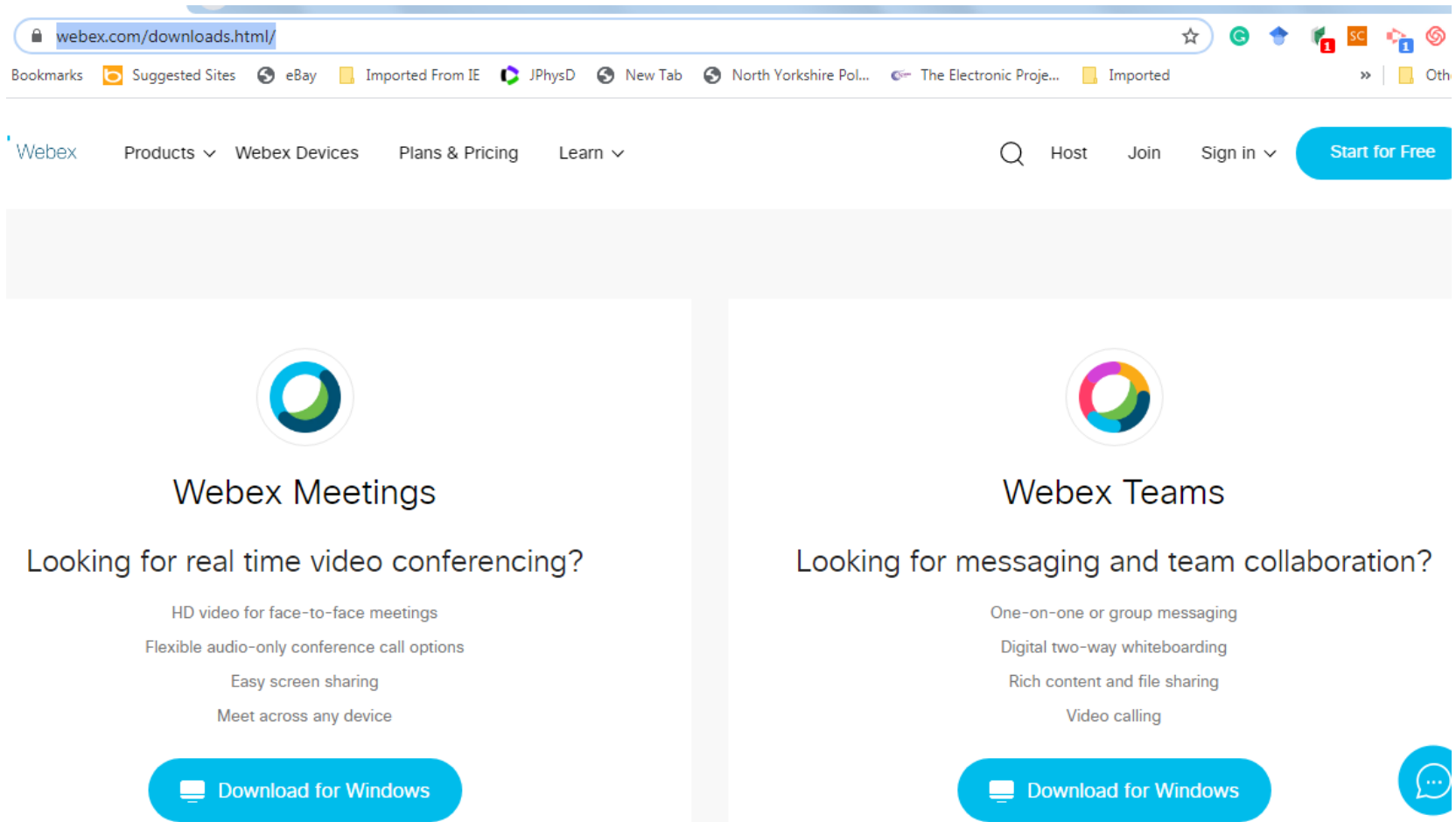


How to Make Use of **Webex-** **Cisco** Platform for Online Teaching/Meetings



Disclaimer: Images used here are taken from Webex-Cisco webpage or generated from the Webex application.

