Webex Meetings
Quick Start Guide for Students

Join a class virtually:
01. Select the Join button on the Cisco Webex Meetings notification a few minutes before class or the meeting will start.
02. The join button appears up to 15 minutes before a scheduled meeting.

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.

Share your screen so everyone can see:
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.
02. Click Stop Sharing button on the floating bar.

Whiteboard live with everyone:
01. Select Share.
02. Select New Whiteboard.

Allow others to write on the whiteboard:
01. Click on the Participant menu.
02. Select Assign Privileges.
03. Select Participants.
04. Tick the Annotate check box.