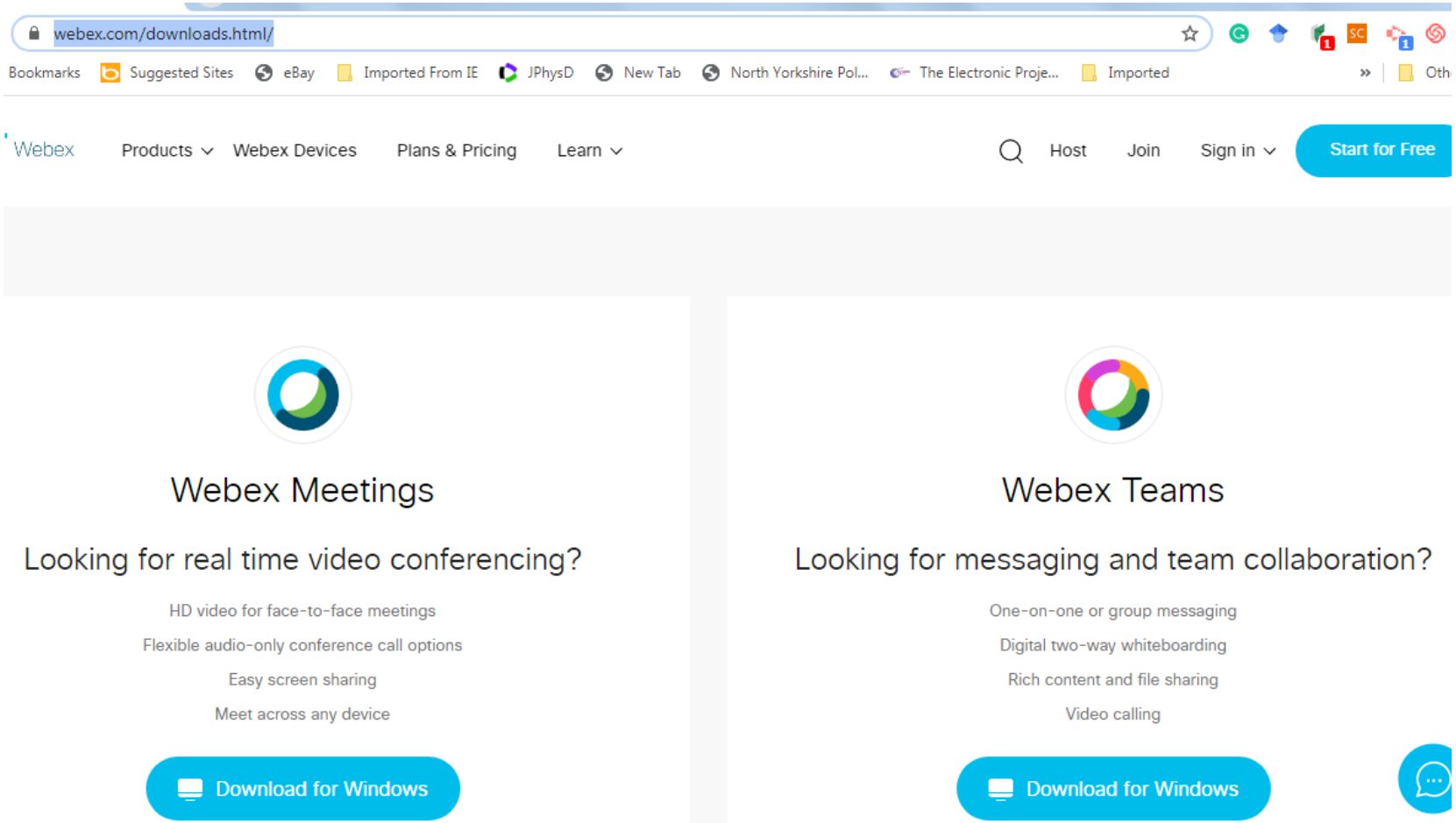
How to Make Use of Webex-Cisco Platform for Online Teaching/Meetings

