



Webex User Guide - Presenter



Webex Windows User

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

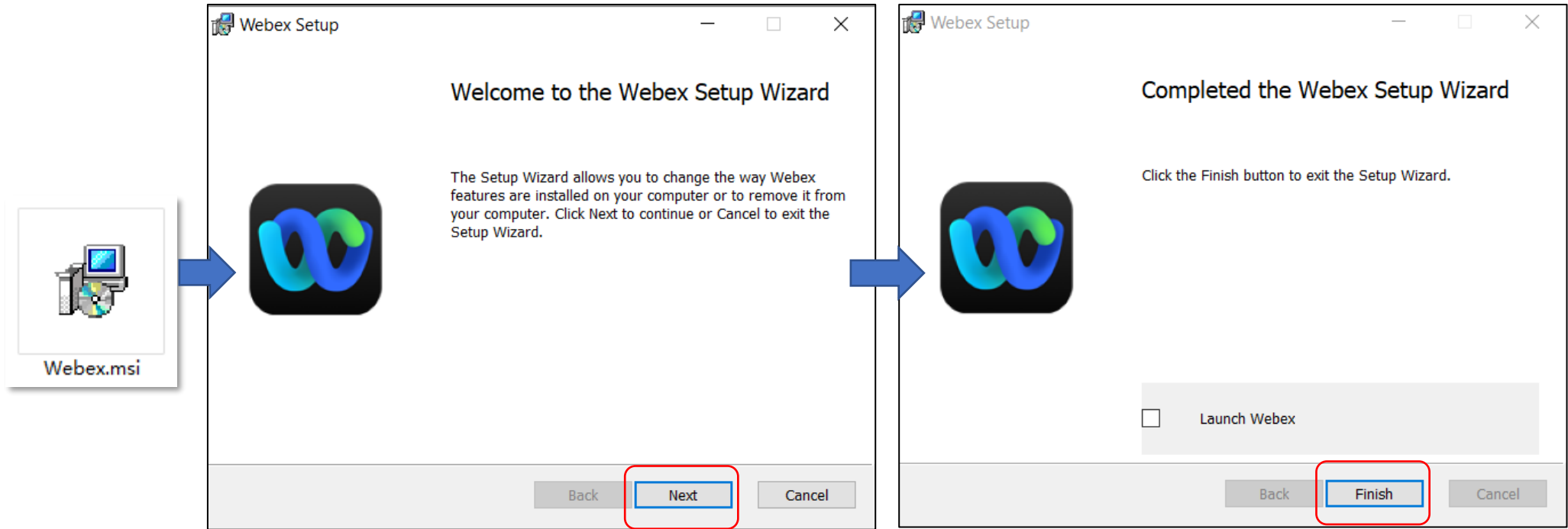


Webex Desktop App
Download for Windows

The screenshot shows the Webex website's download page. At the top right, there are links for 'Download', 'Support', 'Contact Sales', and a phone number '+1-888-469-3239'. The main navigation bar includes the Webex logo, 'Products', 'Pricing', 'Devices', 'Solutions', and 'Resources'. On the right side of the navigation bar, there are links for 'Join a Meeting', 'Sign In', and a 'Start For Free' button. The main content area has a dark green background with the text 'One platform, with all the ways to connect.' on the left and 'Download Webex' in large white font in the center. Below this, there are two green buttons: 'For Windows (64 bit) ↓' and 'For Windows (32 bit) ↓'. A yellow box highlights these two buttons, with the text '(most common)' written below them. At the bottom of the page, there is a white section with the text 'Download mobile app'.

Note that according to your computer OS, Webex will directly guide you to corresponding Webex download page (windows/Mac). For Windows users, please refer to the Info session within setting in your computer to find out the version of Windows (64 bit/32 bit)


Installation for Windows



Please follow Webex Setup Wizard to complete the installation.



Webex macOS User



Installation for macOS

Download | Support | Contact Sales | +1-888-469-3239

webex by CISCO Products Pricing Devices Solutions Resources Join a Meeting Sign In Start For Free

One platform, with all the ways to connect. **Download Webex**

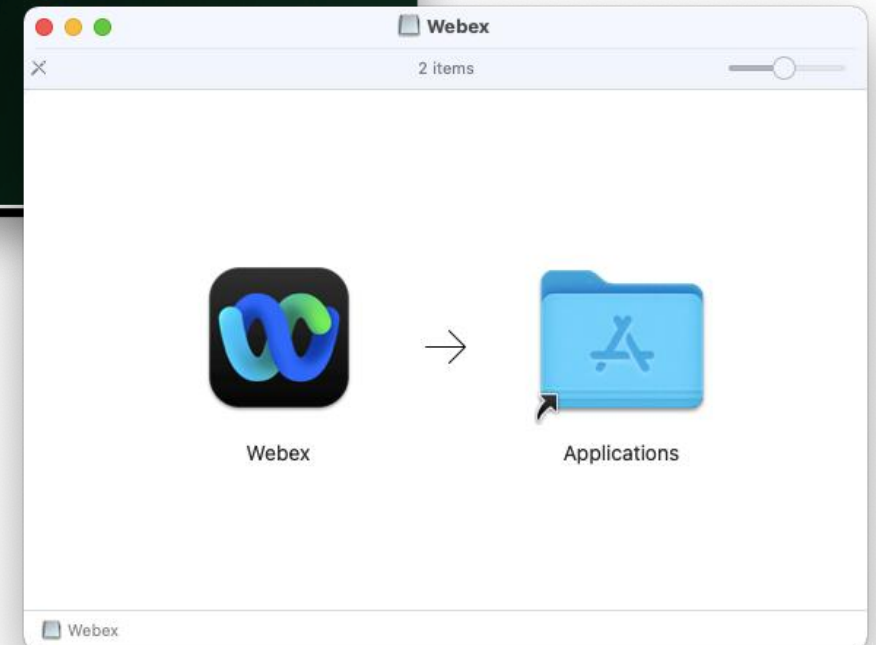
For macOS (Intel chip) ↓ For macOS (Apple M1 chip) ↓
(most common)

