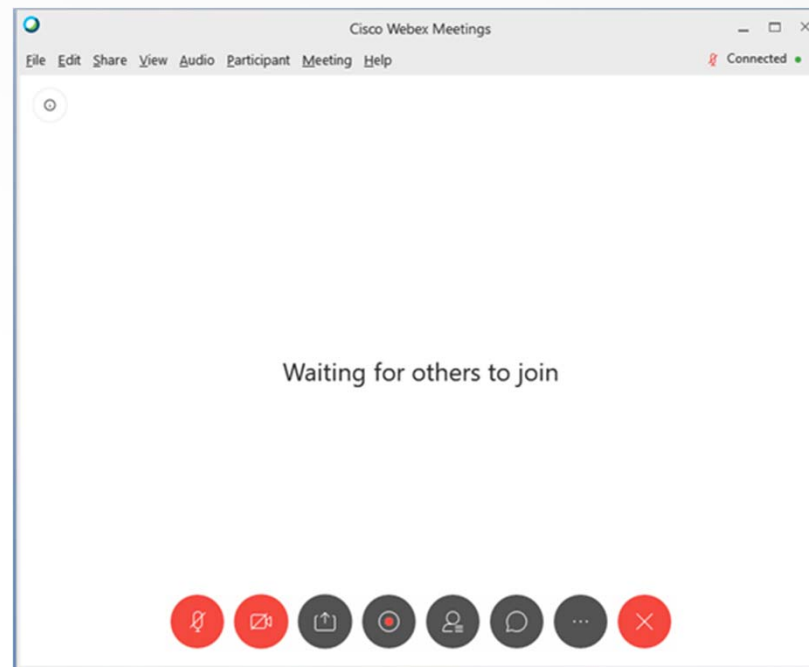


Webex User Guide – Additional Functions within a Meeting

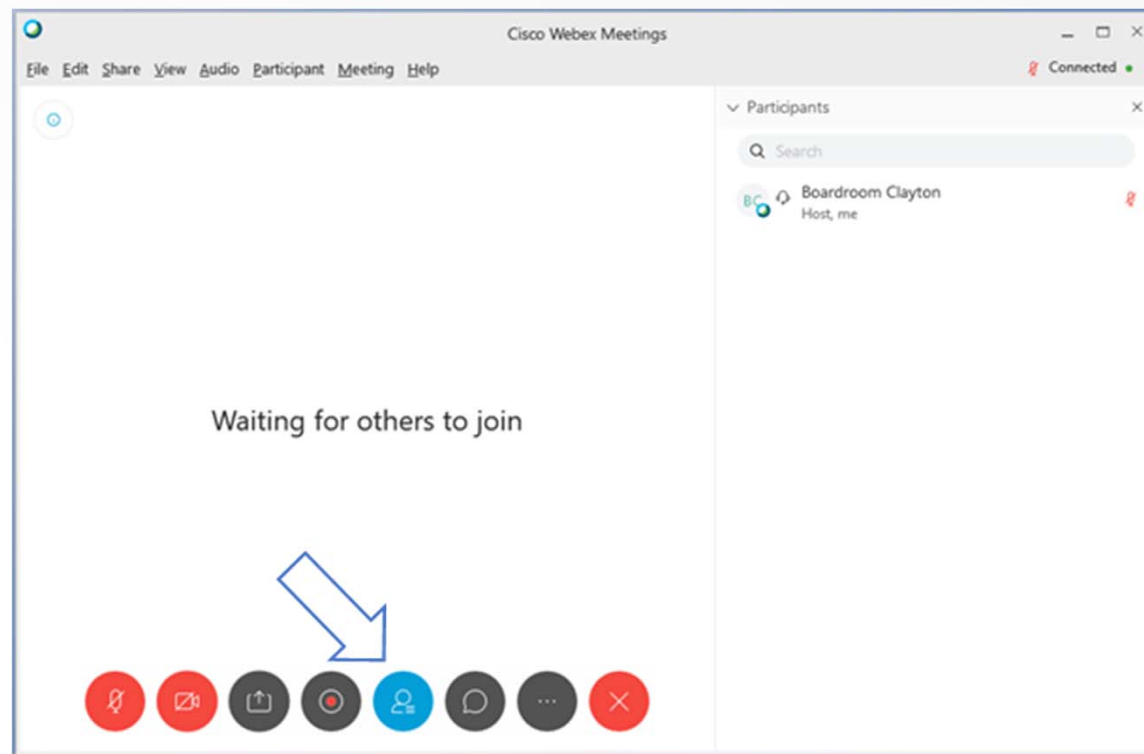
The Lobby

If there are no other attendees in the meeting the following screen will be presented



