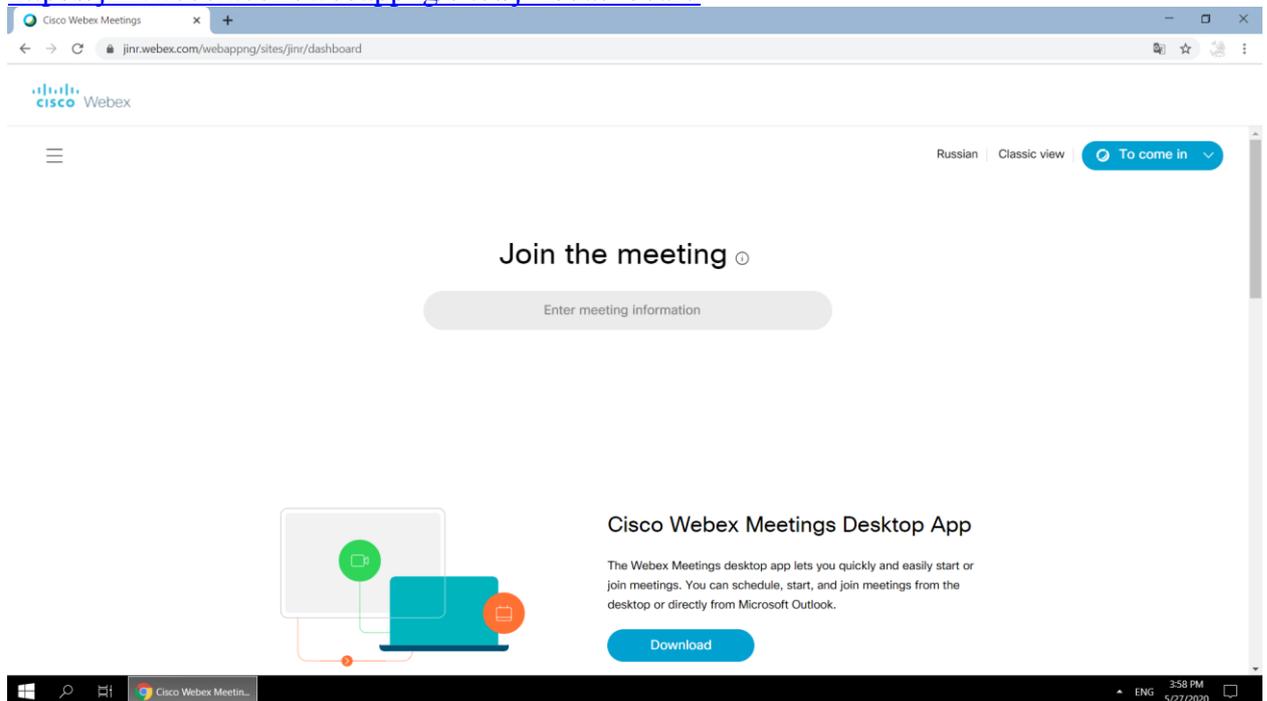
For the original source of the information below, please, refer to <https://help.webex.com/ld-nyw95a4-CiscoWebexMeetings/Webex-Meetings>



The screenshot shows the Cisco Webex Help Center page for Webex Meetings. The page has a light blue header with the Cisco logo and 'Webex Help Center'. A search bar is located in the top right, and there are links for 'English (en-us)' and 'Downloads'. Below the header, there are 'Popular help topics' including 'Webex free plan features', 'Unable to Login', and 'Troubleshooting Meetings'. The main content area is titled 'Webex Meetings' and features a left-hand navigation menu with options like 'Download and Install', 'What's New/Release Notes', 'Get Started', 'Schedule Meetings', 'Start Meetings', 'Join Meetings', 'Manage Audio', 'Manage Video', 'Record Meetings', and 'Share Content'. The main content is divided into sections: 'Download and Install' with links for system requirements, desktop app, Chrome extension, and manual installation for Firefox, Windows, and productivity tools; 'What's New/Release Notes' with links for latest updates, lockdown updates, and version numbers; and 'Get Started' with links for hosts and attendees. A 'Was this page helpful?' poll is in the top right corner.

As host, you can arrange a WebEx appointment at Webex website instantly or using Cisco Webex Meetings application installed on your device.

<https://jinr.webex.com/webappng/sites/jinr/dashboard>



The screenshot shows the Cisco Webex Meetings Desktop App download page. The page has a light blue header with the Cisco logo and 'Webex'. There are links for 'Russian', 'Classic view', and 'To come in'. The main content area is titled 'Join the meeting' and features a large button labeled 'Enter meeting information'. Below this, there is a section for the 'Cisco Webex Meetings Desktop App' with an illustration of a laptop and a tablet. The text describes the app's benefits: 'The Webex Meetings desktop app lets you quickly and easily start or join meetings. You can schedule, start, and join meetings from the desktop or directly from Microsoft Outlook.' A 'Download' button is located at the bottom of this section.

Cisco Webex Meetings

Join the meeting

Enter meeting information

Cisco Webex Meetings Desktop App

The Webex Meetings desktop app lets you quickly and easily start or join meetings. You can schedule, start, and join meetings from the desktop or directly from Microsoft Outlook.

Download

Russian | Classic view | To come in

- Webex
- Google
- Office 365
- Facebook

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Sign in to your Webex account that is to be created once in advance.  
Click «Schedule» for selecting your event mode: *meeting* or *conference*.  
Fill in the event topic, date and time.