How do I know which download to choose?
Discover your macOS chip (Intel or Apple M1):

1. At the top left of your screen, open the Apple menu (🍏)
2. Select "About This Mac"
3. In the "Overview" tab, look for "Processor" or "Chip"
4. Check if it says "Intel"
5. Choose your download option based on the processor you have

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

Note that according to your computer OS, Webex will directly guide you to corresponding Webex download page (windows/Mac). For Mac users, please refer to the above instruction to find out the version.





Join a Meeting



Join a Meeting as Presenter

Join my Webex meeting in progress.

testing

Host: Yu Jin

Monday, November 8, 2021

10:50 PM | (UTC-08:00) Pacific Time (US & Canada) | 1 hr

Join meeting

More ways to join:

Join from the meeting link

<https://choiceway.webex.com/choiceway/j.php?MTID=mc049d37e5ff44585cfc1ca0895b3cd47>

Email invitation (find this in your email inbox) to join Webex meeting through:

- clicking on 'start meeting' button
- meeting link

Click **Open Webex** on the prompt.

If the prompt doesn't appear, click **Launch Meeting** instead.

Launch Meeting

- If you have installed the desktop app, click 'Launch meeting' to join meeting

- Otherwise, click 'Download it now' to download desktop app prior to join a meeting

Don't have Webex? [Download it now.](#)

Having trouble with the app? [Join from your browser.](#)



Join a Meeting as
Presenter

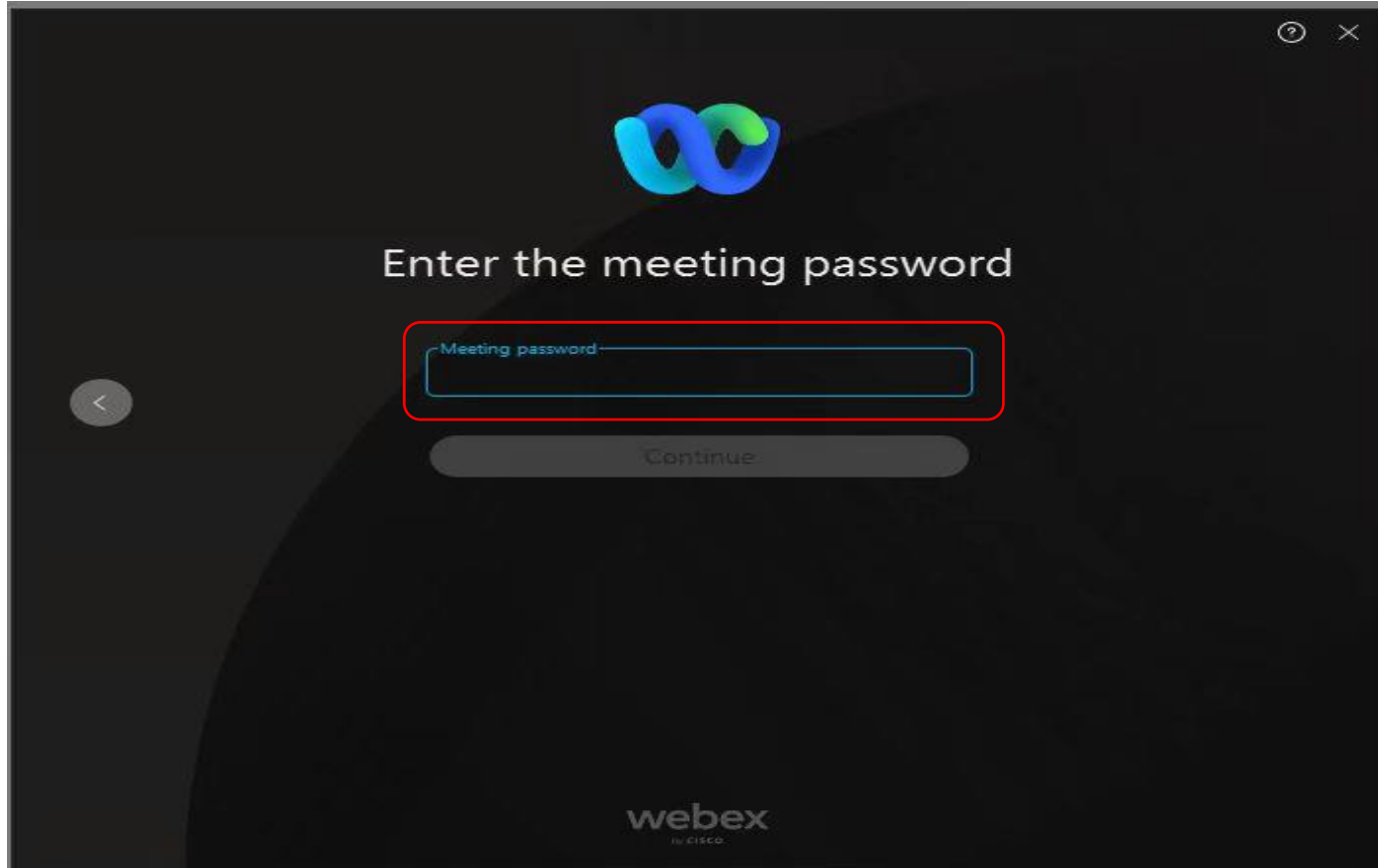
A screenshot of the Webex 'Join the meeting' interface. The background is dark. At the top center is the Webex logo. Below it, the text 'Join the meeting' is displayed in a large, white font. Underneath, a smaller line of text reads 'If you're the meeting host, sign in to start the meeting.' There are two input fields: 'Name' and 'Email address', both outlined in red. Below these fields is a checkbox labeled 'Remember me' which is checked. At the bottom of the form area is a button labeled 'Join as a guest', also outlined in red. Below the button is a link that says 'Sign in'. At the very bottom of the screen is the 'webex by cisco' logo.