Viewing Participants

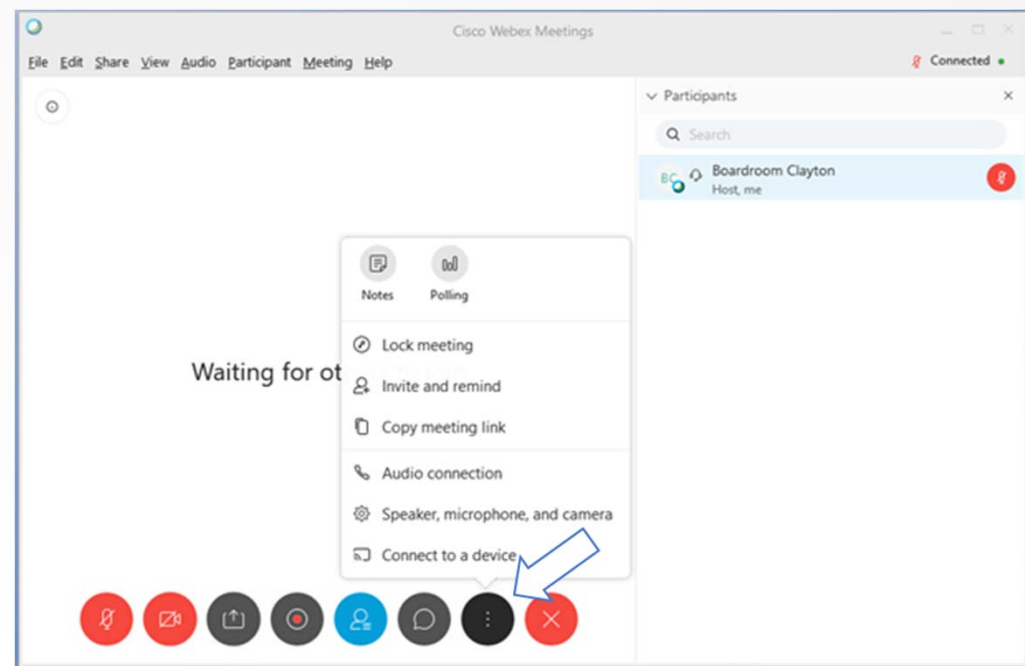
Click on the person icon to bring up the list of participants:



Meeting Options

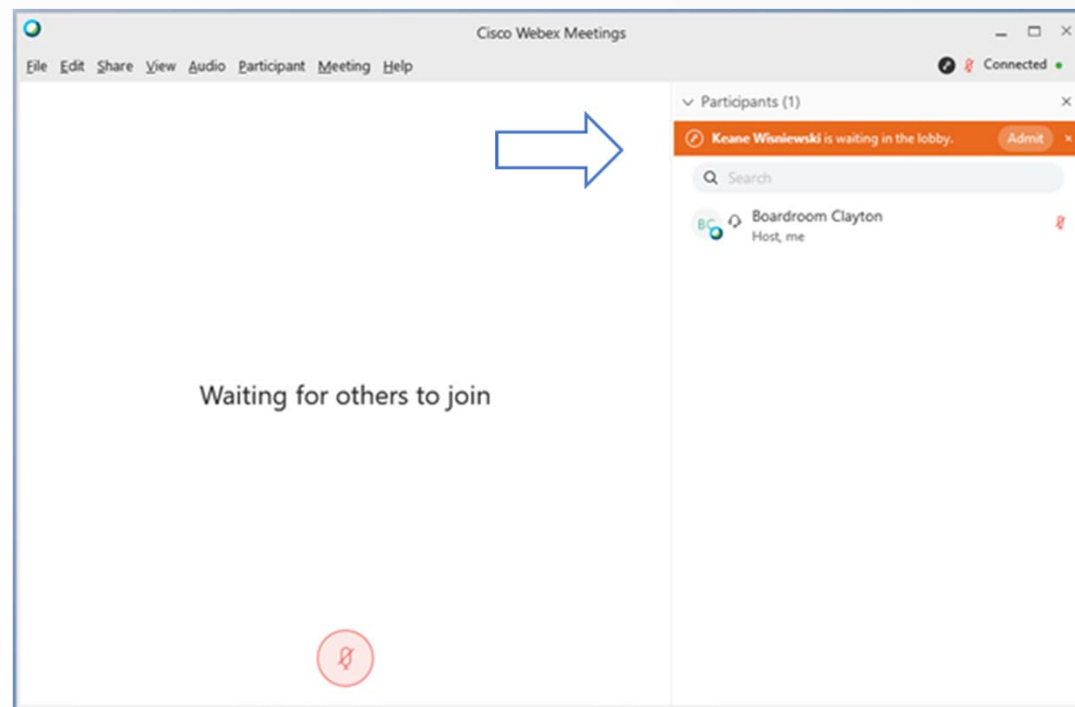
Click the icon as indicated to access the following meeting options:

- Notes
- Polling
- Lock Meeting
- Invite additional attendees, etc.



