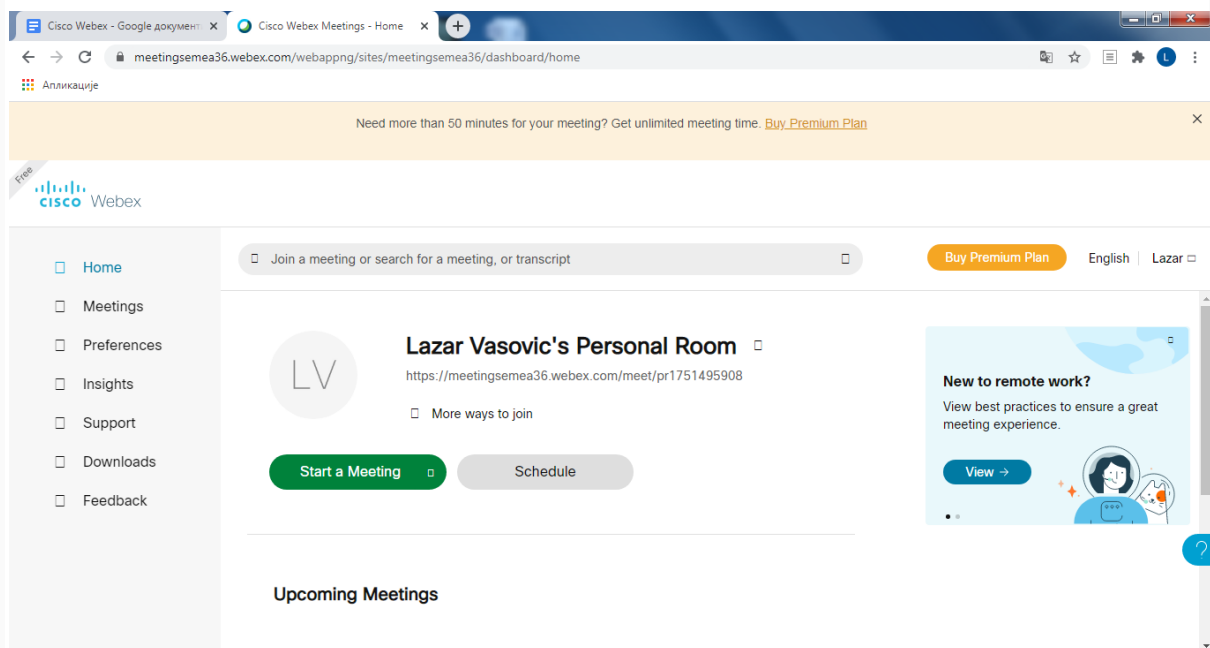


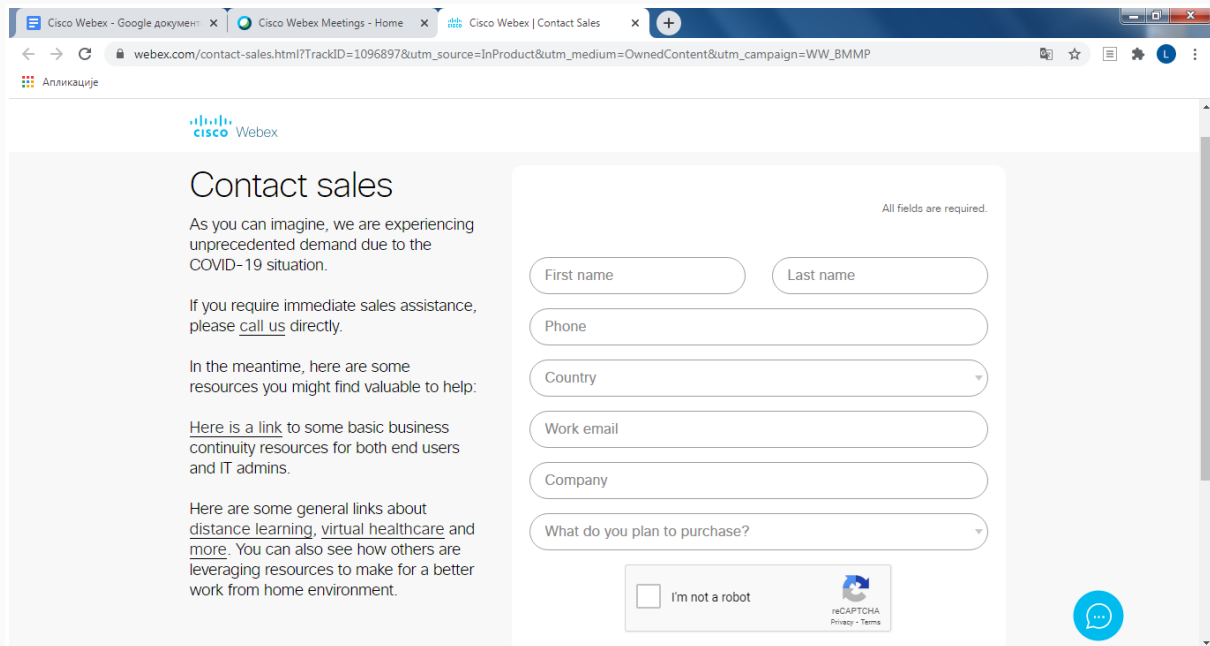
[HOW-TO] How to use Cisco Webex for hosting an event

To use this app, you need to sign up by clicking 'Sign up free'. After you create your account, you will need to confirm it via your e-mail address, and then you will be able to create a password. If you already have an account, simply sign in.



After that, you will be redirected to the site (picture above). On the left side of the screen, you have the following options: Home (main), Meetings (information about the upcoming and completed meetings), Preferences (Time zone, Language, Region, Sign-in accounts, My Personal Room info, Audio and Video, Scheduling), Insights (joining for a meeting or searching for meeting/transcript), Support (Help and Contact Support), Downloads (for downloading Cisco Webex Meetings desktop app) and Feedback.

You can buy a premium plan in the upper right corner of the screen, but the price is not specified on the site itself so you should contact sales to get the information.



Cisco Webex

Contact sales

As you can imagine, we are experiencing unprecedented demand due to the COVID-19 situation.

If you require immediate sales assistance, please call [us](#) directly.

In the meantime, here are some resources you might find valuable to help:

[Here is a link](#) to some basic business continuity resources for both end users and IT admins.

Here are some general links about [distance learning](#), [virtual healthcare](#) and [more](#). You can also see how others are leveraging resources to make for a better work from home environment.

All fields are required.

First name

Last name

Phone

Country

Work email

Company

What do you plan to purchase?