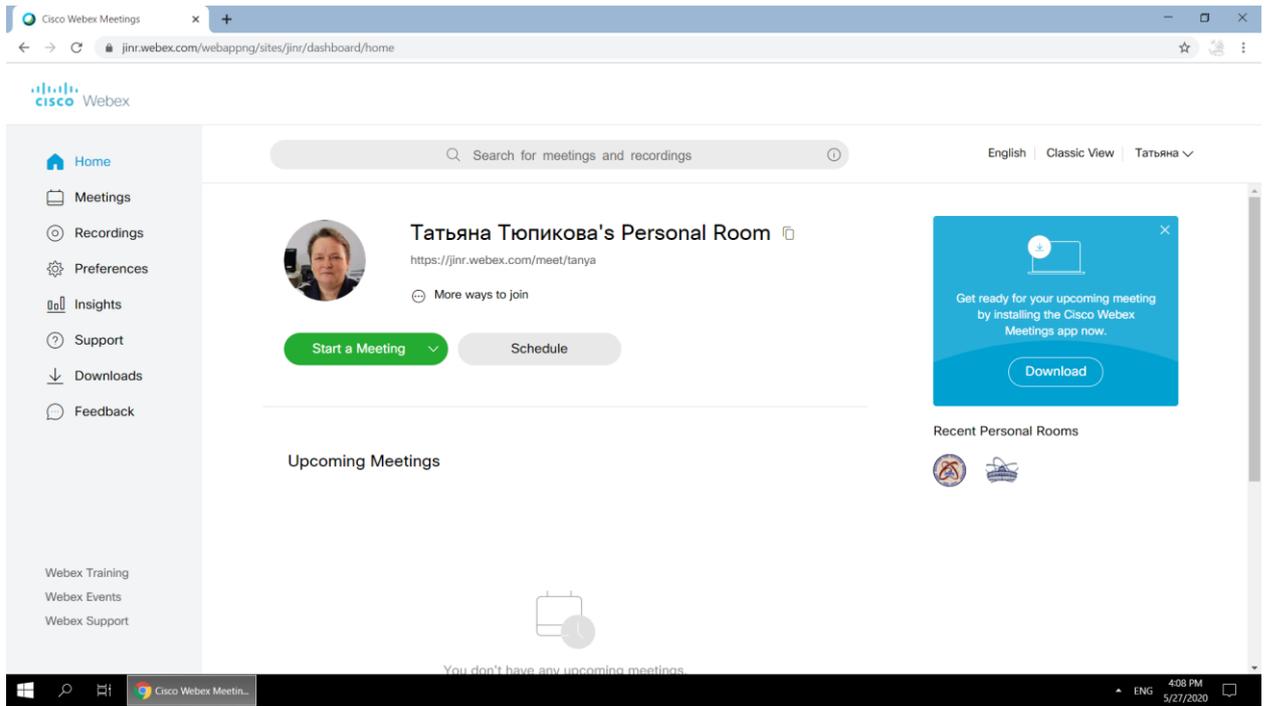
Login - Webex Meetings

Enter Email

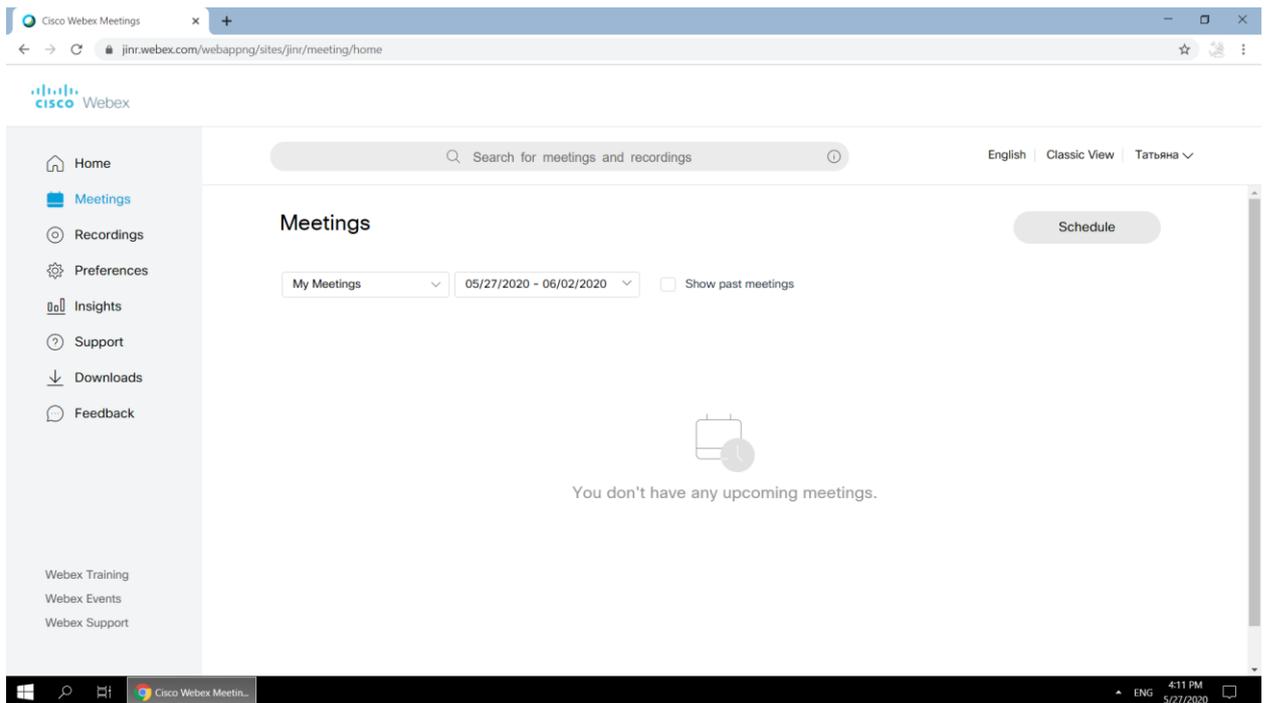
Further

By using Webex Meetings, you accept the Terms of Service & Privacy Statement. Learn more about Webex Meetings | reference