GUIDELINES FOR USING Webex APPLICATION:

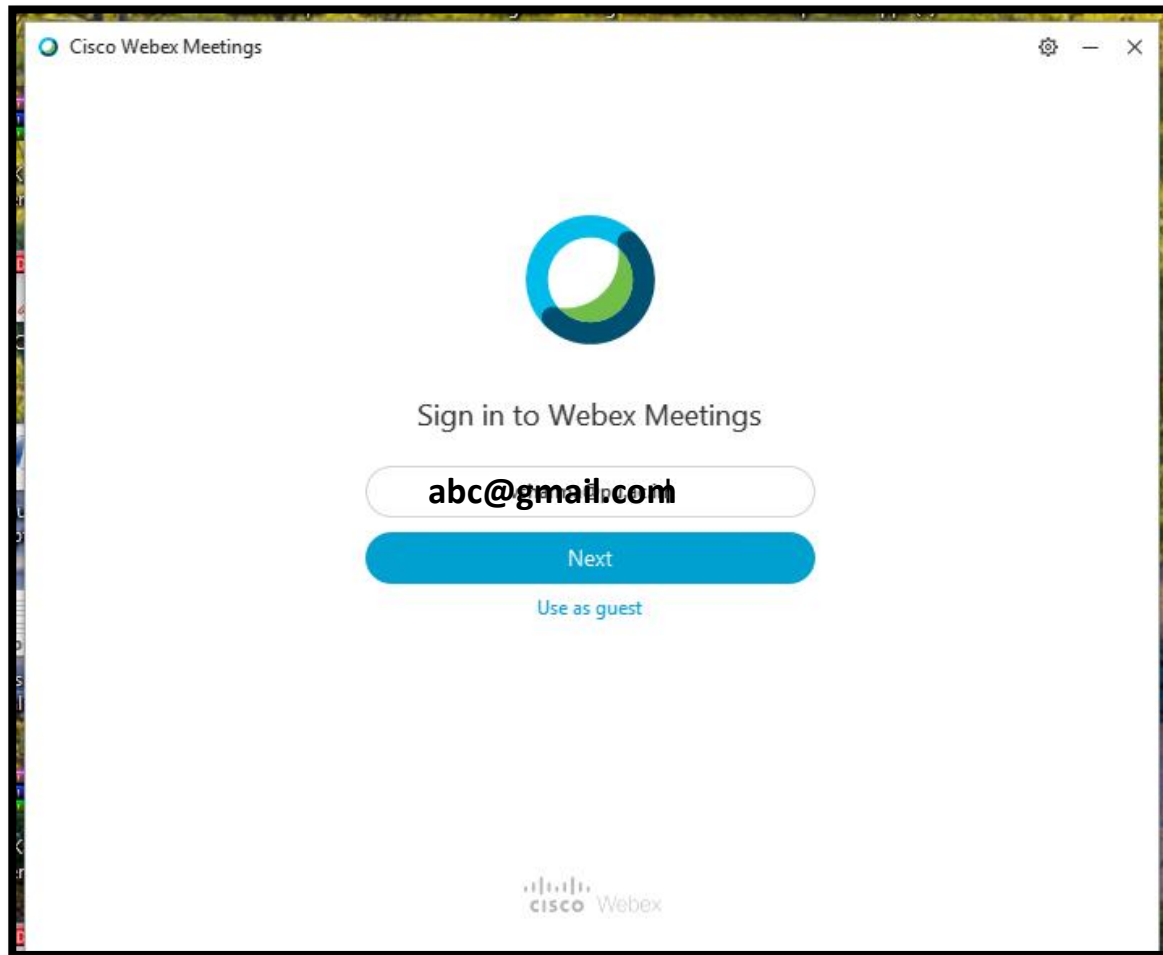


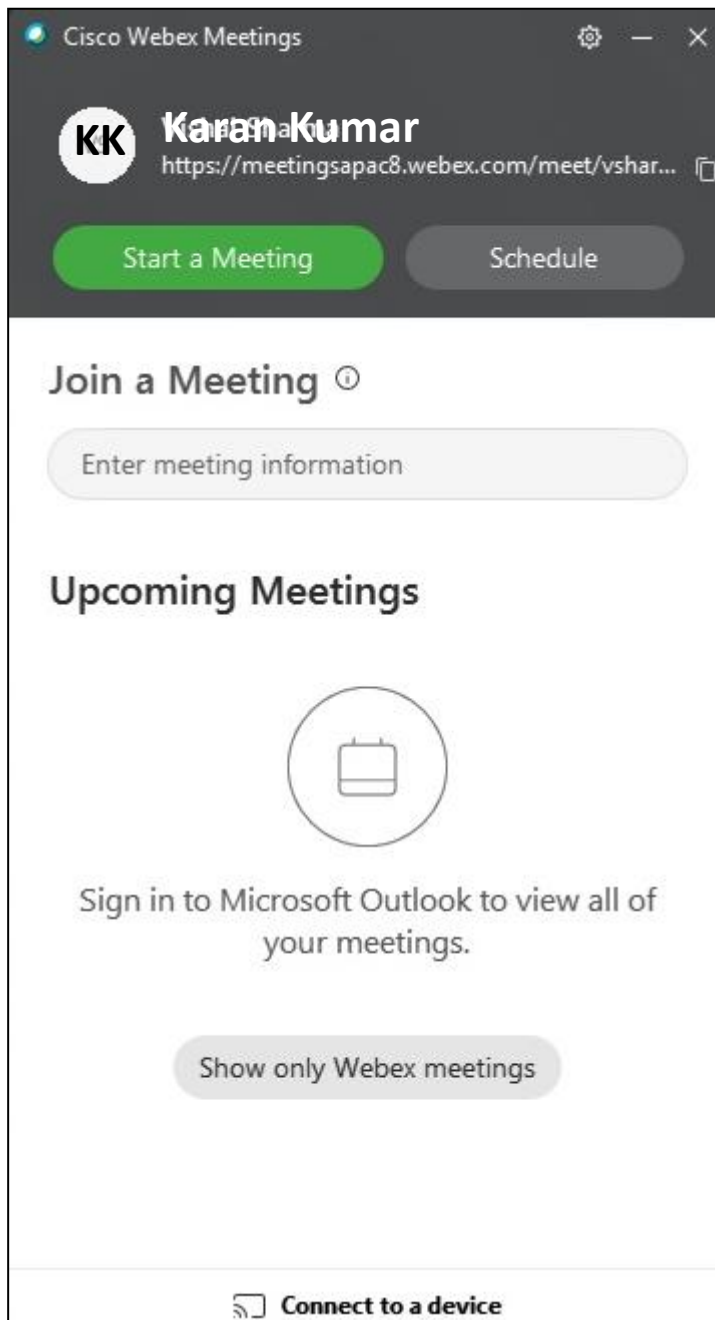
The screenshot shows a web browser window with the address bar displaying [webex.com/downloads.html/](https://www.webex.com/downloads.html/). The browser's bookmark bar includes 'Suggested Sites', 'eBay', 'Imported From IE', 'JPhysD', 'New Tab', 'North Yorkshire Pol...', 'The Electronic Proje...', and 'Imported'. The Webex website header features navigation links for 'Webex', 'Products', 'Webex Devices', 'Plans & Pricing', and 'Learn', along with a search icon, 'Host', 'Join', 'Sign in', and a 'Start for Free' button. The main content area is split into two columns. The left column is for 'Webex Meetings', featuring a circular logo and the text 'Looking for real time video conferencing?'. Below this, it lists features: 'HD video for face-to-face meetings', 'Flexible audio-only conference call options', 'Easy screen sharing', and 'Meet across any device'. A blue button with a download icon and the text 'Download for Windows' is at the bottom. The right column is for 'Webex Teams', featuring a circular logo and the text 'Looking for messaging and team collaboration?'. Below this, it lists features: 'One-on-one or group messaging', 'Digital two-way whiteboarding', 'Rich content and file sharing', and 'Video calling'. A blue button with a download icon and the text 'Download for Windows' is at the bottom. A chat bubble icon is visible in the bottom right corner of the page.

<https://www.webex.com/downloads.html/>

Download the application in the Desktop and sign up with your email

After Creating account sign in to the Webex meeting





- **Now you are logged in to your account.**
- **From the start meeting button you can start your meeting immediately or from Schedule meeting button you can schedule your meeting for future time.**

Cisco Webex Meetings

KK **Karan Kumar**
https://meetingsapac8.webex.com/meet/vsl ar...

