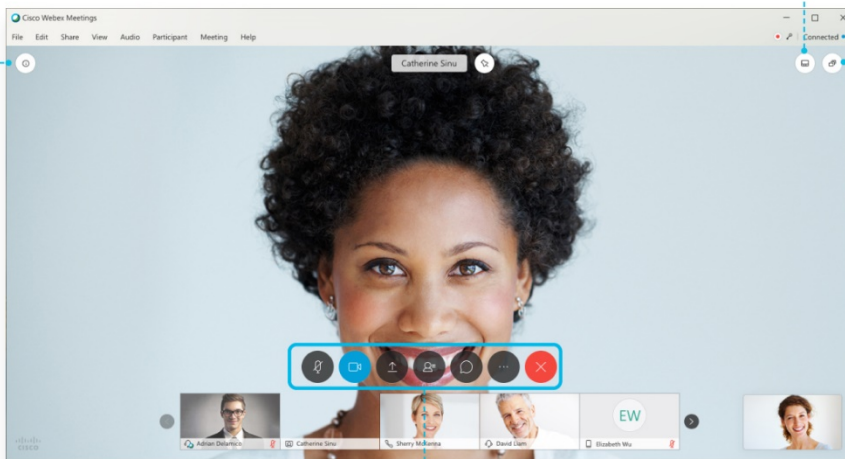


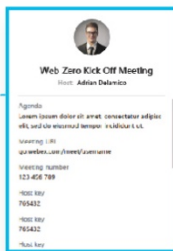
Getting Started with Cisco WebEx Meetings for Hosts

Cisco WebEx Meetings makes hosting an online meeting easy. You can schedule a meeting in advance or start one right away. When it is time to meet, you can present and collaborate with your team as if you are in the same room.

Change your **Video Layout** to control where you view video participants and panels on your screen.



Choose **Floating Panel View** to position any panel where you want it - even on a second monitor.




Access the **Meeting Info** to get details about the meeting.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.


Schedule a Meeting

Sign in to your WebEx site and from the Modern View home

page, select Schedule a Meeting . Fill in the necessary meeting information and select Schedule.

If you need more detailed meeting options, such as registration, go to the **Advanced Scheduler** in Classic View.

Schedule a Meeting

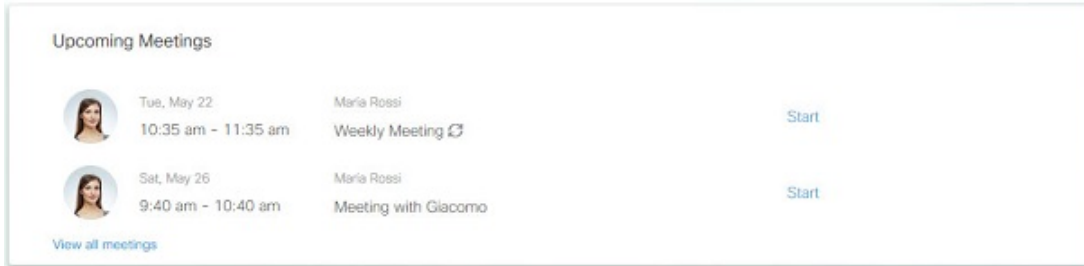
* Meeting topic	<input type="text" value="Quarterly Meeting"/>
* Meeting password	<input type="text" value="JSNpCDym"/> 
Date and time	Thursday, May 31, 2018 3:10 pm Duration: 1 hour <input type="text" value="v"/> (UTC-08:00) Pacific Time (US & Canada)
	<input type="checkbox"/> Recurrence
Attendees	<input type="text" value="Separate email addresses with a comma or semicolon"/>

[Schedule](#)

Start a Meeting


At the scheduled meeting time, sign in to your WebEx site. From the home page, in the Upcoming Meetings tile, locate your meeting. Select **Start**.

If you do not see your meeting in the tile, you can select **View all meetings** to see more scheduled meetings.



Connect Audio

When you join a meeting, the Audio and Video Connection dialog box appears. If you do not choose an audio connection at the start of your meeting, you can select **Connect audio and**

 **video** to go back to the Audio and Video Connection dialog box.


To connect your audio during a WebEx meeting, you can use your phone, computer, or a video device.

During a meeting, you can stop or start your audio connection at any time. From the meeting control

panel, you can select **Mute**  and **Unmute**  to turn your audio on or off.