☐ I'm not a robot

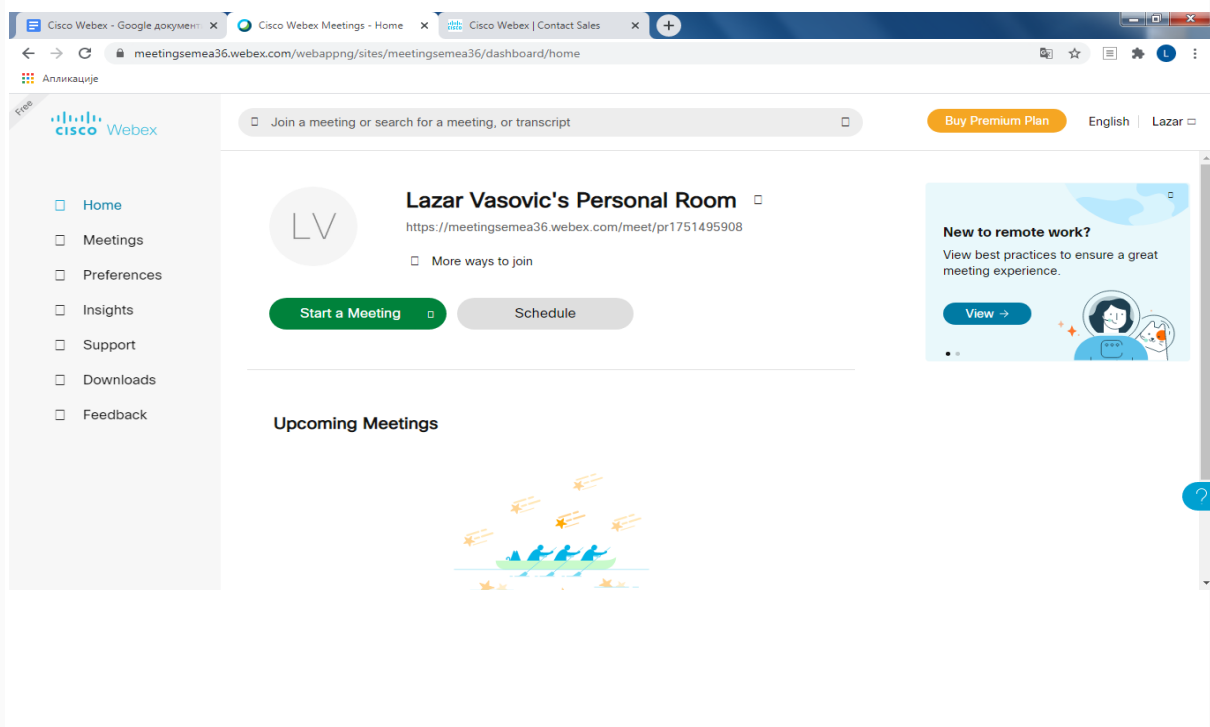
reCAPTCHA

Privacy - Terms

Right next to the 'Buy Premium Plan' button you have the option to choose the language. Clicking the top button with your nickname will provide information about your profile, contacts, etc.

Meeting

To create your meeting, you have two options on the main (Home) screen: Start a Meeting and Schedule.



Cisco Webex

Join a meeting or search for a meeting, or transcript

Buy Premium Plan

English | Lazar

Home

Meetings

Preferences

Insights

Support

Downloads

Feedback

LV

Lazar Vasovic's Personal Room

<https://meetingsema36.webex.com/meet/pr1751495908>

More ways to join

Start a Meeting

Schedule

New to remote work?

View best practices to ensure a great meeting experience.