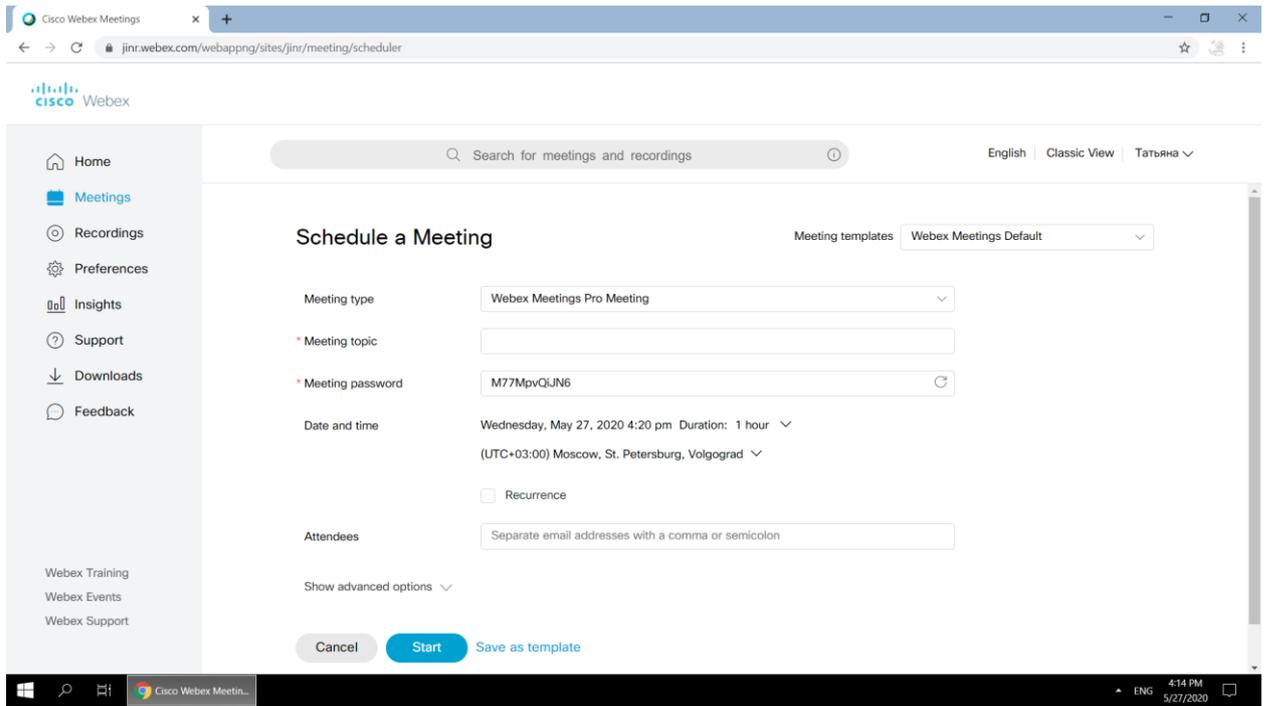
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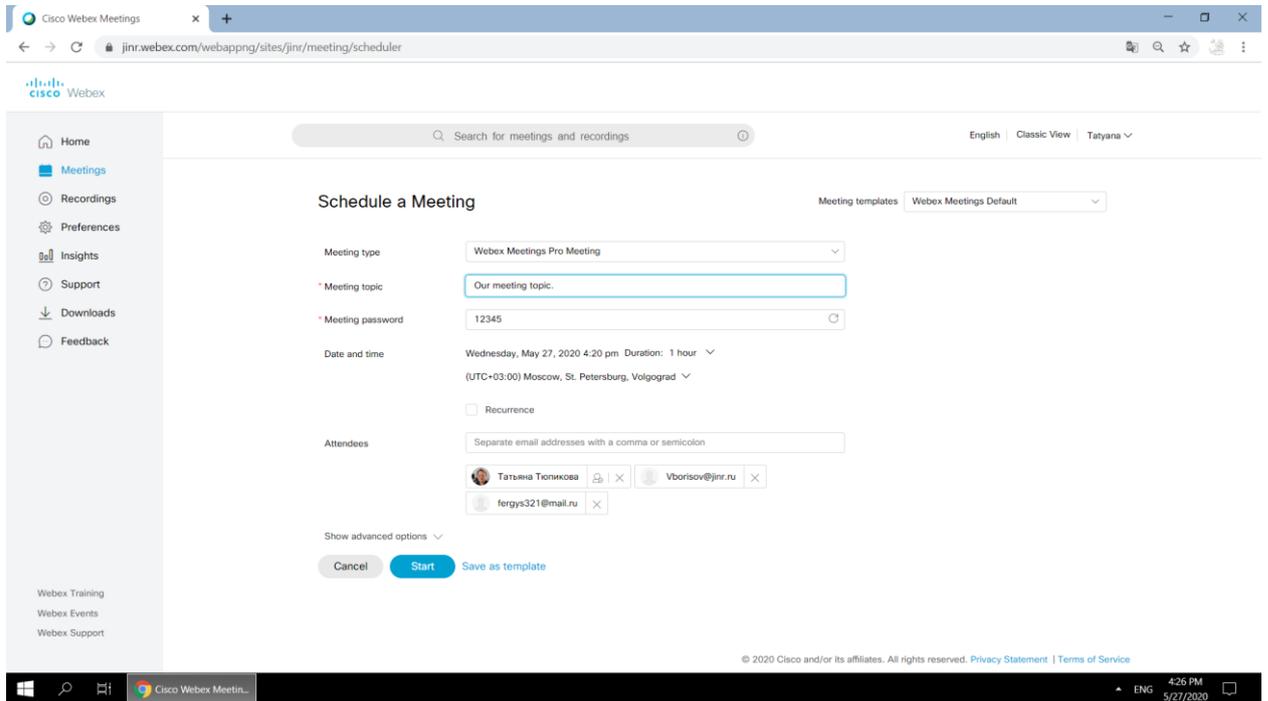
Click to "Meetings":



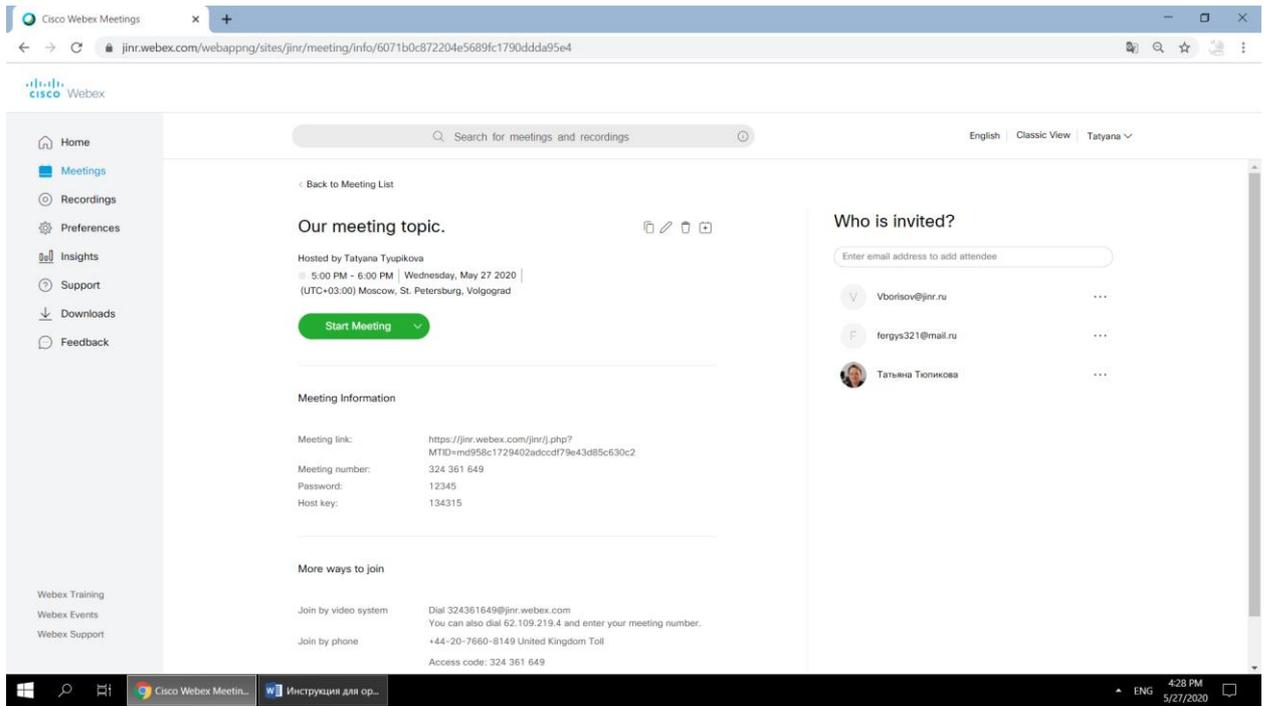
Click to "Schedule":