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

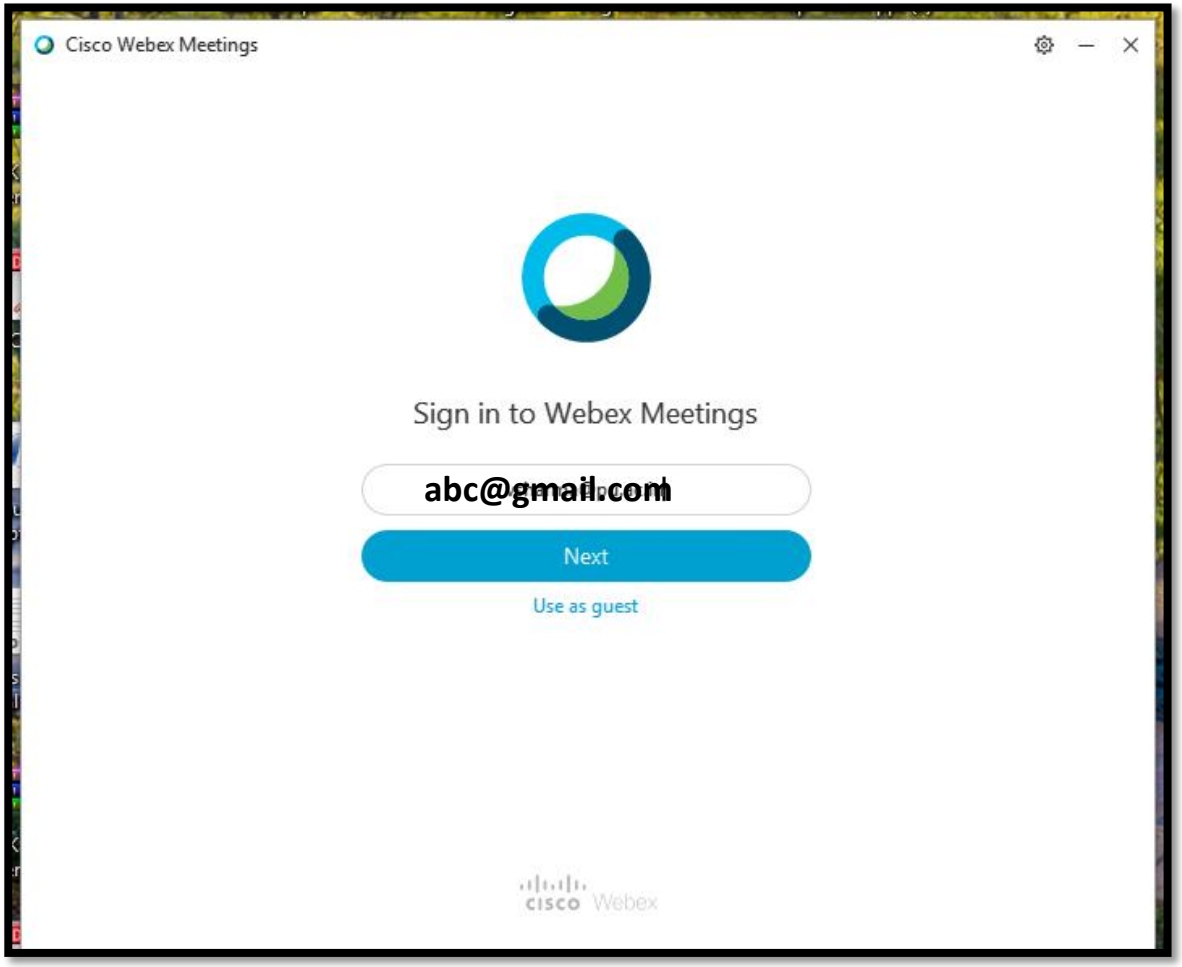
GUIDELINES FOR USING Webex APPLICATION:

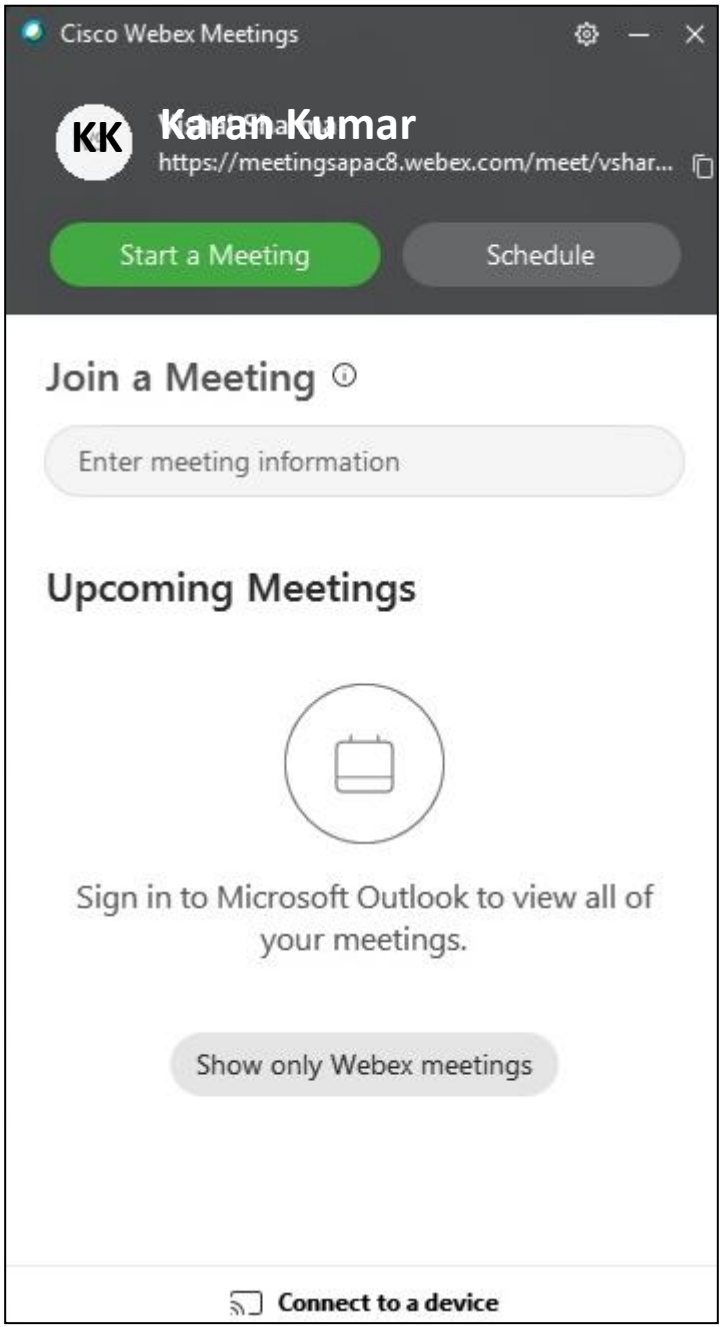


https://www.webex.com/downloads.html/

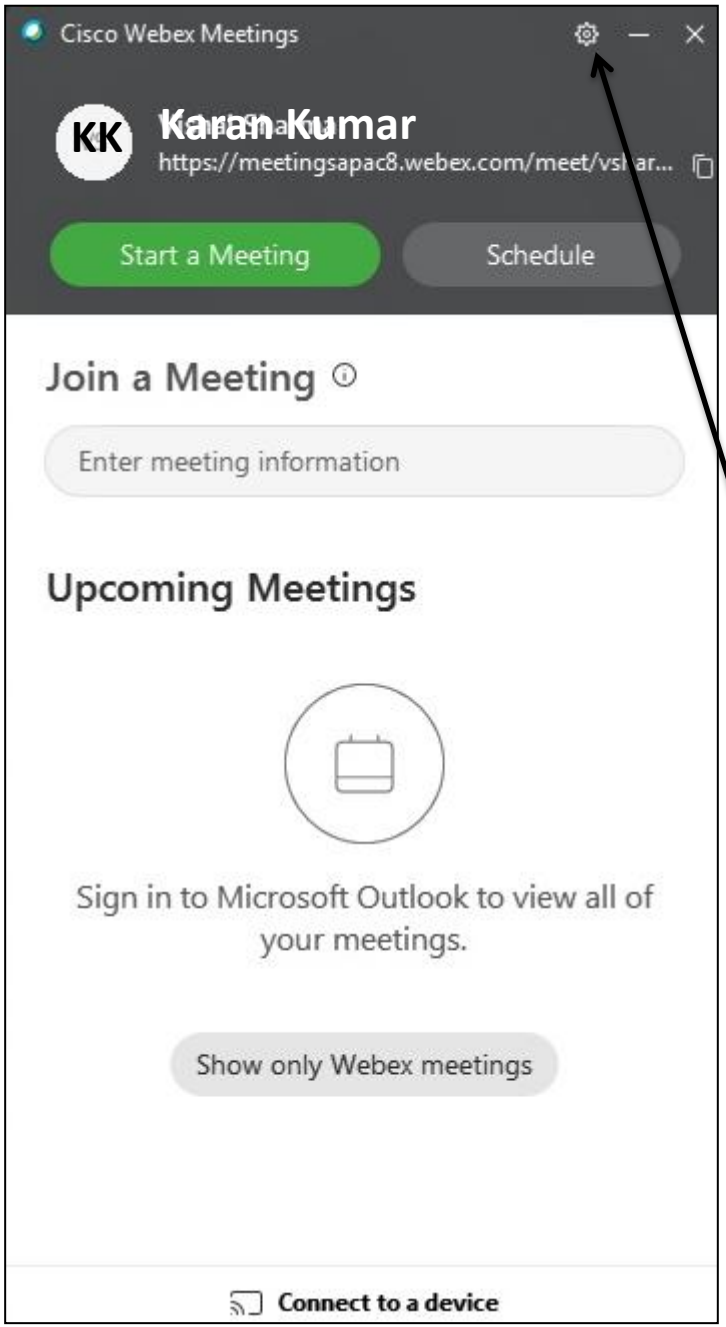
Download the application in the Desktop and sign up with your email