View

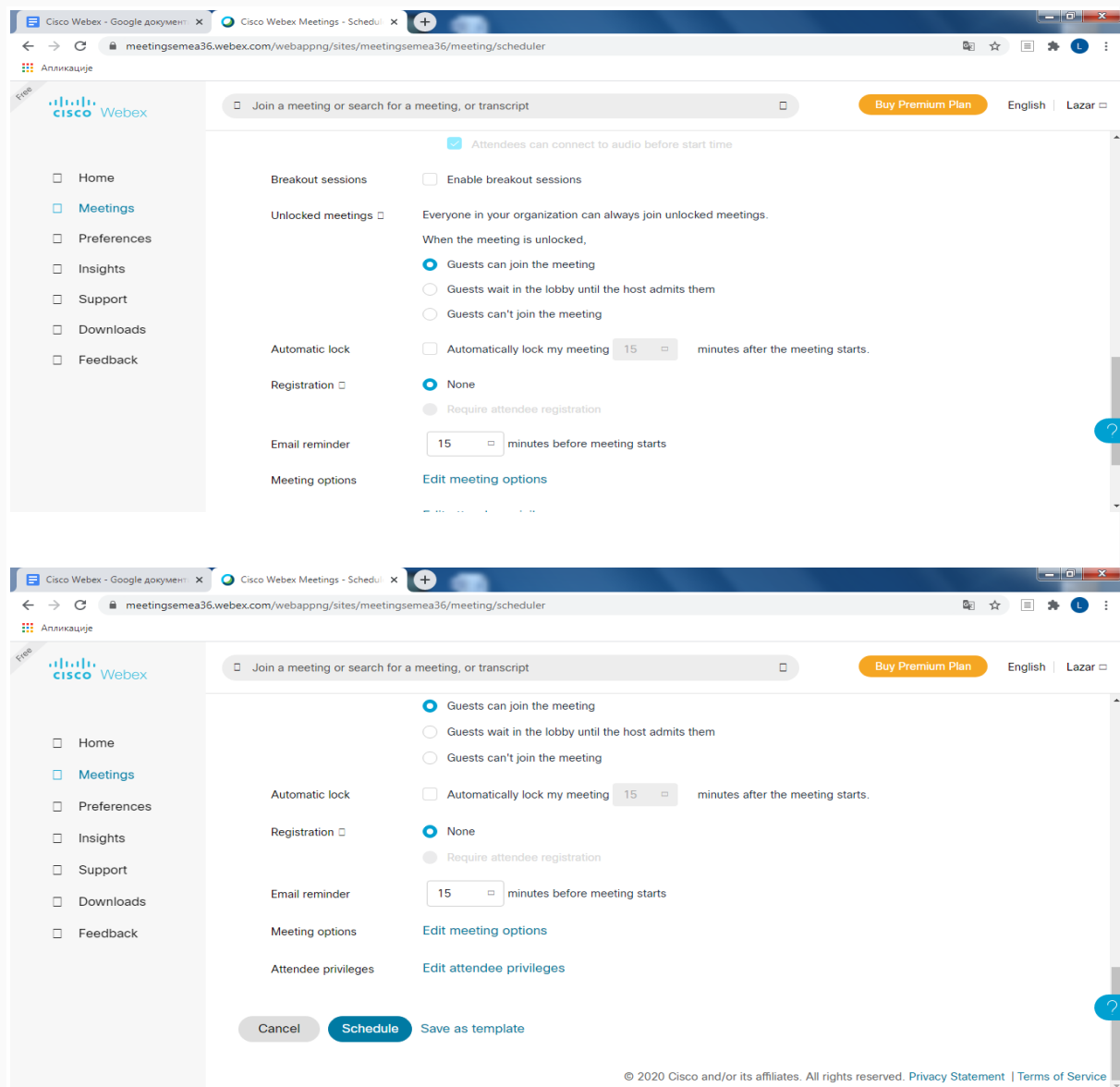
Upcoming Meetings

The first option is used to instantly create a meeting. You just need to share the above link to your colleagues, attendees, and presenters. The second option is used to create a meeting with precise duration, date, and time. You can also add a meeting type, meeting topic, password, meeting template, e-mails of attendees, and meeting recurrence.

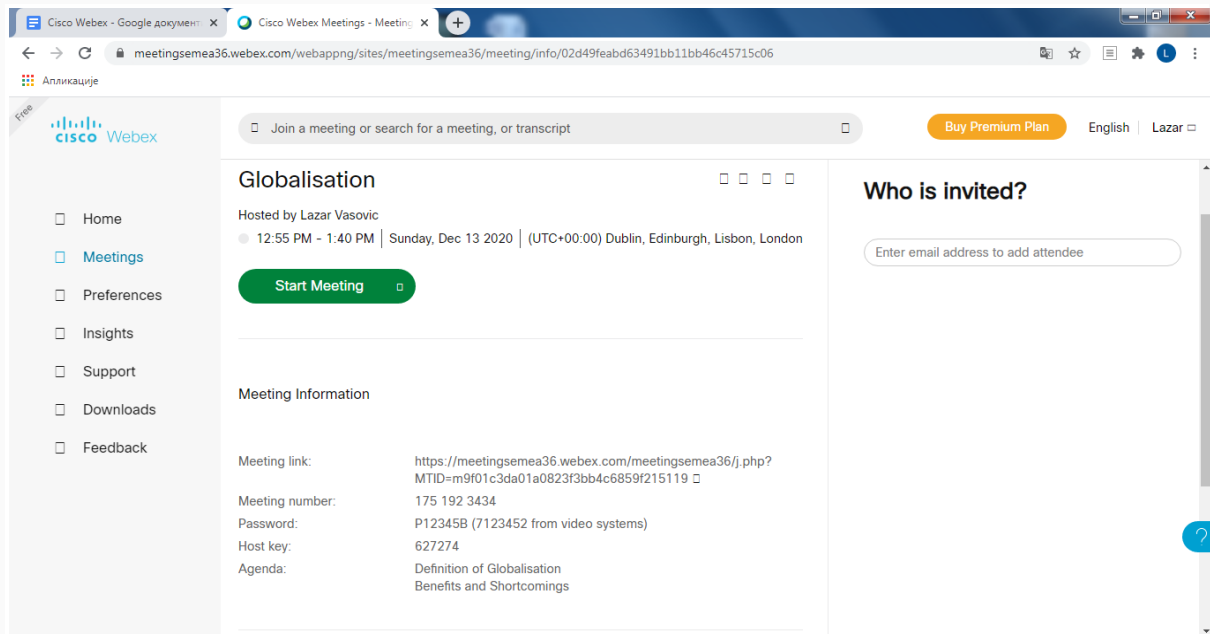
The screenshot shows the 'Schedule a Meeting' interface in the Cisco Webex application. The left sidebar contains navigation links: Home, Meetings (selected), Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Schedule a Meeting' and includes a search bar at the top. Below the search bar, there are several input fields and options: 'Meeting templates' set to 'Webex Meetings Default', 'Meeting type' set to 'Webex Meetings Pro 3 Free', 'Meeting topic' set to 'Globalisation', 'Meeting password' set to 'P12345B', and 'Date and time' set to 'Sunday, Dec 13, 2020 1:45 pm' with a duration of '45 minutes'. There is also a 'Recurrence' checkbox and a 'Show advanced options' link. The bottom of the page shows a 'Join a meeting or search for a meeting, or transcript' bar and a 'Buy Premium Plan' button.

There is also an advanced option:

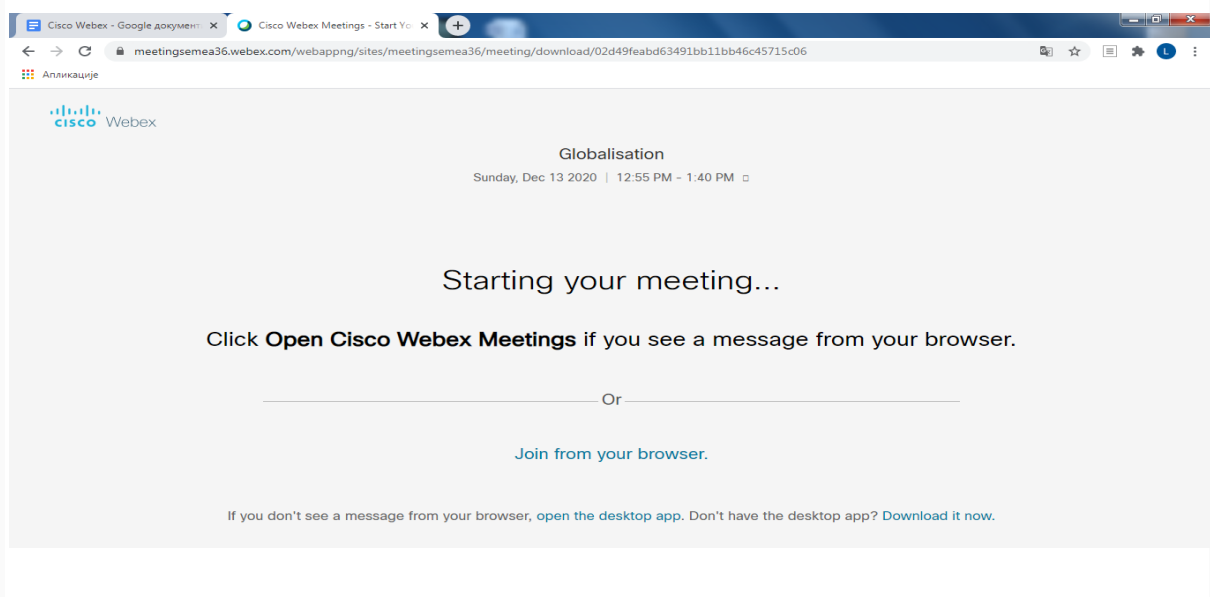
The screenshot shows the 'Advanced options' section of the Cisco Webex application. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Advanced options' and includes several input fields and options: 'Audio connection type' set to 'Use VoIP only', 'Mute attendees' with a checkbox for 'Allow attendees to unmute themselves in the meeting' (checked) and 'Always mute attendees when they join the meeting' (unchecked), 'Agenda' set to 'Definition of Globalisation, Benefits and Shortcomings', 'Scheduling options' with a checkbox for 'Exclude password from email invitation' (unchecked), and 'Join before host' with a checkbox for 'Attendees can join meeting 5 minutes before start time' (checked). The bottom of the page shows a 'Join a meeting or search for a meeting, or transcript' bar and a 'Buy Premium Plan' button.