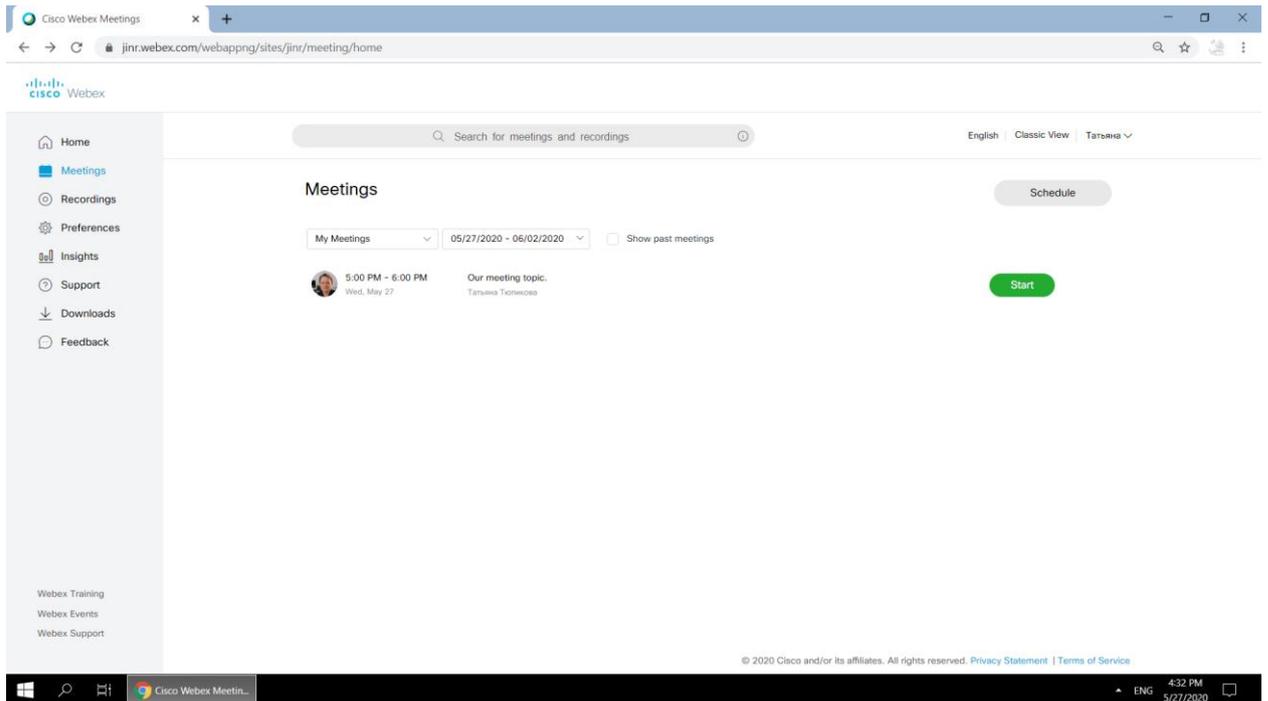
Fill in lines:



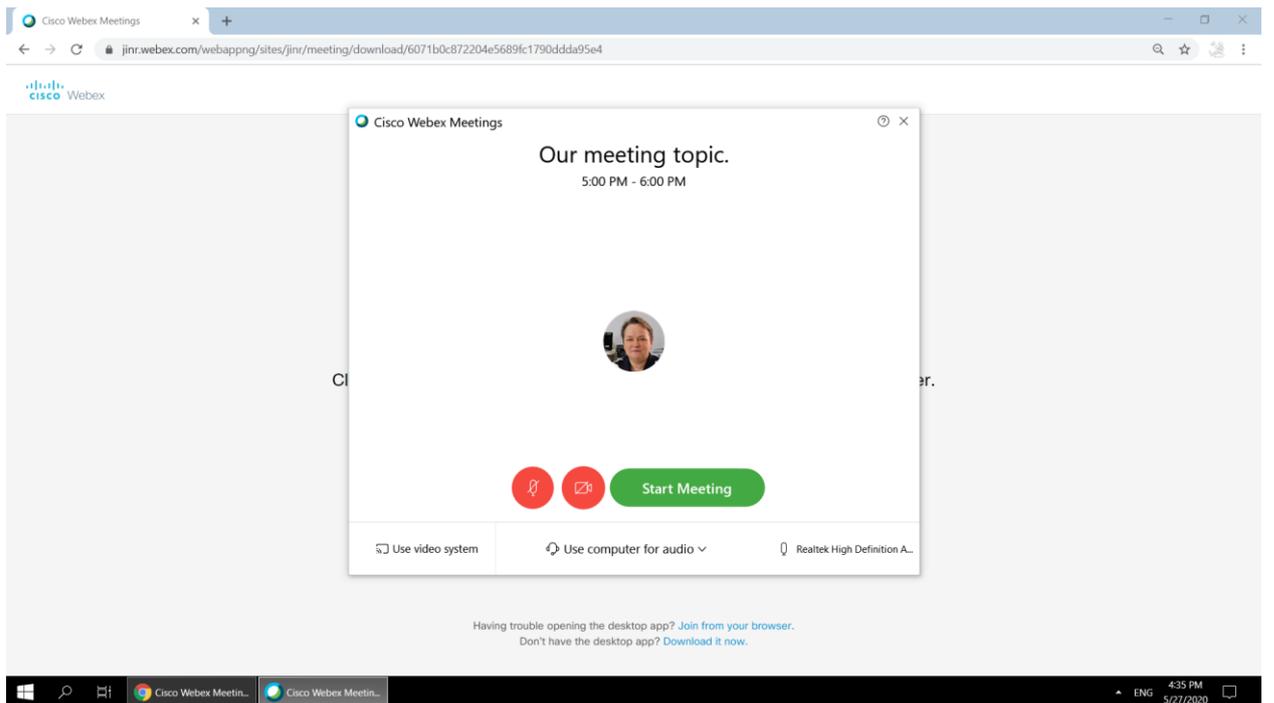
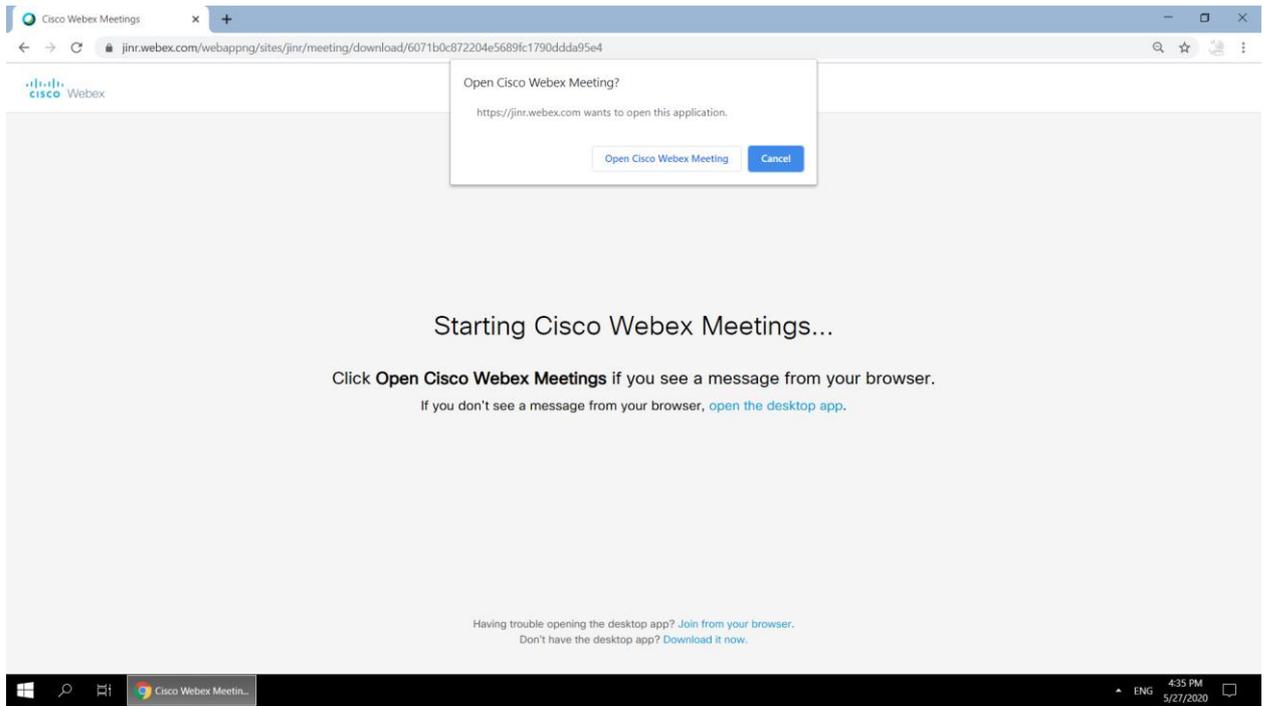
Click to "Start":



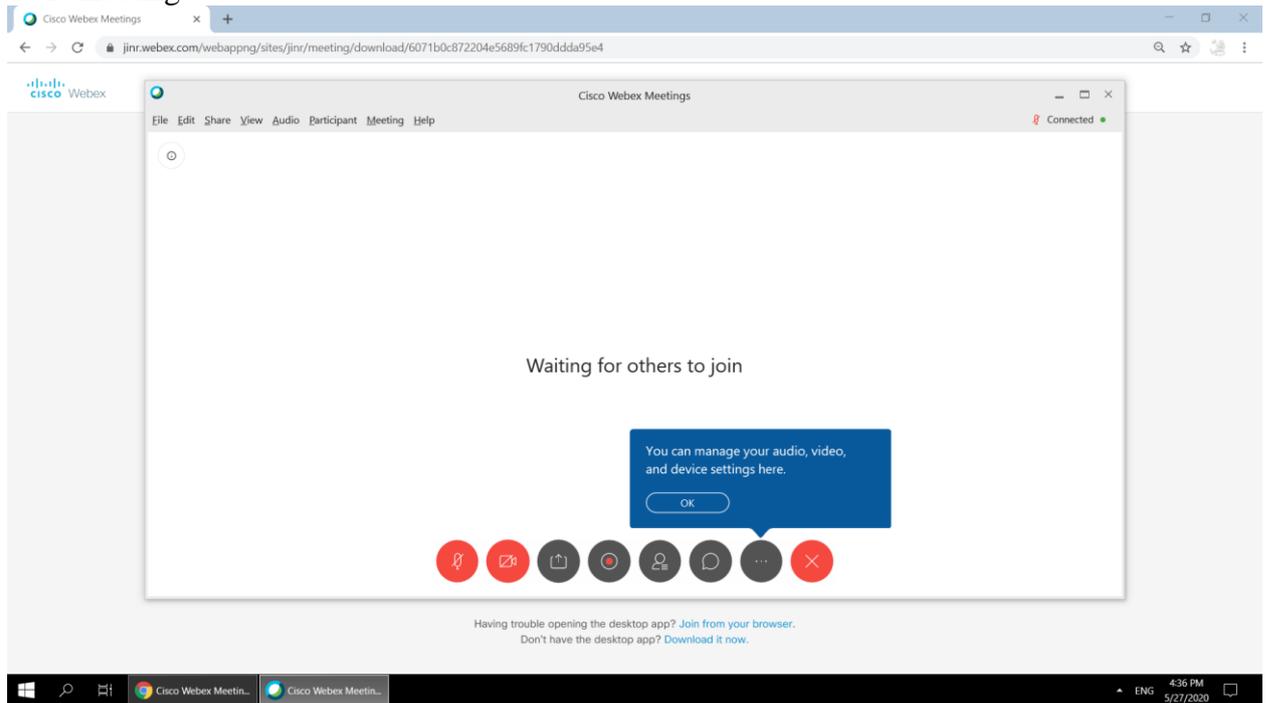
Click to "Meetings" and see:



Click to "Start":



