

AEO

WEBEX MEETINGS
ESSENTIAL APPLICANT GUIDE



OVERVIEW

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A man with glasses, wearing a dark blue button-down shirt, is seated at a long conference table in a meeting room. He is focused on his laptop, with his hands on the keyboard. The room features large windows in the background, several empty beige chairs around the table, and various items on the table including a smartphone, a mouse, and some papers. The overall lighting is dim, creating a professional and quiet atmosphere.

[+] JOINING WEBEX MEETINGS

A vertical image on the left side of the page shows a person's hands and forearms. They are wearing a light-colored, patterned shirt and a smartwatch on their left wrist. Their hands are positioned over a laptop keyboard, suggesting they are working or in a meeting.

BEST PRACTICES

A high-level overview of Webex Meetings best practices.

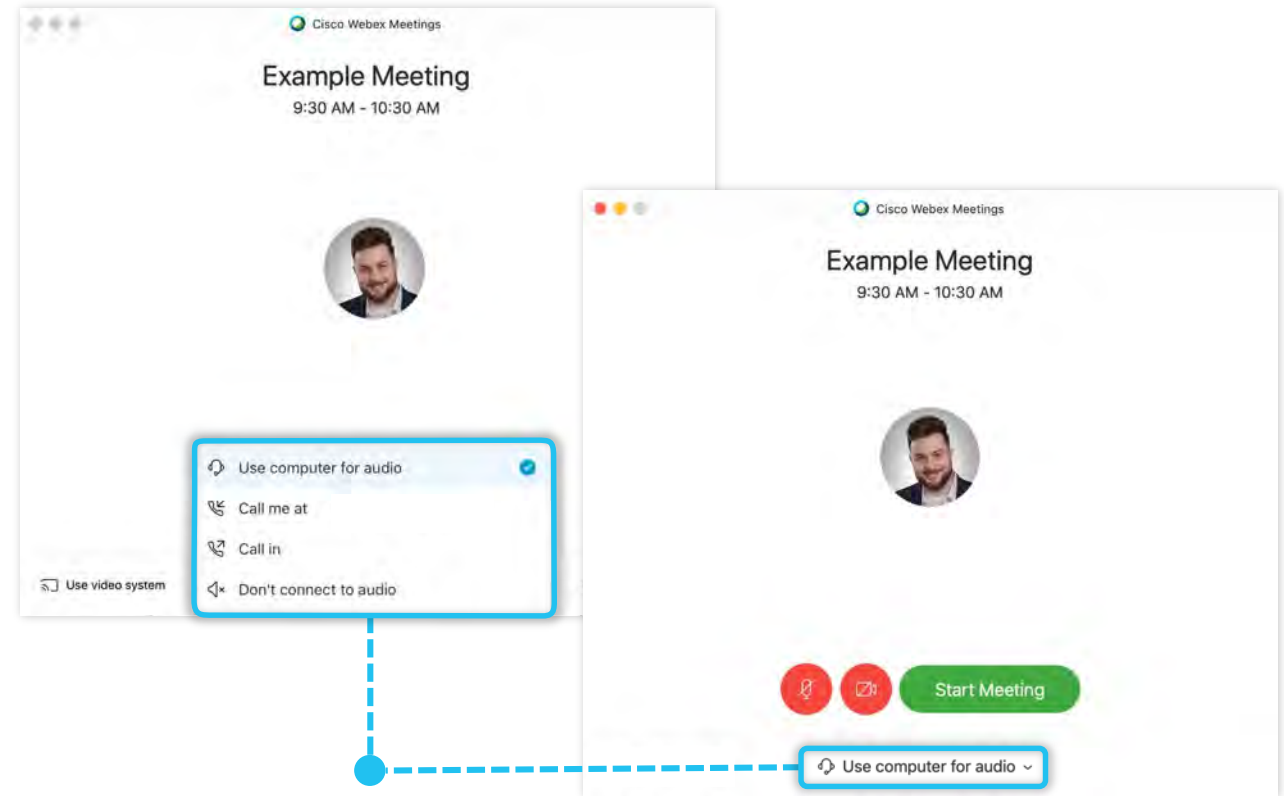
Tips For Staying Connected:

- ✓ **Download the Webex Meetings application on your device.** On your desktop the Webex Meeting application is the fastest way to join a meeting. Download Webex at cs.co/get-webex-meetings
- ✓ **Close background applications.** Even if you're not using them, applications on your device are using precious resources. Before your meeting, close any applications and browser sessions that you are not using for the best experience.
- ✓ **Switch to 'Call Me At' audio.** If your Internet audio and video experience does not work, you can keep collaborating. Either enter or select the work, mobile or home phone number that you'd like the meeting to call.
- ✓ **Run a speed test!** Not sure if your Wi-Fi can handle the call? Use the health checker feature at the top righthand corner of your Webex Meetings app (Supported from Webex Meeting version 39.5 for Windows and 39.8 for Mac OS and later). You can also use any internet based speed test to better understand your connection speeds. Learn more at cs.co/health-check
- ✓ **Choose audio over video.** When your connection quality is low, your collaboration experience gets worse. Webex will suggest or automatically lower your resolution and may eventually turn off your video. You can also do this at any time. Learn more at cs.co/slow-connection
- ✓ **Reduce simultaneous streaming activities.** We all love a binge-worthy TV series! But, if you're joining a meeting and your family is also home, ask them to hold off on that next episode of their favorite show until your meeting is over. Wherever possible, consider downloading shows for off-line watching to save valuable bandwidth during your work hours.

JOINING WEBEX MEETINGS

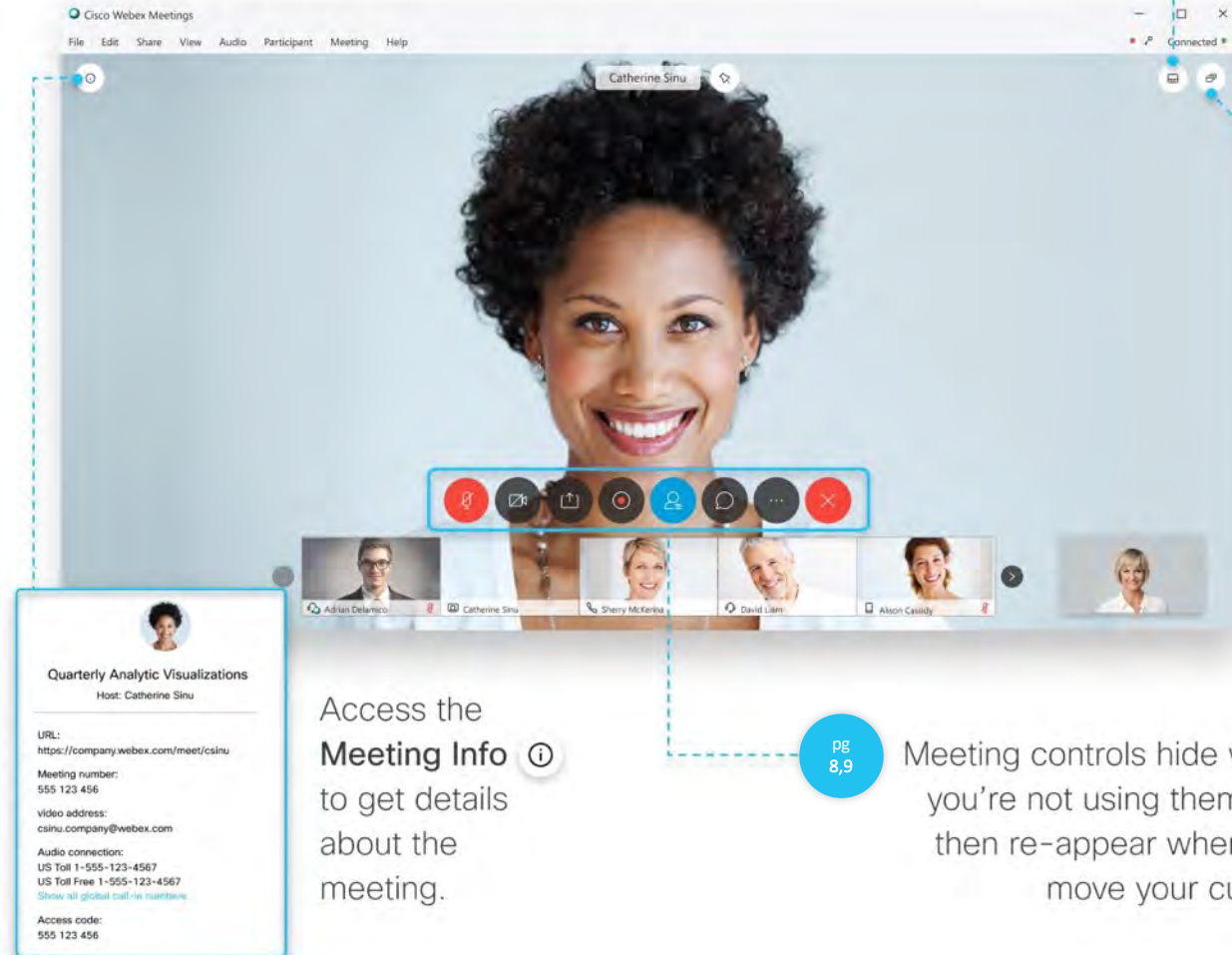
A high-level overview of how to join Webex Meetings and the available options.

