

## Meetings in Webex App

<b>Course title</b>	<b>Overview of Meetings in Webex App</b>
<b>Duration</b>	<b>120 minutes (Including 15 minutes Q&amp;A)</b>
<b>Number of attendees</b>	<b>Up to 20 people per session</b>
<b>Course type</b>	End user- scheduled interactive training.
<b>Course code</b>	UA-WM-001
<b>Remote training requirements</b>	<ul style="list-style-type: none"> <li>• Sessions will be hosted using MS Teams or Cisco Webex Meetings.</li> <li>• Attendees must have access to a PC/ Laptop that can access MS Teams or Cisco Webex Meetings.</li> </ul>

### Training description

This training is designed to provide the delegate with the required knowledge to host effective Webex meetings. The session gives an overview of how to schedule and join/start meetings, In-meeting controls, share content, breakout sessions, Slido and advanced features.

### Training synopsis

- 1) Getting Started
  - About Webex meetings.
  - Viewing your meeting list.
  - Accessing the Webex site.
- 2) Personal Room
  - About Personal rooms.
  - Accessing your personal room.
  - Lock/unlock your personal room.
- 3) Scheduling meetings
  - Schedule a meeting in Webex App.
  - Schedule a meeting from Outlook.
  - Scheduling permissions/Alternate host.
- 4) Sharing Content
  - Share your screen or a file.
  - Annotating shared content.
- 5) Managing participants
  - Share the whiteboard.
  - Participants overview.
  - Muting participants.
  - Transfer host privileges.
  - Assign a Cohost.
  - Raise hand.
  - Using chat.
  - Using notes.
  - Move attendees to and from lobby.
- 6) Video and sharing layouts.
  - Video layouts.
  - Customise the stage.
  - Sync your usage with everyone.

7) Breakout sessions.

- Create breakout sessions.
- Pre-assign participants to breakout sessions.
- Participate in breakout session.
- Join sessions to assist others.

8) Slido Integration

- Polling
- Q&A

9) Recording Meetings

- Record a meeting.
- Access your recordings.
- Adding a contact.

10) Advanced features

- Webex Assistant.
- Transcriptions and closed captions.
- Webex preferences