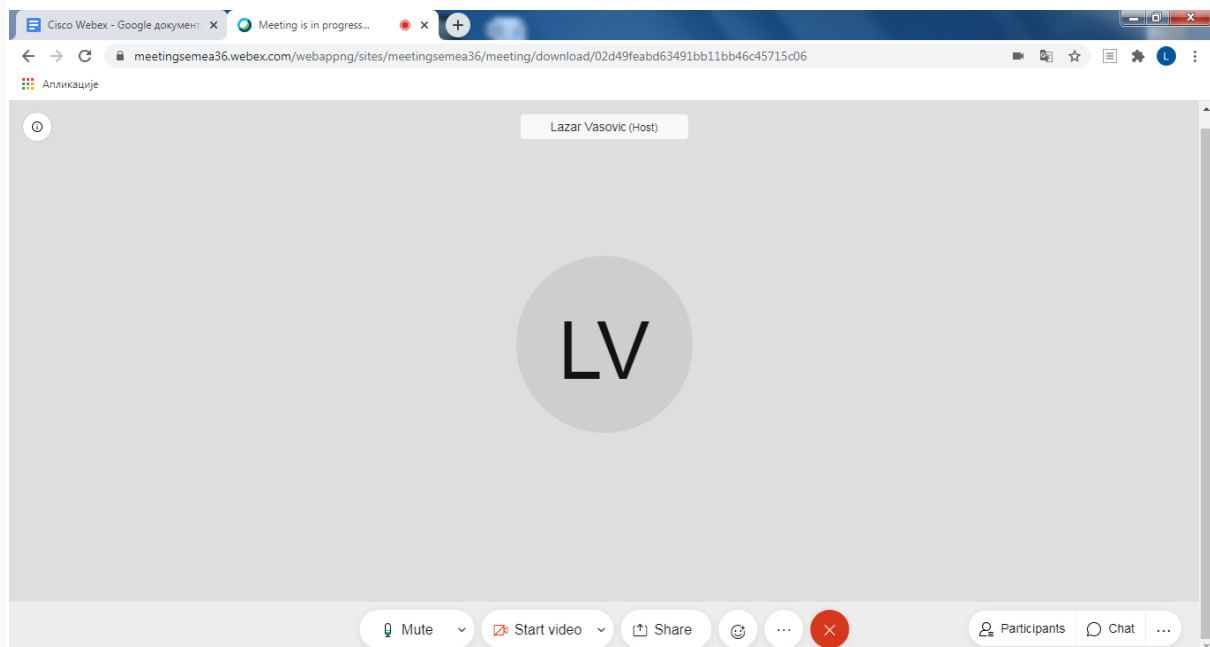
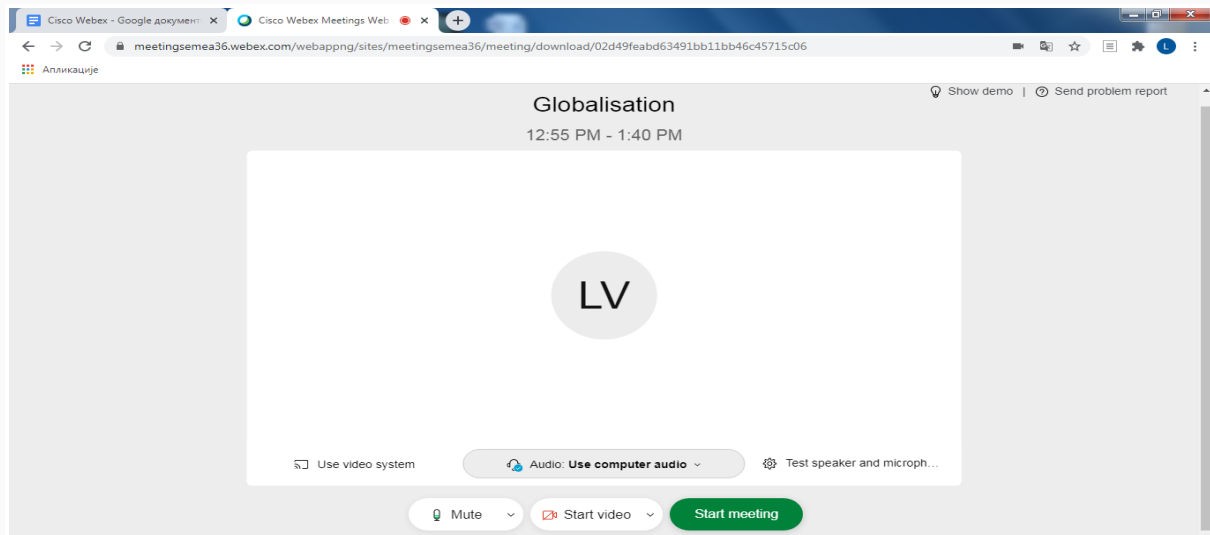


Finally, you need to click the schedule button.