1. Click on the link in your email invitation, or within your calendar invite.
2. Click the audio connection options in the Webex Meetings app.
3. Choose how you want to hear the audio in the meeting:
 - **Use Computer For Audio:** Use your computer with a headset or speakers. This is the default audio connection type. You can change your headset, speakers, and microphone.
 - **Call Me:** Enter or select the work or home phone number that you'd like the meeting to call.
 - **Call In:** Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.
4. If you want to join the meeting with your audio muted, click **Mute My Microphone**.
5. If you want to join the meeting with your video turned off, click **Turn Off My Video**.
6. Click **Start Meeting** to join the meeting.




A person is shown from the side, typing on a laptop keyboard. The scene is dimly lit, suggesting an indoor meeting environment. The text "[+] MEETING INTERFACE + CONTROLS" is overlaid in white on the image. The plus sign in the brackets is highlighted in blue.


[+] MEETING INTERFACE + CONTROLS




pg 11,12

Change your **Video Layout**  to control where you view video participants and panels on your screen.

pg 11,12

Choose **Floating Panel View**  to position any panel where you want it – even on a second monitor.

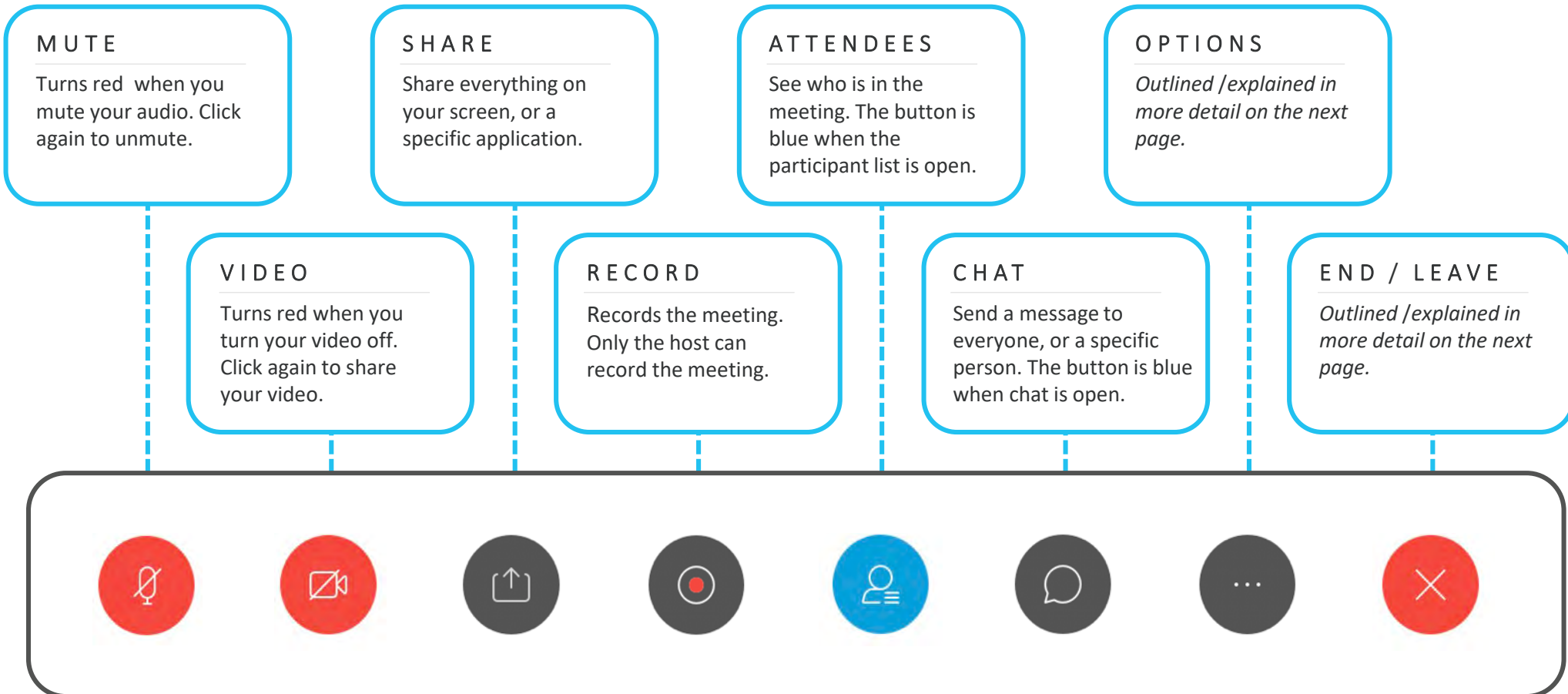
pg 8,9

Access the **Meeting Info**  to get details about the meeting.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.

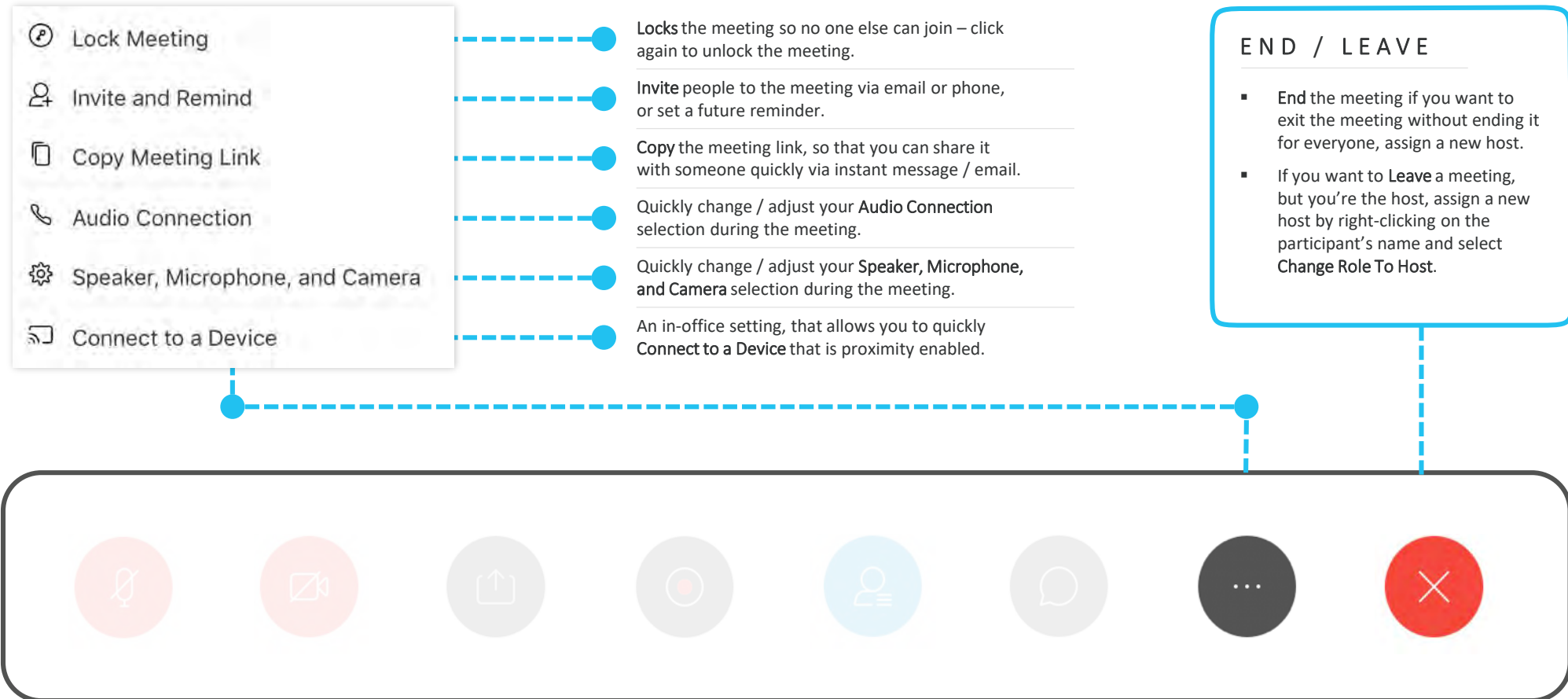
MEETING CONTROLS

A high-level overview of the control options that Webex Meetings employs.



