WEBEX BASICS: GETTING AROUND THE SCREEN

Here is a quick look at the interface in your Webex class conference screen.

Instructor’s Video or Presentation

When you first log in to Webex, you will see a shared presentation or your instructor’s video. If a presentation is being shared, your instructor’s video thumbnail and other participant videos will be at the top of the screen. If no content is being shared, participant thumbnails will appear at the bottom and your instructor’s video will appear in full view.

Meeting Controls

Controls are clustered together at the middle and will automatically hide when not in use. Moving your mouse over the interface will make the controls re-appear.

Use the Options icon to further adjust your audio connection, if needed. Note: Some of these options (like share, for instance) may be disabled depending on the plan for class that day.

If you need help with ODU’s web conference classes, contact ODU ITS:

itshelp@odu.edu   |  1-877-348-6503
Accessing Participant Roster, Chat, and Screen Sharing

Use the meeting controls to toggle different features into view. You can mute your mic by clicking the microphone icon in the meeting controls or by clicking the microphone next to your name in the participant roster. When you are muted, both microphone icons will appear orange.

When your video, share, participant roster or chat features are toggled, the icons will appear blue. If you need to further adjust your audio, you can do that under the options (...) icon.
WEB CONFERENCING GUIDE

**Toggle Video Layout and Full-Screen**

Video and content layouts allow you to change your view based on what or who you need to see. Use the button in the upper right of the main panel to toggle between active speaker view only, thumbnail view, and participant grid view. Clicking on the floating mode toggle allows the Webex interface to occupy the active monitor's full screen and it can also be manually resized and dragged. You can also move windows to a second monitor.