Start a Meeting Schedule

Join a Meeting ⓘ

Enter meeting information

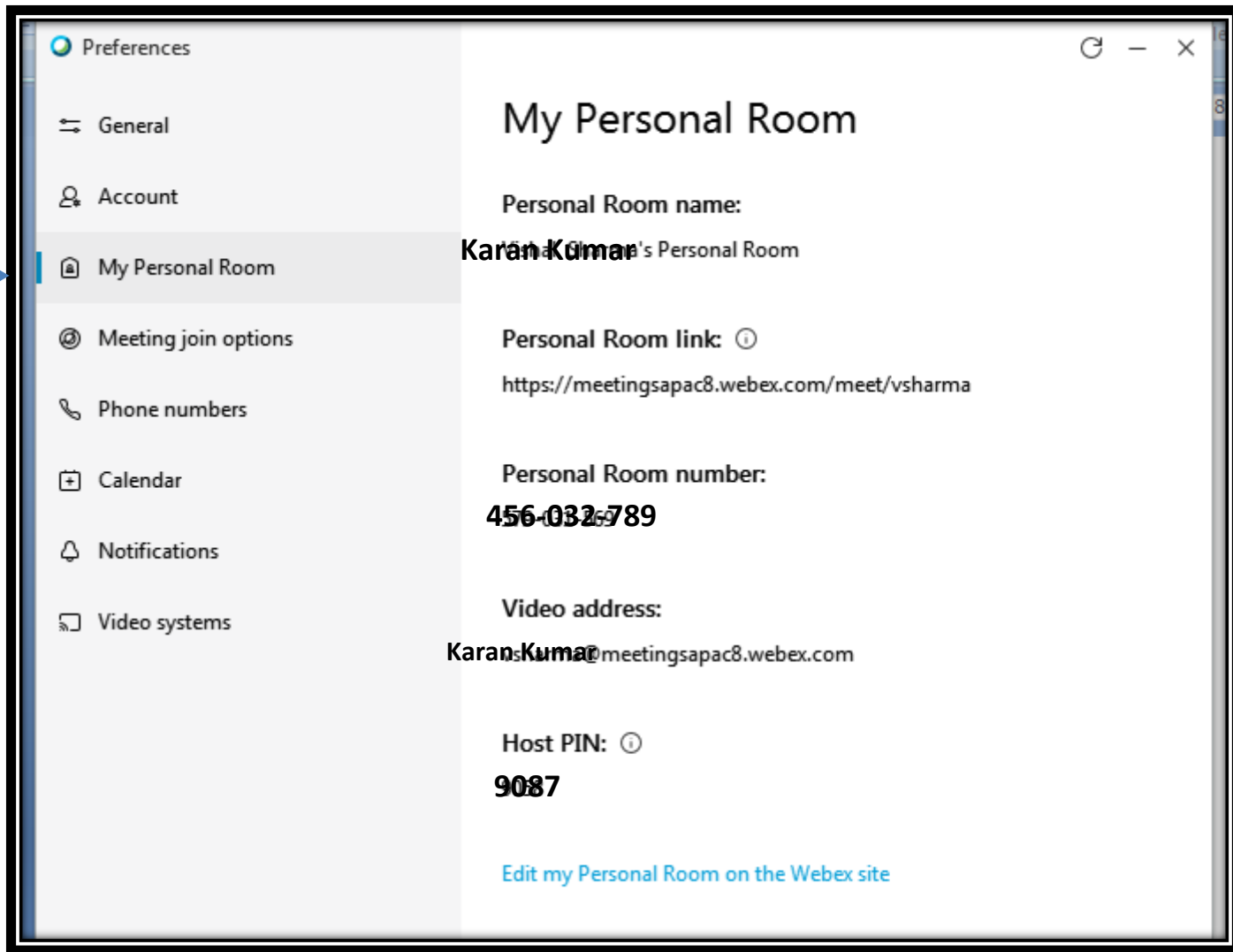
Upcoming Meetings

Sign in to Microsoft Outlook to view all of your meetings.