MEETING CONTROLS [CONTINUED]

A high-level overview of the control options that Webex Meetings employs.



A close-up, slightly blurred photograph of a person's hands typing on a laptop keyboard. The lighting is soft and the background is out of focus, showing what appears to be a laptop screen with some greenery. The overall tone is professional and focused on digital work.

[+] VIDEO LAYOUT OPTIONS

VIDEO LAYOUT OPTIONS

A high-level overview of the video layout options when joining a video conference call.

ACTIVE SPEAKER [AS]

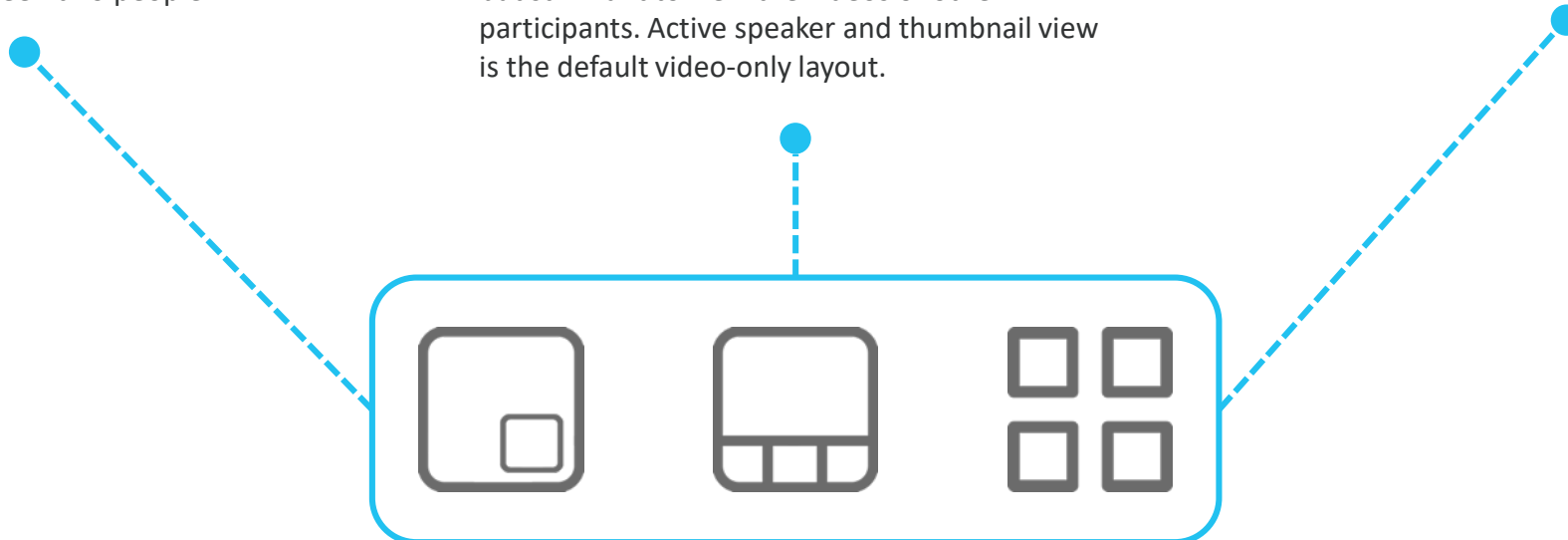
Active speaker view displays a full-screen video of whoever is speaking. This video layout is useful for one-on-one conversations or when you're meeting with only a few others. Active speaker view is the video-only layout that is used in meetings between two people.

AS + THUMBNAIL

Active speaker and thumbnail view displays whoever is speaking in the primary video, while allowing you to see up to five thumbnail videos of other participants. This video layout is useful when you intend to focus on the active speaker but still want to view the videos of other participants. Active speaker and thumbnail view is the default video-only layout.

