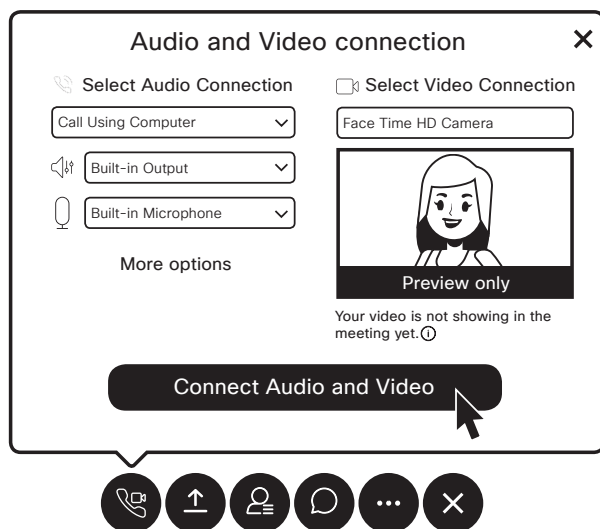# Webex Meetings
Quick Start Guide for Teachers

Start or join a scheduled meeting:

01. Select the **Join** button on the **Cisco Webex Meetings** notification just before it's time for the meeting to start.

Connect to audio and video:

01. From the **Select Audio Connection** drop-down list, select your audio connection.

02. From the **Select Video Connection** drop-down list, select your video connection.

03. Select **Connect Audio, Start My Video,** or **Connect Audio and Video.**

Audio and Video connection ✕

Select Audio Connection | Select Video Connection

Call Using Computer ⌄

Built-in Output ⌄

Built-in Microphone ⌄

Face Time HD Camera

Preview only

More options

Your video is not showing in the meeting yet. ⓘ

Connect Audio and Video

Share an application:

01. Select **Share.**

02. Select the application from the list of open applications.

To stop sharing:

01. Hover your mouse over the orange **Your Sharing** button, If you don't see the red **Stop Sharing** button.

⁞⁞ **You're sharing your screen.**

02. Select the **Stop Sharing** button on the floating bar.

☐ Stop Sharing | Pause | Share | Assign | Connection | Recorder | Participants | Chat | Annotate | More

Share your screen with a video device:

01. Open your **Webex Meetings desktop app**.

02. Select **Connect to a device** and select the video device you'd like to use.

03. Select **Share screen**.

Cisco Webex

Share the Whiteboard:

01. Select **Share.**

02. You may need to scroll down, then select **New Whiteboard.**

Allow students to annotate on the whiteboard:

01. Click on the **Participant** menu.

02. Select **Assign Privileges.**

03. Select **Participants.**

04. Tick the **Annotate** check box.

To stop sharing and save the whiteboard:

01. Click the **Sharing Whiteboard** button on top of the whiteboard.

02. Click the close icon.

> Sharing Whiteboard ∨

> Whiteboard ✎ ✕

03. Select if you want to save the whiteboard.

04. Choose where you want to save the whiteboard on your computer.

05. Click **Save**.

Start an unscheduled meeting in your Personal Room from your desktop app:

01. Click the green Start Meeting button.

Start Meeting

02. Click **More options** to invite people to your Personal Room.

03. Select **Invite and Remind**, and follow the prompts.

Recording a meeting:

In your meeting window:

01. Select the **Record** icon.

02. Select the red **Record** button.

Stop recording a meeting:

01. Click the **Record** icon.

02. Click the stop button.

Schedule a meeting:

01. Go to the **Meeting list** tab.

02. Click the **Schedule meeting** icon.

03. Add the meeting details from your Webex site or Microsoft Outlook.

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