WebEx Basics: Getting Around the Screen

Here's a quick look at the features in your WebEx class conference screen.

1. Instructor's presentation slides
2. Instructor/Presenter video
3. Thumbnail videos of other students in class
4. Chat: If your instructor uses chat, you can text with the instructor and with other students in class.
Viewing presentation slides

You can change your view of the instructor’s presentation slides using the icons above the top right corner of the presentation area.

- Click the magnifying glass icons to zoom in or out on your view of the slides.
- To make the presentation area full screen, click the icon with two arrows. Your WebEx controls are now at the top of the screen. Move your mouse to the top of the screen to reveal the controls:
  - Click Return to exit full screen.
  - Click Audio to adjust your audio settings, including which speakers and mic you’re using.
  - Click Participants to open the Participants panel while you’re in full-screen mode.
  - Click Chat to open the Chat panel while you’re in full-screen mode.
  - To zoom in or out of the presentation while in full-screen mode, click the down arrow at the right end of the controls, then click View in the menu and choose the level of zoom.
**Viewing participants**

You view participants’ video at full screen, too. Hover your mouse over the instructor’s video in the Participant’s panel until you see an icon with two arrows appear in the top right corner. Click the icon to change to full-screen mode.

In full-screen mode, the person talking will appear in the large center video. The other participants’ videos are shows as thumbnails along the bottom.

Your WebEx controls are now at the top of the screen. Move your mouse to the top of the screen to reveal the controls:

- Click Return to exit full screen.
- Click Audio to adjust your audio settings, including which speakers and mic you’re using.
- Click Participants to open a list of Participant names while you’re in full-screen mode.
- Click Chat to open the Chat panel while you’re in full-screen mode.
To exit the conference, close the WebEx app or select Quick Start, then Leave Meeting.

If you need help with ODU’s web conference classes, contact ODU ITS at itshelp@odu.edu or 1-877-348-6503 (toll-free).