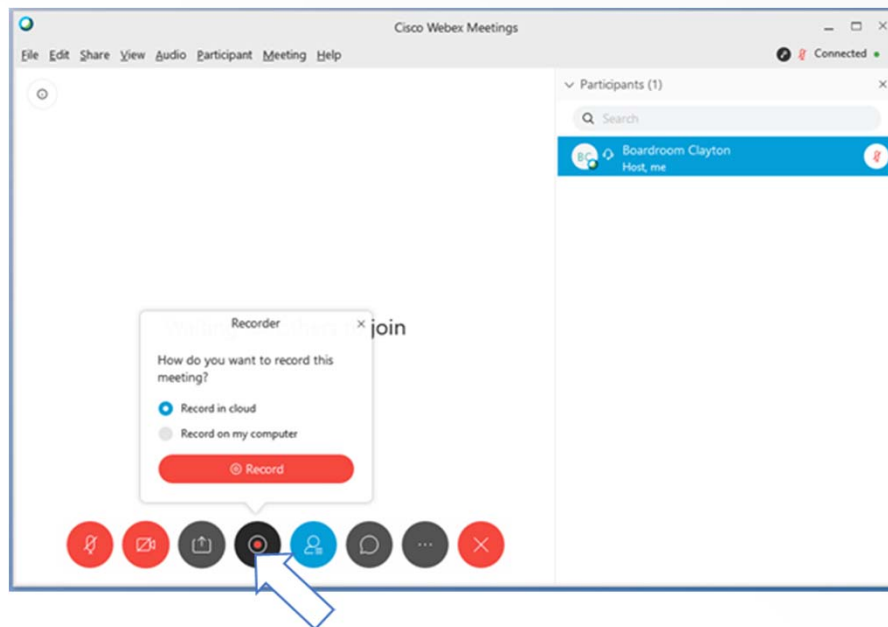
Locked Meeting

- Clicking the Lock meeting option will allow the host to grant access to participants who wish to join after the meeting has been locked by the host.
- Clicking 'Admit' will join the participant into the meeting



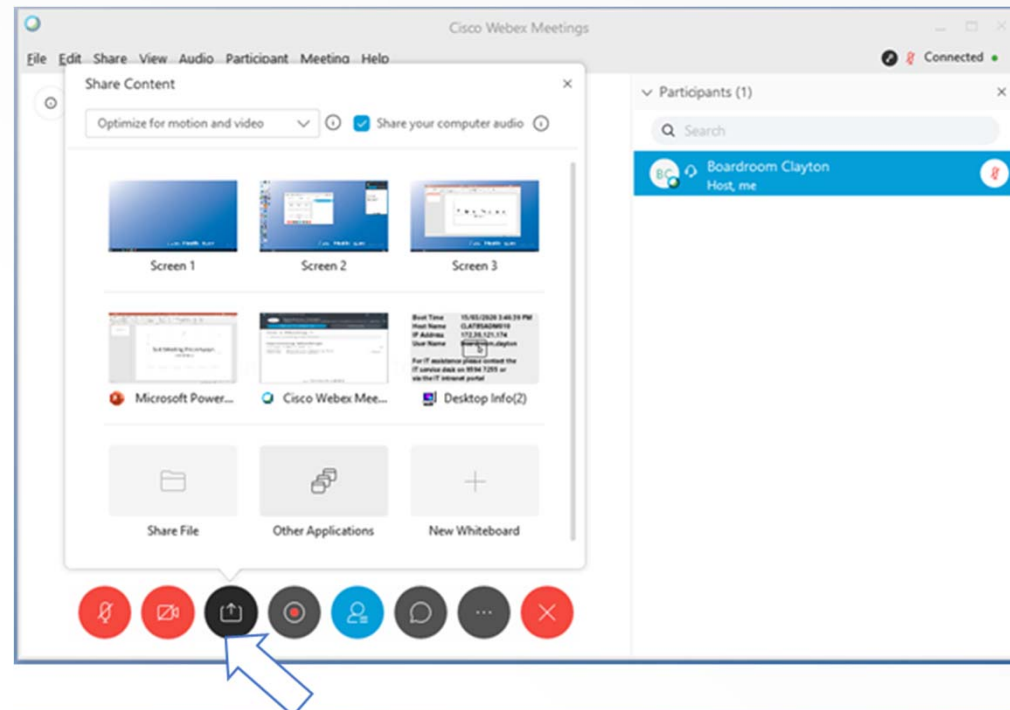
Recording the Meeting

- Click the Recorder icon to commence the recording function of the meeting.
- Transcription is enabled by default and will be sent to the meeting host shortly after the meeting has concluded



Sharing Content

- Click the Share icon to enable the Share Content screen options.
 - Select either a screen or application window to share.
- *Note – Only one participant can share content at one time.



Chat Function

Click the Chat icon to send messages to 'Everyone' or individuals by changing the drop-down option on the right.