## Start meeting:

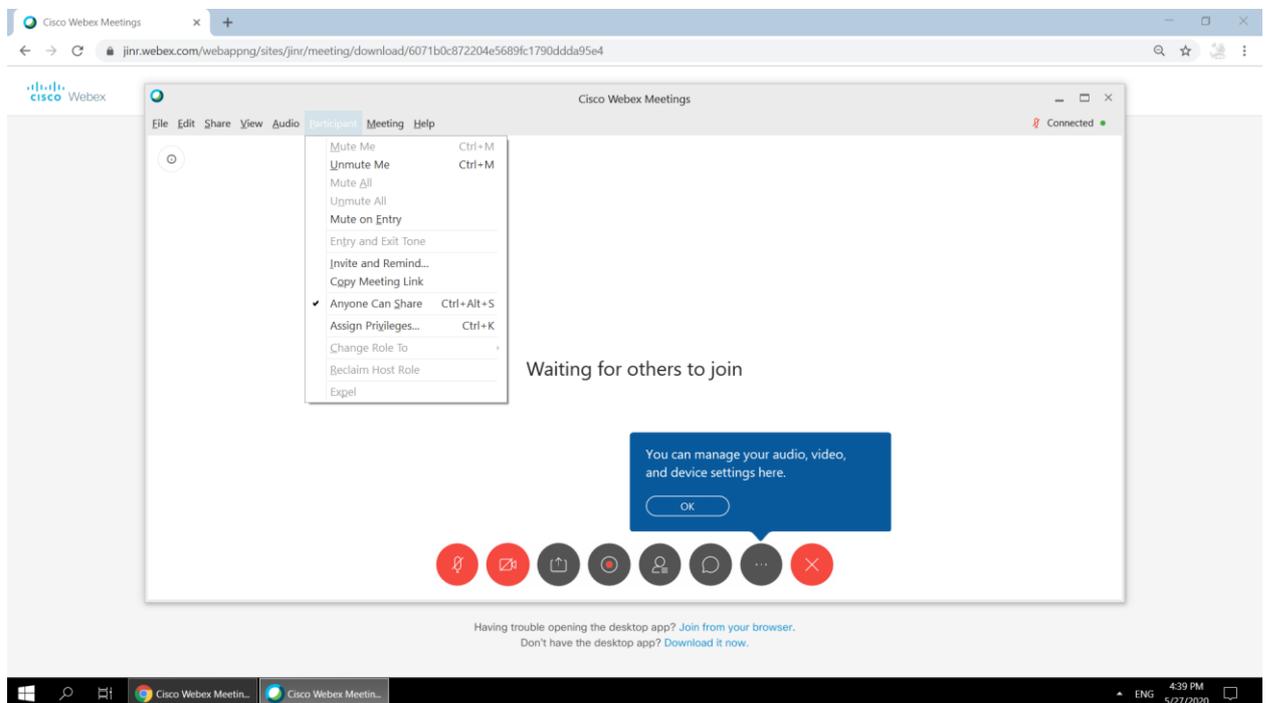


Please join the event with your microphone muted to avoid extra noise before the event starts.