After Creating account sign in to the Webex meeting

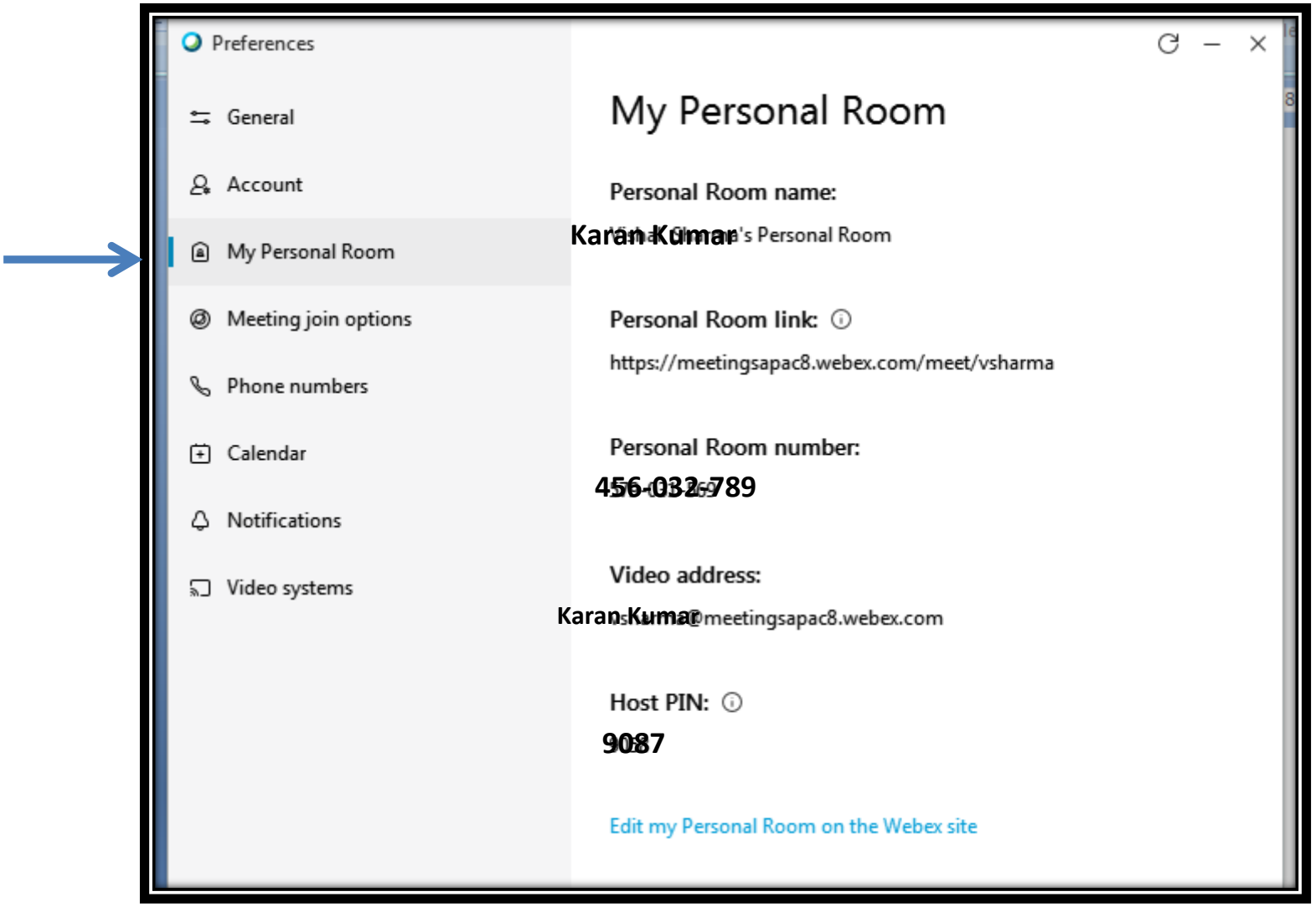




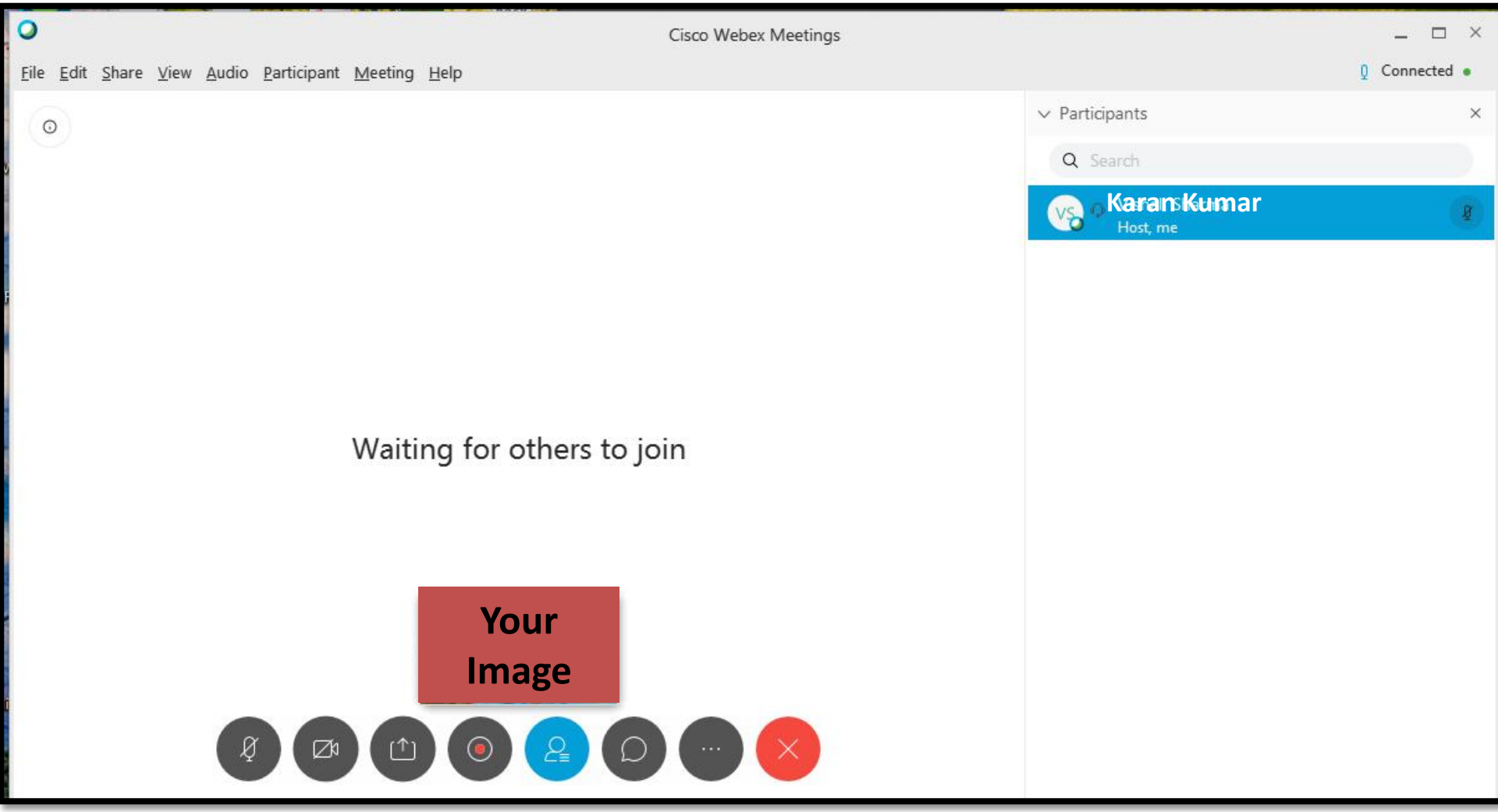
- **Now your are logged in to your account.**
- **From the start meeting button you can start your meeting immediately or from Schedule meeting button you can schedule your meeting for future time.**