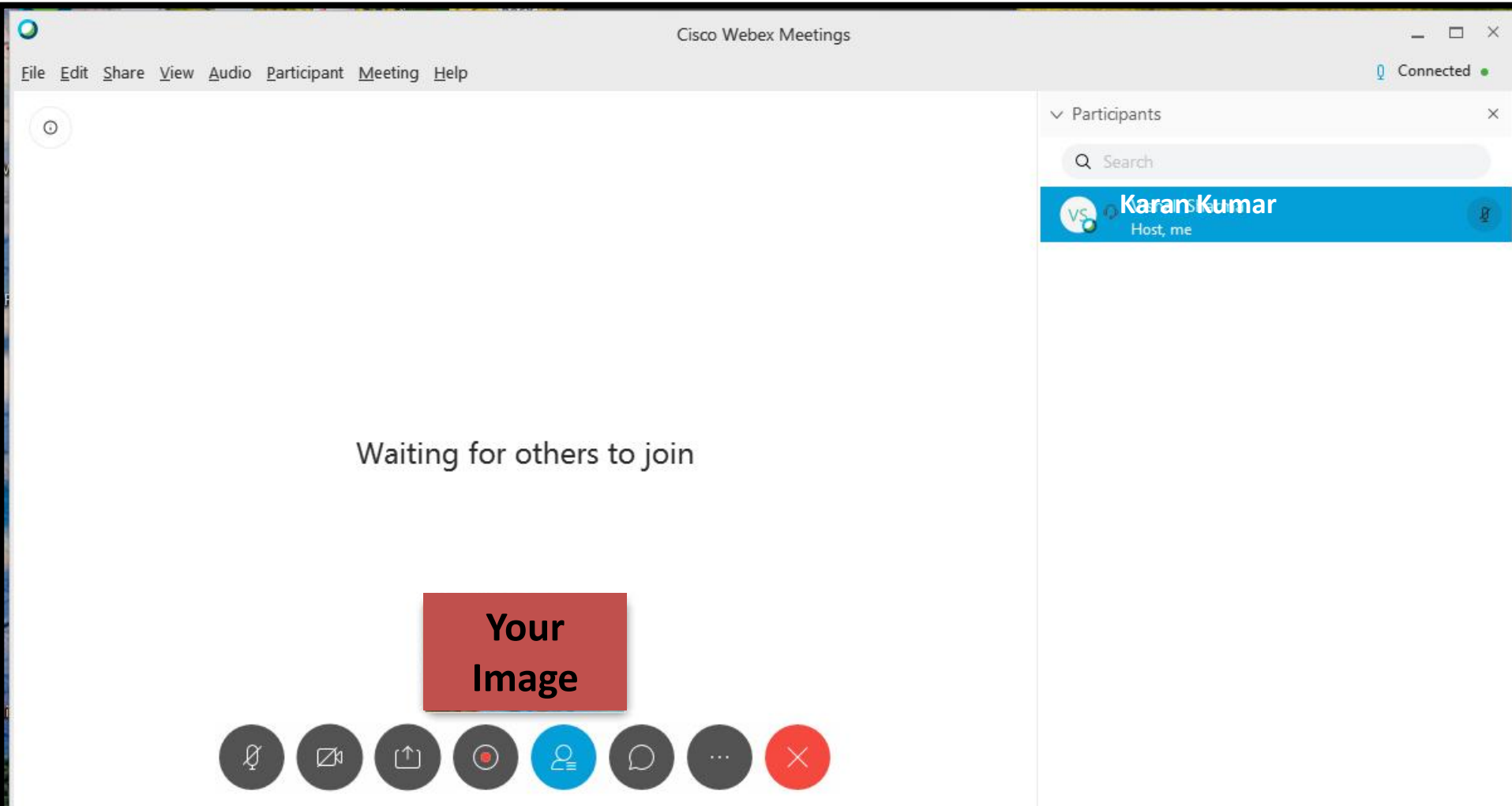
Show only Webex meetings

Connect to a device

Go to your preferences through this gear icon on top right and check your settings and know your personal meeting ID etc.



Go to my personal room and check your personal meeting ID/room no as well as PIN. You can also copy the meeting link and send to your students. You can check other settings like meeting join option etc. After these settings click on Start meeting



After start meeting the window will appear like this. You can see the control buttons below your image like mute, video, share screen, record, contacts, chat, more options, and end meeting (red X button) to

Participants

Search

Karan Kumar

Host, me

Waiting for ot

Your Image



Notes

Lock meeting

Invite and remind

Copy meeting link

Audio connection

Speaker, microphone, and camera

Connect to a device



More setting options

File Edit Share View Audio Participant Meeting Help

Share Content

Optimize for text and images

Screen 1

Zoom Meetings : ... Online Protection Cisco Webex Mee... Microsoft Office ...

Google Chrome(3) Zoom Meetings : ... Windows Explorer

Participants

Search

Karan Kumar
Host, me

Through share content button you can share your notes in e-text, PDF files, Video files as well as power point presentations. You can end the share on clicking end share button after your presentation.

Guidelines for safe usage for any online platform

- Create a new email ID for such online platform. It is advised not to use existing email which is connected to your net-banking etc.
- Create a new user ID and password for each meeting
- Create a waiting room in the app so that only host can allow him into the meeting.
- Disable Join feature before hosting your meeting.
- Allowing Screen sharing by Host only
- Disabling "Allow removed participants to re-join"
- It is recommended to restrict or disable file transfer with participants.
- Lock the meeting after all participants joined the meeting.
- Restrict the recording feature to host only.
- Always end the meeting (not leave), if you are host.