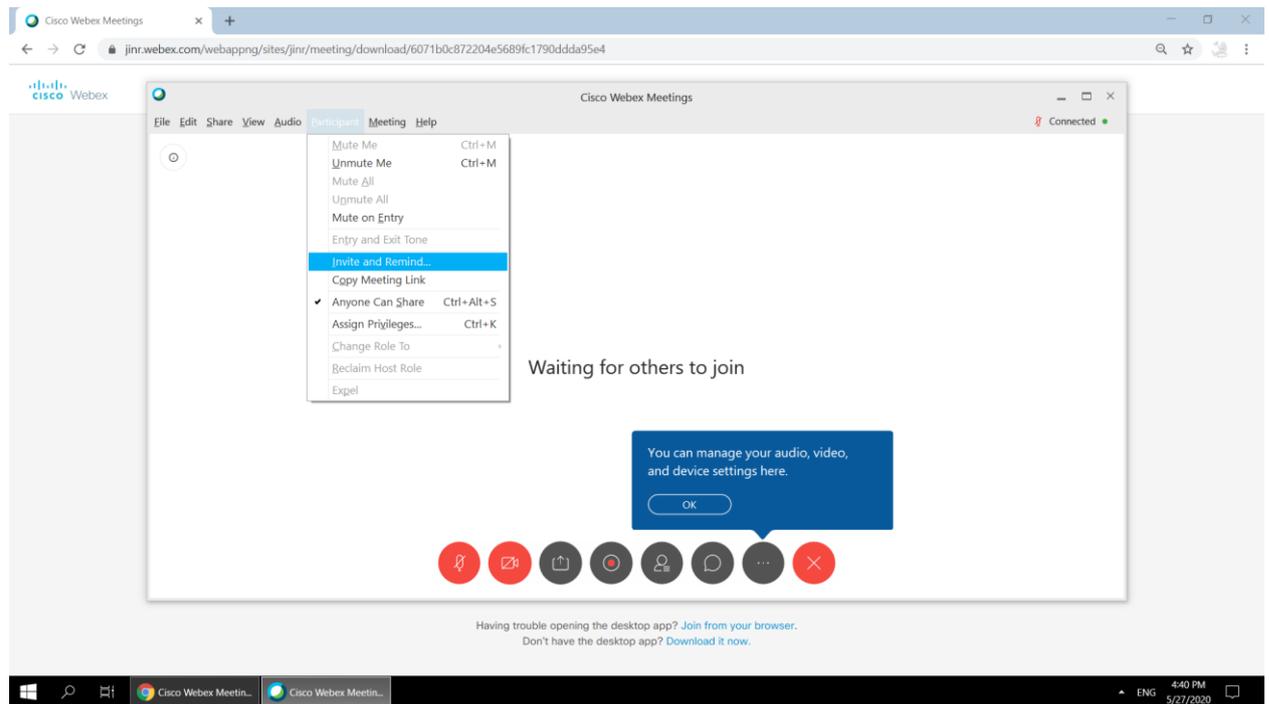
*Participant Menu :*

You can grant or remove privileges as well as add alternate hosts here -

*Participant field - Assign privileges:*

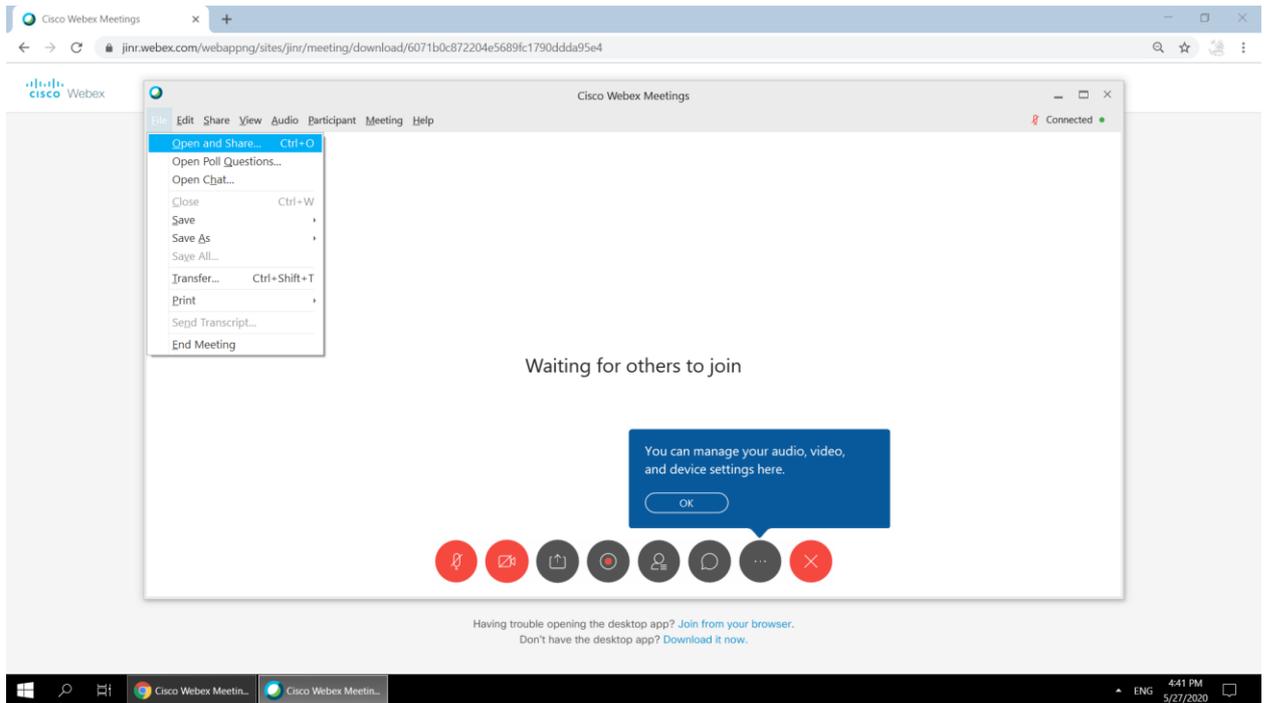


You can invite and remind on the speech **using the system.**  
*Participant* field - *Invite and Remind*:

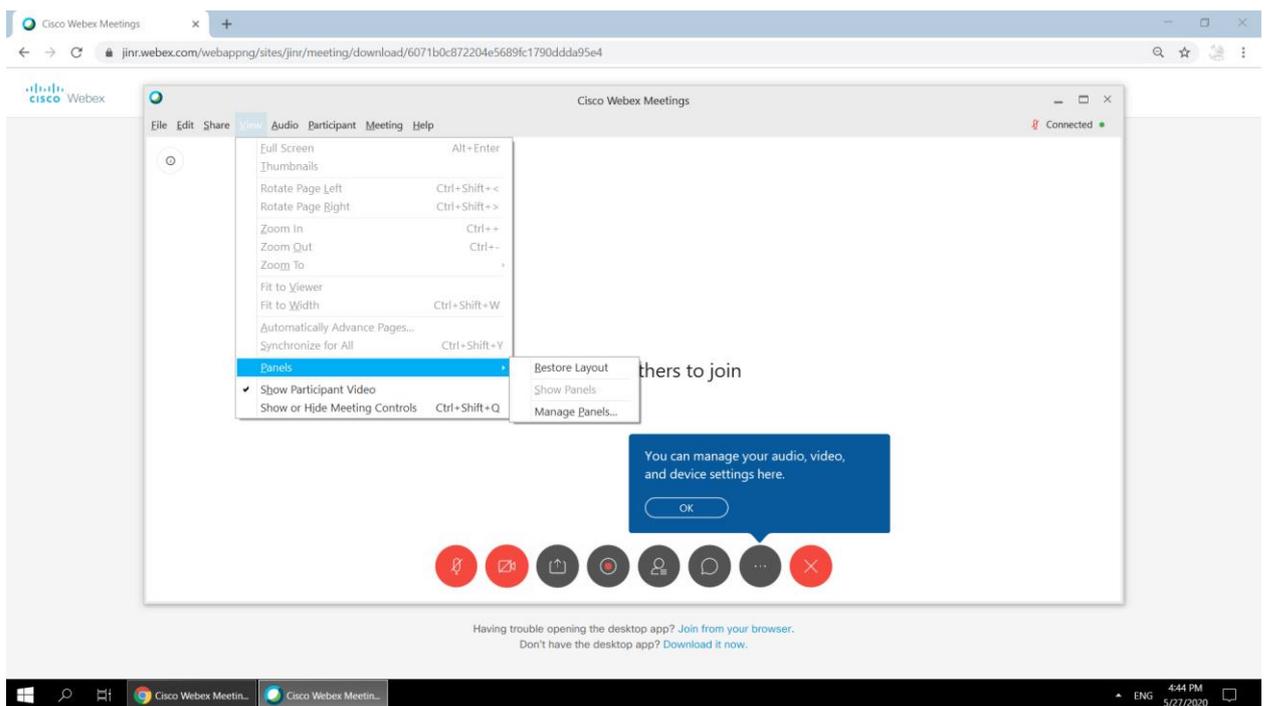


Host shows his/her screen or a specific application to everyone in the meeting. Anyone of the speakers can share his/her screen or a specific application in this way. It is recommended that Host disalbes sharing his/her content while Speaker shares his/hers with the attendees. Meanwhile Host can poll attendees and initiate voting.