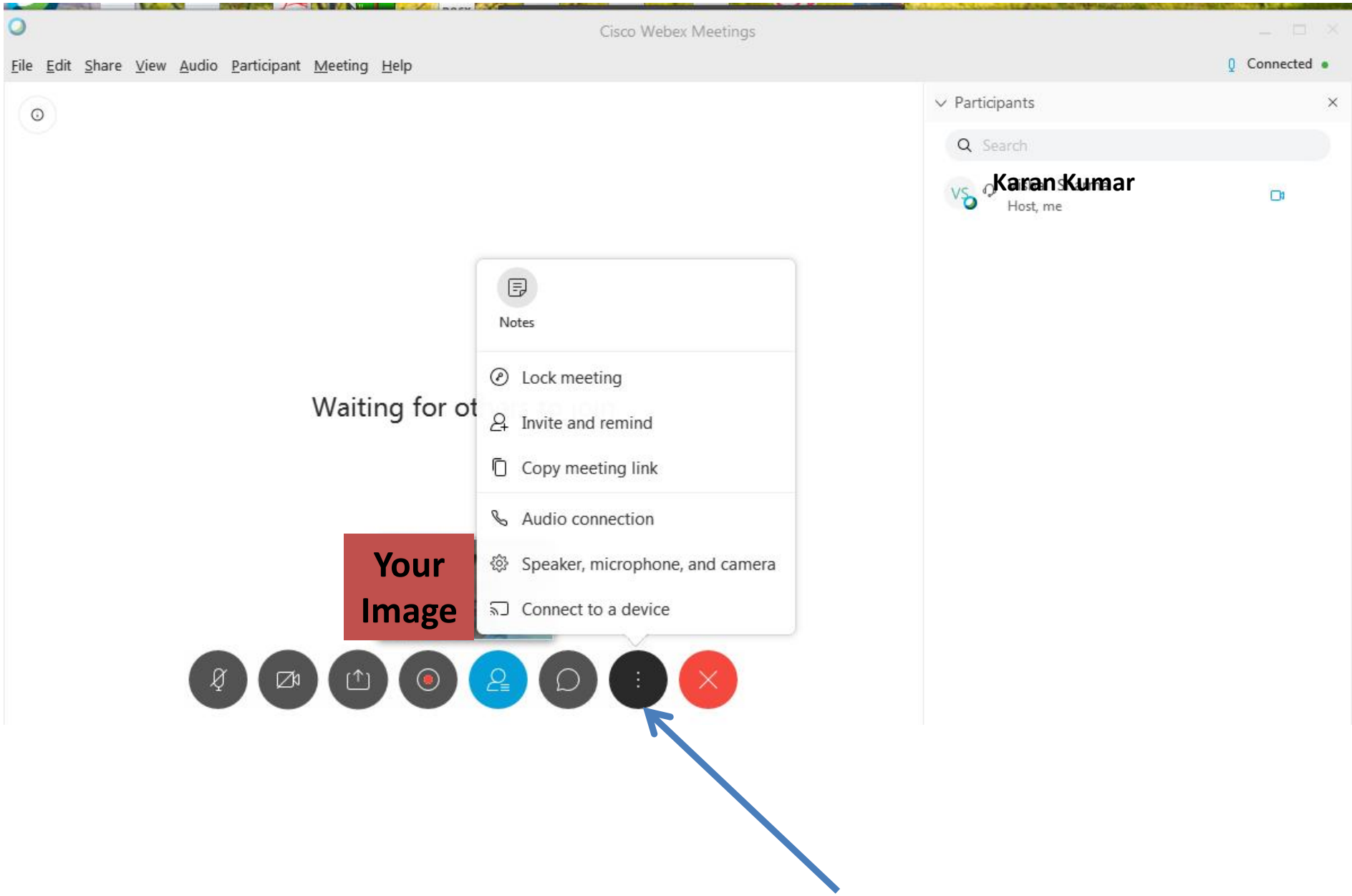
Go to your preferences through this gear icon on top right and check your settings and know your personal meeting ID etc.