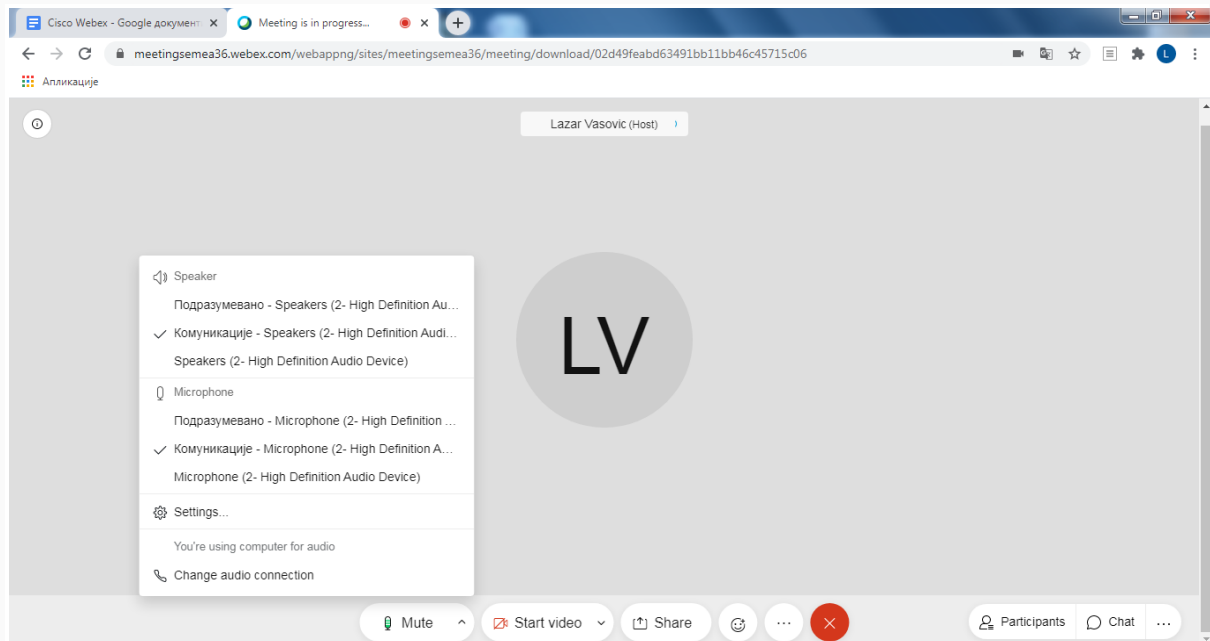


You will start a meeting by clicking 'Join from your browser' (if you don't have an app installed):

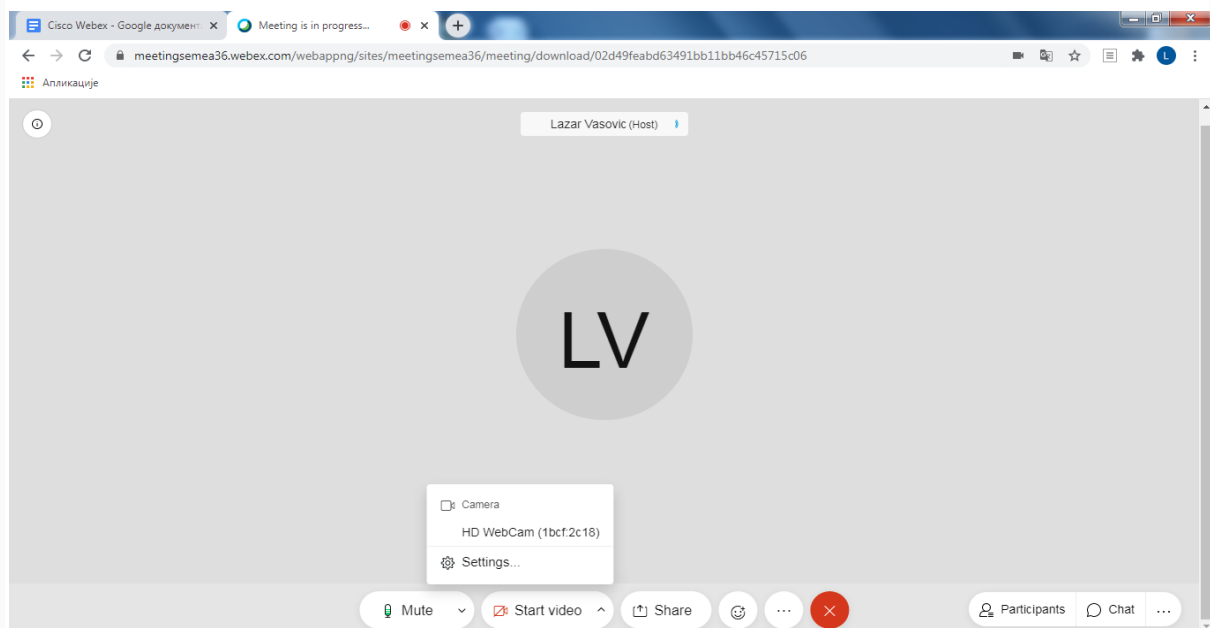




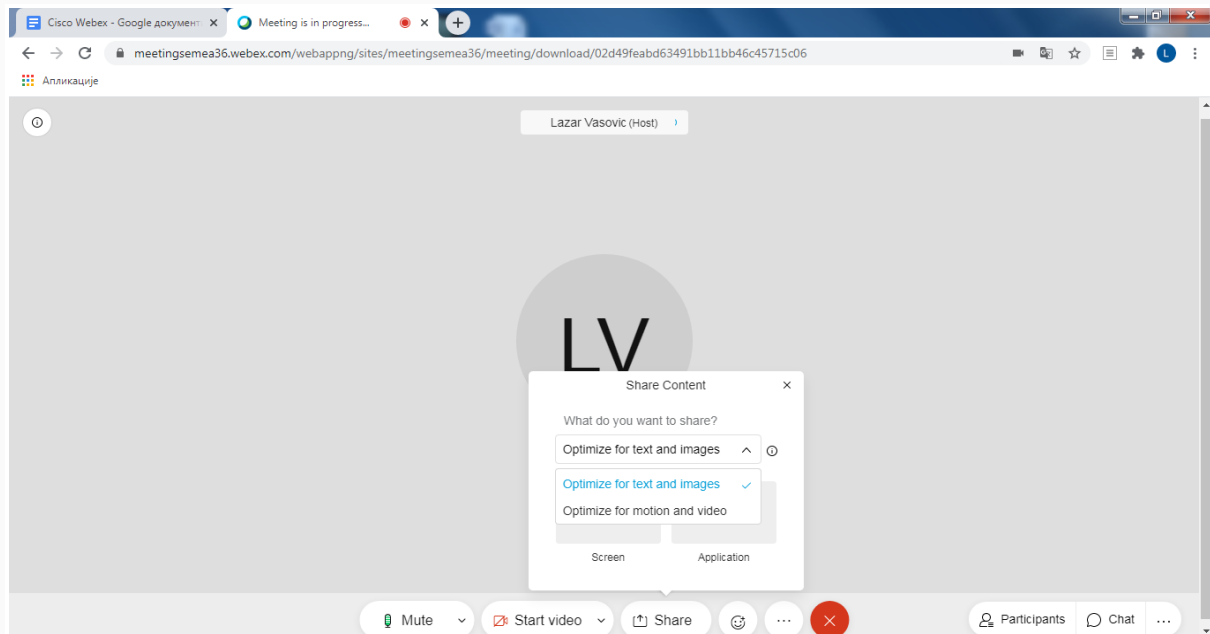
The screen of the meeting is shown in the picture above. The mute button is displayed in the lower left corner. In addition to the mute and unmute option, you can choose the speaker, microphone, volume and change audio connection (computer, phone, etc.):