GRID VIEW

Grid view allows you to see up to 25 participants at the same time. This video layout is useful when you want to divide your attention among multiple speakers or want to collaborate with a larger group of participants.



SHARED CONTENT + VIDEO LAYOUT OPTIONS

A high-level overview of the available video layout options when content is being shared.

AS + THUMBNAIL

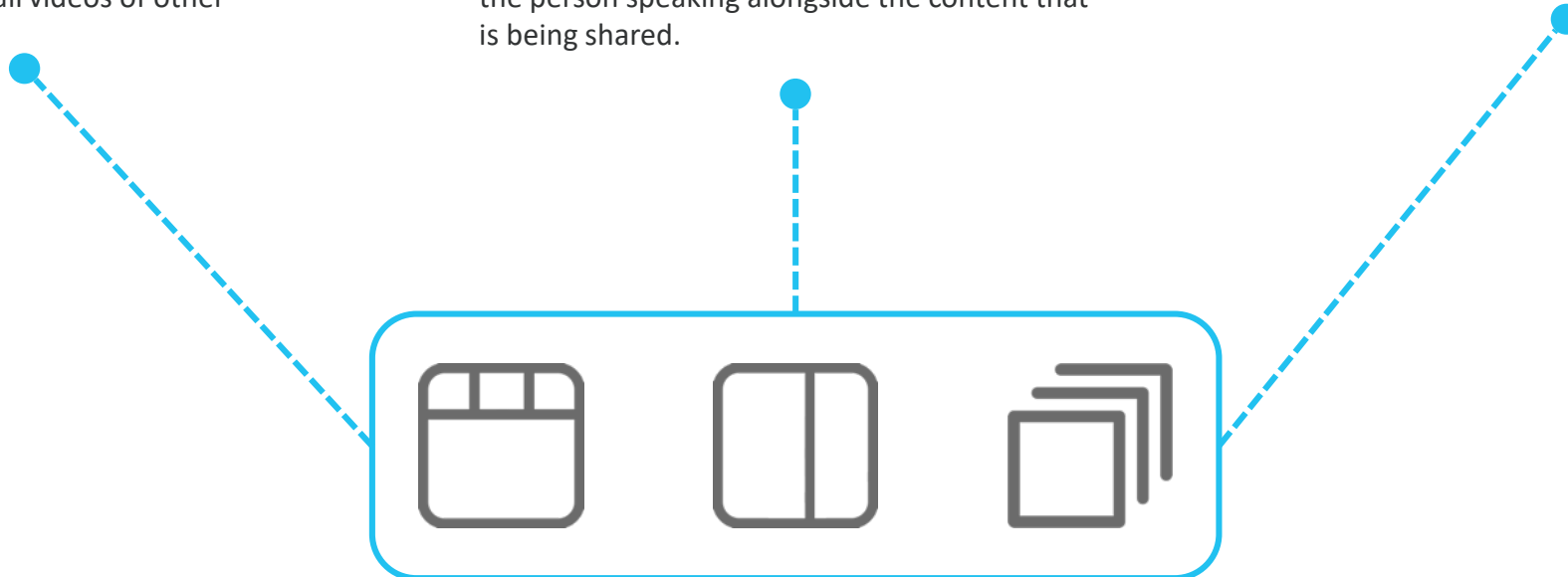
In the active speaker and thumbnail view, the focus shifts to the shared content when someone starts sharing, while allowing you to see up to five thumbnail videos of other participants.

SIDE-BY-SIDE

The side-by-side view allows you to view the shared content next to the videos of participants; allowing you to more largely see the person speaking alongside the content that is being shared.

FLOATING

The floating view allows you to resize or move panels around while content is being shared, even to a second monitor.



A person is sitting at a desk, their hands clasped in front of them. On the desk is a silver laptop, a clear plastic cup with a drink and ice, and a plate with some food. The background is slightly blurred, showing a patterned curtain. The entire image has a dark, semi-transparent overlay.

[+] ADDITIONAL RESOURCES



WE'RE HERE TO HELP

Please contact your Recruiting Coordinator, or Recruiter, if you have trouble connecting.

ADDITIONAL RESOURCES

- + Webex Help Center - Resources:
 - > Help Center - [Home](#)
 - > Webex Meetings - [Guide](#)
- + Webex Help Center – Videos:
 - > [Recorded Courses](#)
 - > [Live Courses](#)