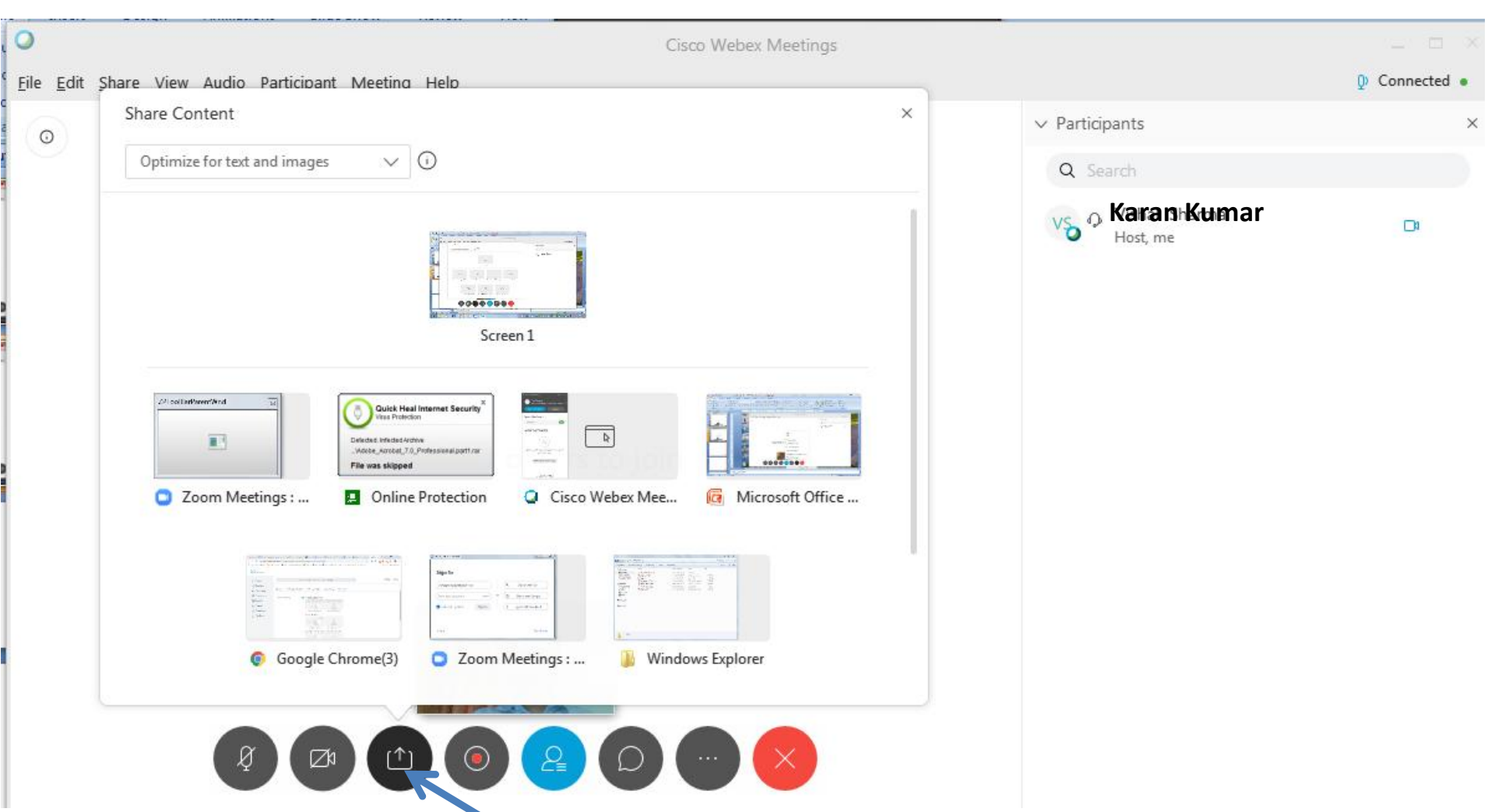


Go to my personal room and check your personal meeting ID/room no as well as PIN. You can also copy the meeting link and send to your students.
You can check other settings like meeting join option etc.
After these settings click on Start meeting



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


Cisco Webex Meetings
File Edit Share View Audio Participant Meeting Help
Connected
Participants
Search
Karan Kumar
Host, me
Notes
Lock meeting
Invite and remind
Copy meeting link
Audio connection
Speaker, microphone, and camera
Connect to a device
Waiting for ot
Your Image
More setting options



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 cal 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.