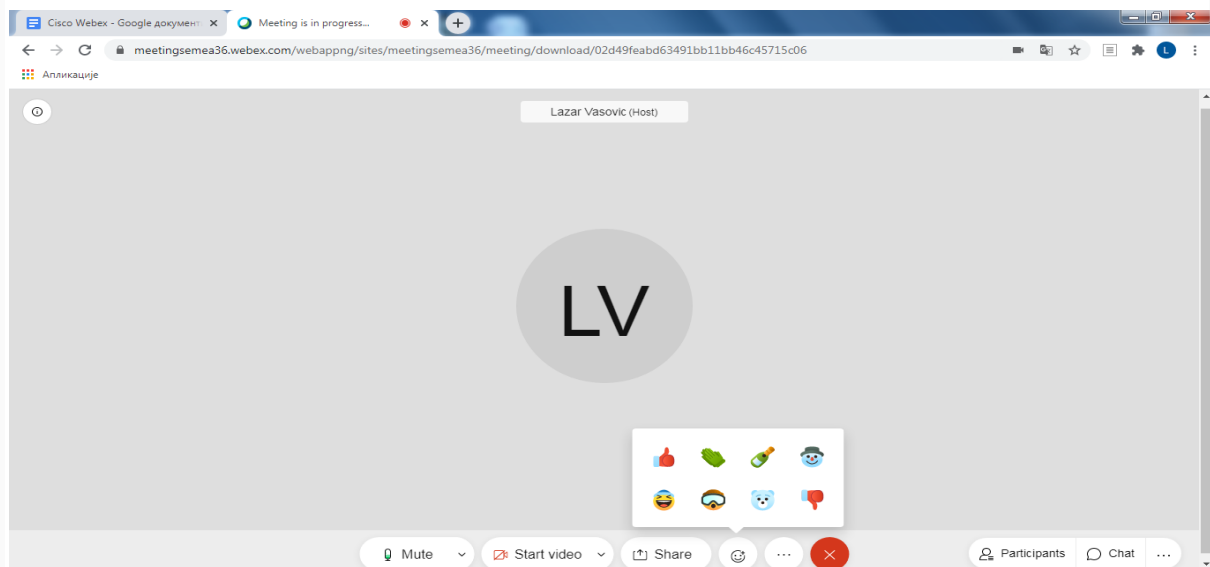
By clicking the next button, you can pick which camera you wish to use and the 'settings' option enables you to see yourself on the camera before you start the video:



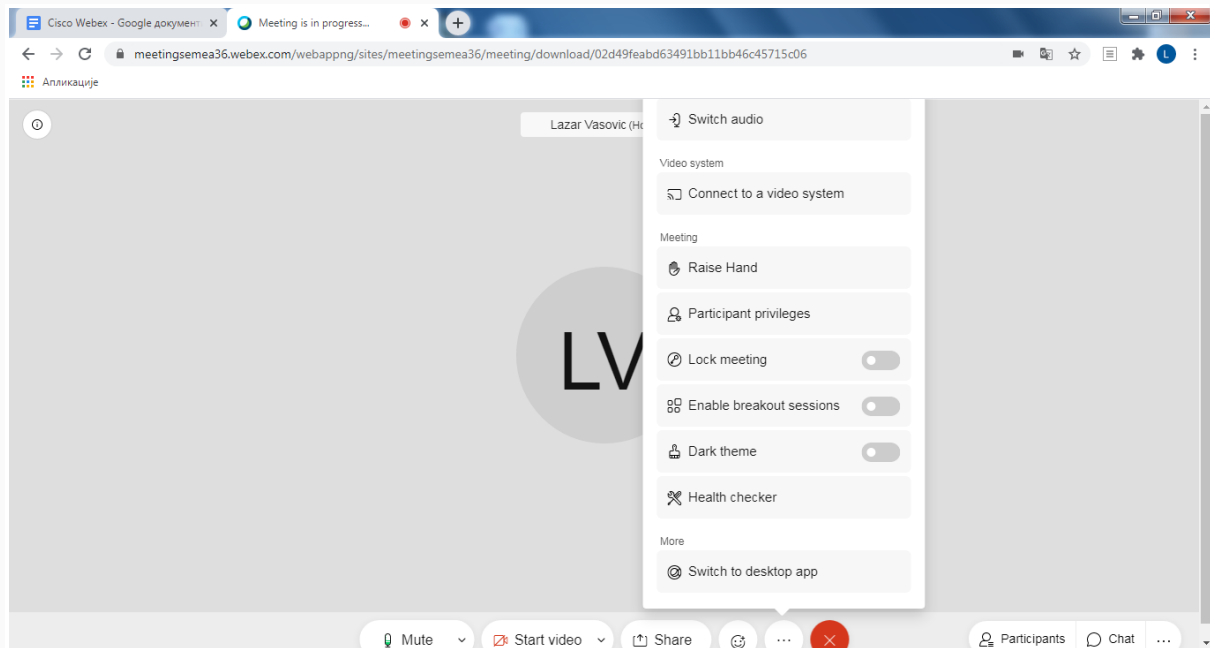
The screen sharing option first asks you if you want your content to be optimised for text and images or for motion and video. You can also choose whether you want to share the entire screen or just one application:



We can also use 8 emojis that depict our emotions:

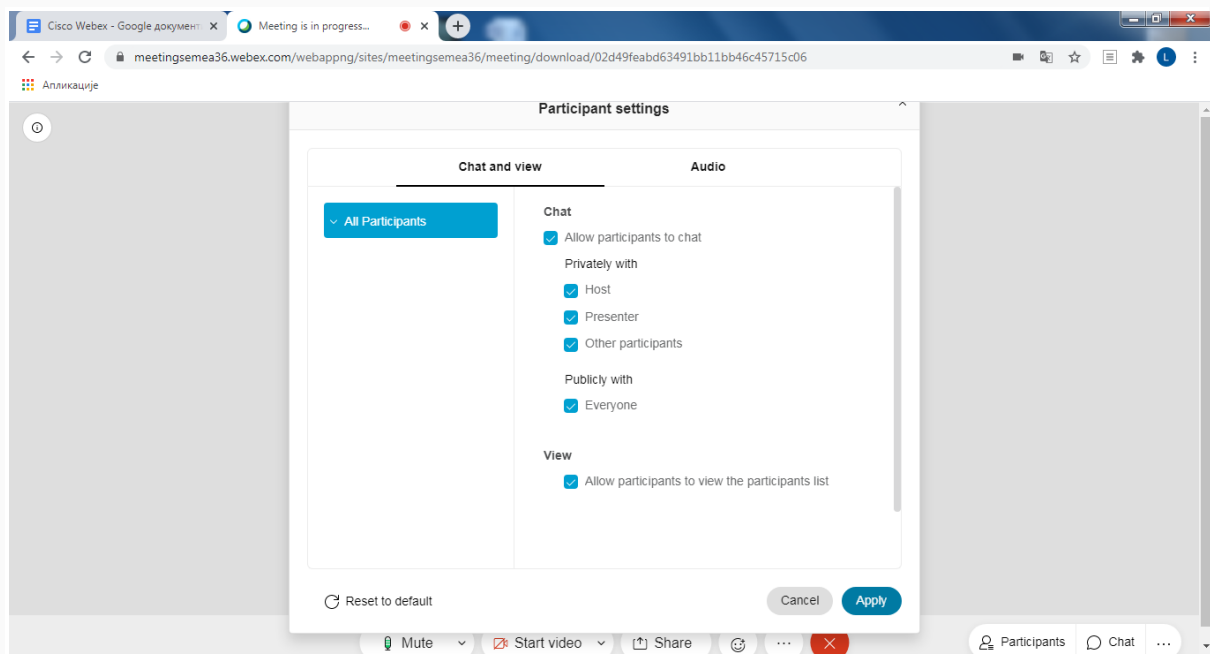


Next to the emojis, there is a button for switching audio and video systems, and for the meeting controls:

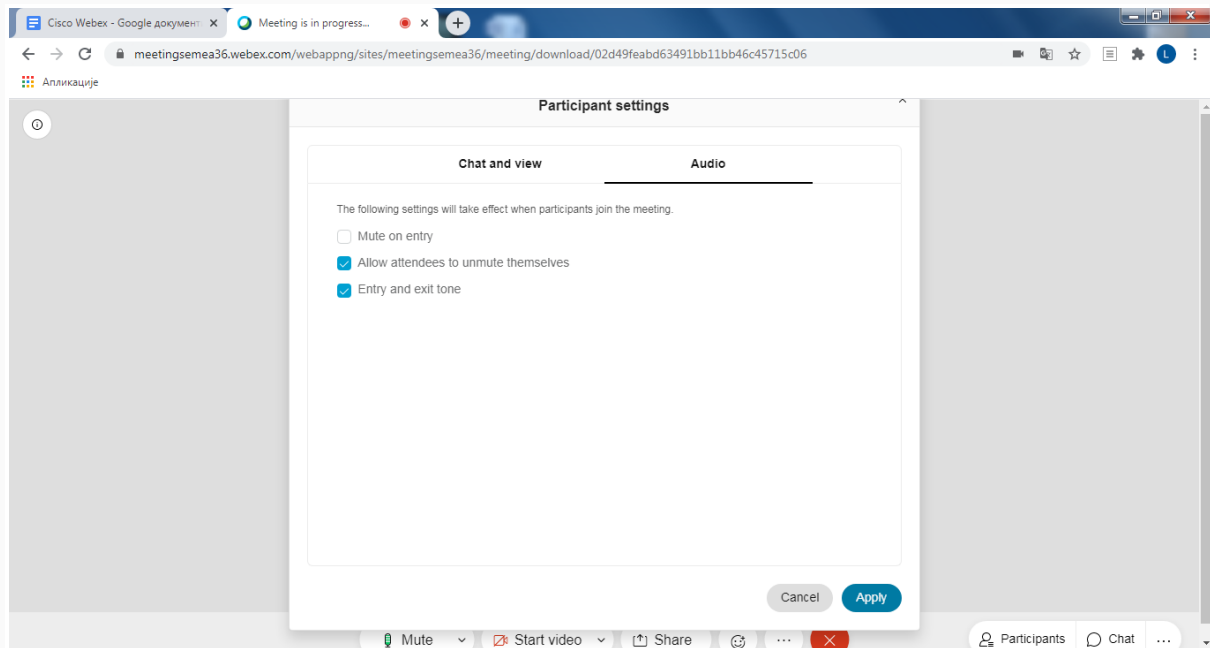


'Switch audio' has the same function as the 'Mute' option. 'Raise hand' is used if we want to say something without interrupting the speaker. 'Participant privileges' enables users to control and grant privileges to participants.