*Share Content.* To share the selected content during a meeting, from the Meeting Controls Panel, select Share Content:

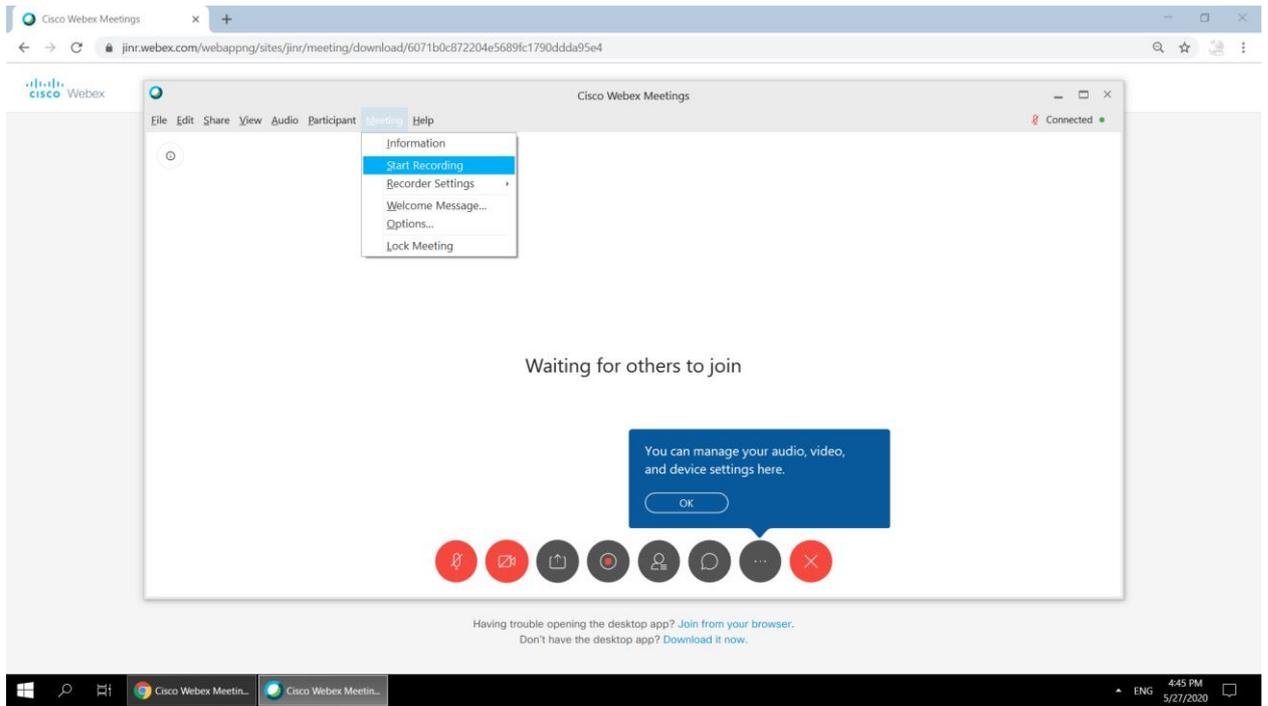


View manages screen view and Controls Panel options :



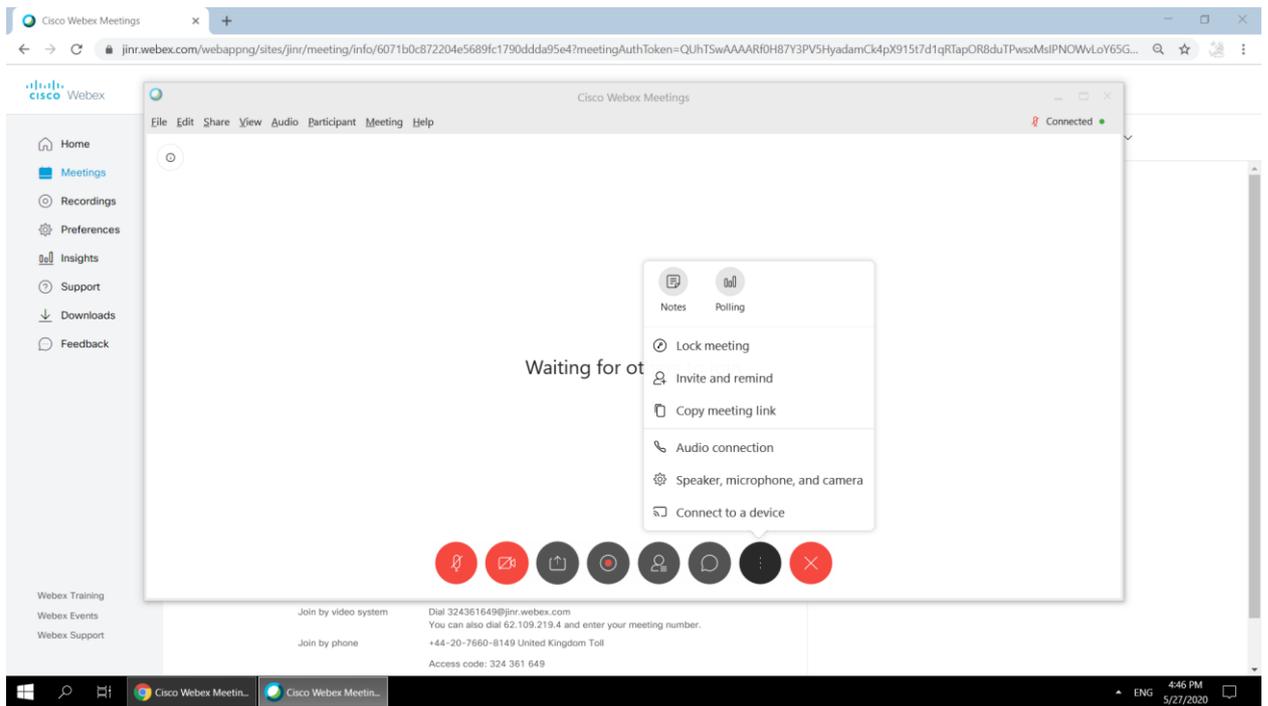
You can configure audio in the meeting by dropping down *Audio settings* menu with *Volume, etc.*, that provides a variety of audio settings for a conference when necessary.

The Conference/Meeting Controls Panel provides Host with recording settings, where Host can configure event recording settings (*Start recording*), enter a Welcome Message, activate the transcript mode:



## Commands and controls of the conference desktop

Host microphone on/off:



Main left menu: Meetings: Select Meeting: Show advanced options:

Cisco Webex Meetings

Search for meetings and recordings

English | Classic View | Татьяна

Meeting agenda

Scheduling Options

Require account  Require attendees to have an account on this site in order to join this meeting

Alternate host  Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meeting

Automatic recording  Automatically start recording when the meeting starts

Exclude password  Exclude password from email invitation

Registration  None  Require attendee registration

Email reminder 15 minutes before meeting starts

Meeting options [Edit meeting options](#)

Attendee privileges [Edit attendee privileges](#)

Cancel Save Save as template

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