Start Your Video

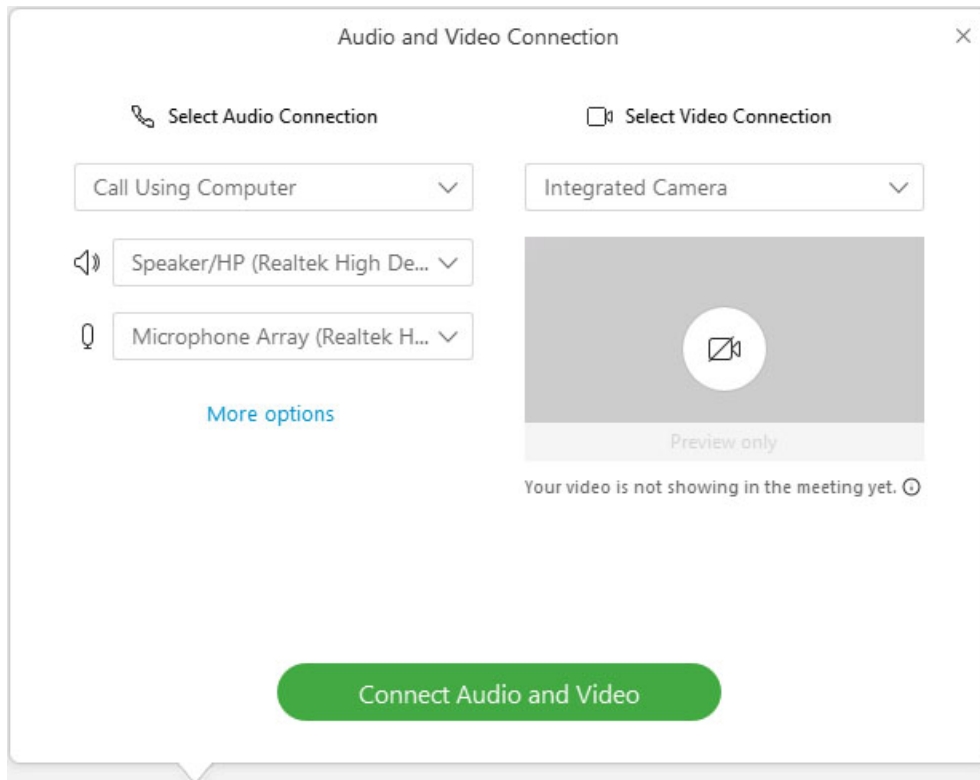
When you join a meeting, the Audio and Video Connection dialog box appears. If you do not choose a video connection at the start of your meeting, you can select **Connect audio and**

 **video** to go back to the Audio and Video Connection dialog box.

During a meeting, you can stop and start your video connection at any time. From the meeting

control panel, you can select **Switch camera device or stop my video**  and **Start my**

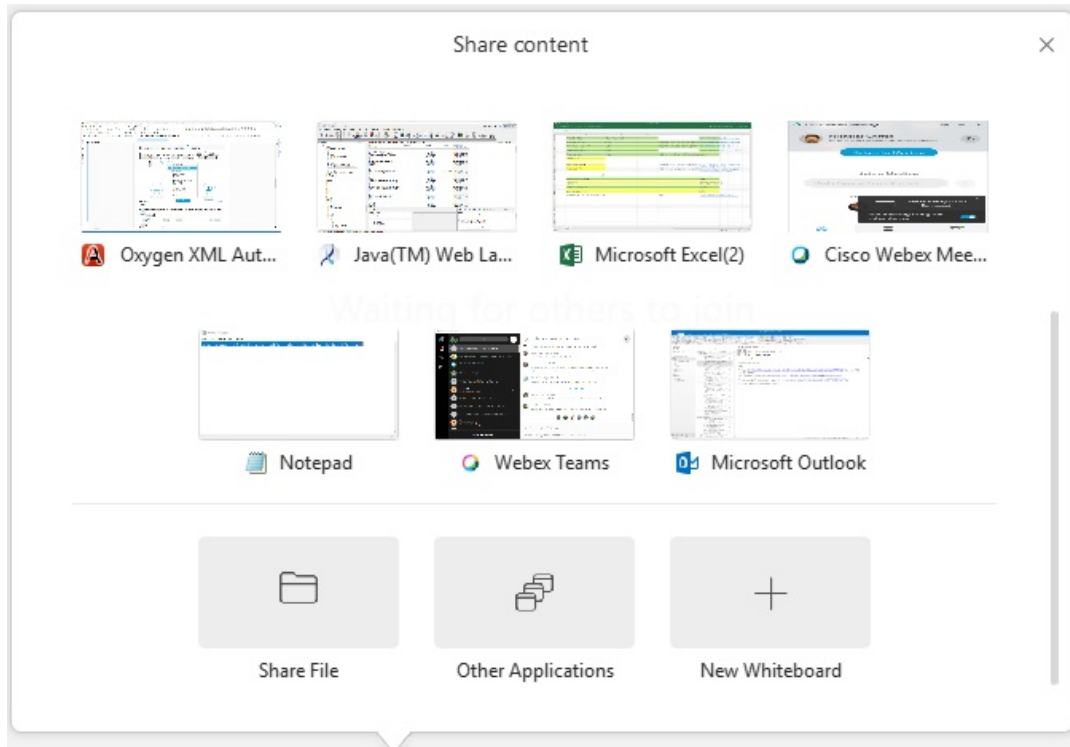
video  to turn your video on or off.



Share Content

To share content during a meeting, from the meeting control panel, select **Share content**





Go to the **Share** menu for more sharing options.

Record a Meeting

Your meetings are important. If your whole team cannot be there, or if you want to remember what was said, record your meeting to share later. The recording includes the audio, video, and presentation.



While in your event, select **Recorder** and **Record** to record right away. You and your participants see a red icon at the top right of your window when recording is in process.

When the meeting ends, you can find your recording on the My Recorded Meetings page of your WebEx site in Modern View.