1. Chat and view:

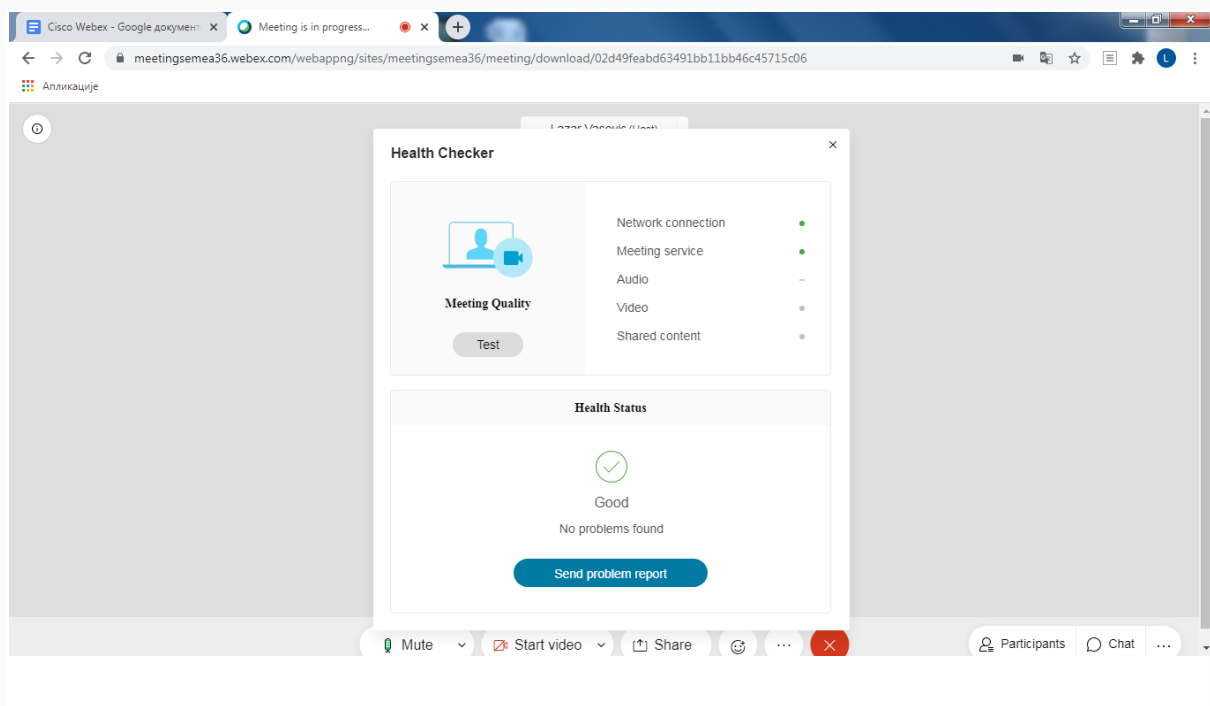


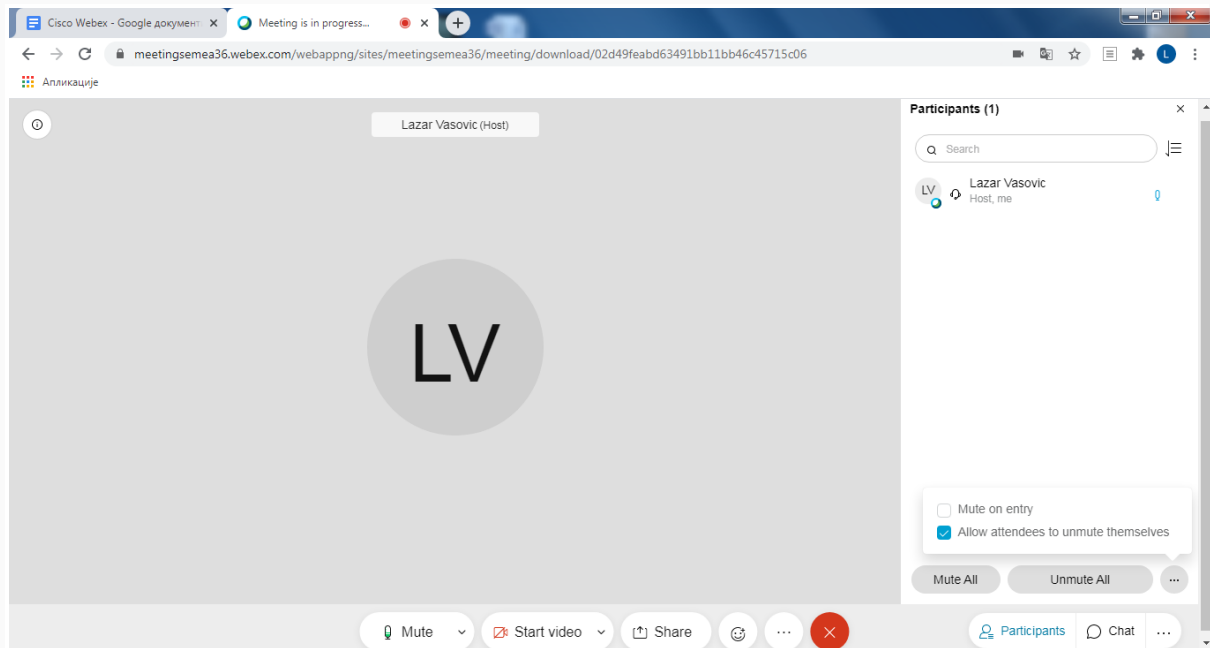
2. Audio



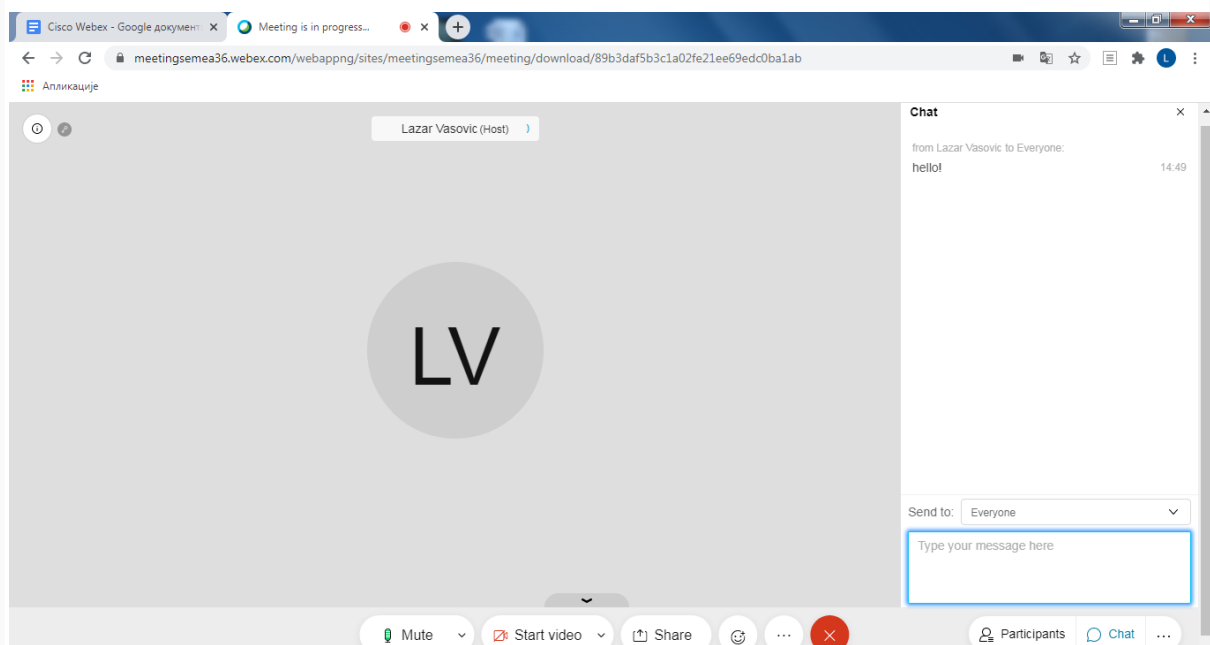
Other features include:

- 'Lock meeting' - prevents others from joining the meeting (usually after the meeting/lecture has started);
- 'Enable breakout session' - enables users to create breakout rooms;
- 'Health checker' - enables users to test the quality of the meeting and report problems.





Hosts can see the number of meeting participants on the right side of the screen. They can mute/unmute all of them or just some of them, grant more privileges to particular attendees, etc. The button next to 'Unmute all' enables users to mute others upon entry and enables attendees to unmute themselves. There is also a 'checklist' next to the search button where hosts can sort the participants by raised hands and names.



Chat is used for sending messages, and participants can choose whether to send them to everyone or to one person.