Join a meeting:

- There is no need to sign in. But you still need to enter name, email address (same as AASLE 2021 registration) to join the meeting



Join a Meeting as
Presenter



The image shows a dark-themed window for joining a Webex meeting. At the top center is the Webex logo. Below it, the text "Enter the meeting password" is displayed. A text input field with the placeholder "Meeting password" is highlighted with a red border. Below the input field is a "Continue" button. In the bottom center, the "webex by CISCO" logo is visible. The window has a back arrow on the left and window control icons (refresh and close) in the top right corner.



Join a Meeting as
Presenter

Webex

Testing
04:05 - 05:05

L

Connect to video system Audio: Use computer audio Test speaker and microphone

Unmute Start video **Join meeting**

Click 'Join meeting'



Join a Meeting as
Presenter

- Click 'chat' to communicate
with attendees in writing

Please keep your mic muted as soon as entering the main stage.



Presentation on the Main Stage

(for parallel & network session please refer to the corresponding instruction)



A screenshot of a Webex meeting interface. The top bar shows "Webex Meeting Info" and "Hide Menu Bar". Below this is a menu with "File", "Edit", "Share", "View", "Audio & Video", "Participant", "Meeting", and "Help". On the right side of the top bar, there are search and "Layout" buttons. The main stage area is split into two panels: "Lydia Me" on the left and "Yu Jin Host" on the right. At the bottom, a control bar contains several buttons: "Unmute" (with a muted microphone icon), "Start video" (with a video camera icon), "Share" (with a screen icon), a refresh icon, a red "X" icon, "Participants", and "Chat". The "Unmute", "Start video", and "Share" buttons are highlighted with red boxes.

Please unmute and start video by clicking corresponding buttons as soon as your turn of presentation starts.

Please click 'Share' button to share screens or whiteboard.



Presentation on the Main Stage

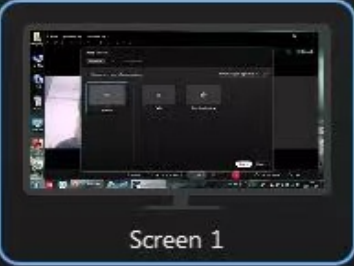
Share content ✕


Window File Whiteboard


Select window/file/whiteboard to share

Show me in front of presentation

Automatically optimize ▾ 🔊

 Screen 1

 Firefox

 Other Applications

Share **Cancel**

Screen Sharing



Presentation on the
Main Stage

A screenshot of a Webex meeting window. The window title bar shows 'Webex Meeting Info Hide Menu Bar'. The menu bar includes 'File', 'Edit', 'Share', 'View', 'Audio & Video', 'Participant', 'Meeting', and 'Help'. In the top right corner, there are window control icons (minimize, maximize, close). Below the menu bar, there are two video thumbnails: one showing a person's face and another labeled 'Yu Jin Host'. The main area of the window is a large white rectangle displaying a presentation slide. The slide features the Webex logo in the center, with the text 'Webex desktop app Installation for Windows OS 1-4' below it. At the bottom of the window, there is a control bar with several buttons: 'Mute' (with a green microphone icon), 'Stop video' (with a green video camera icon), 'Share', a refresh icon, a red 'X' icon, 'Participants', and 'Chat'. The 'Mute' and 'Stop video' buttons are highlighted with a red rectangular box.

The green icons in 'Mute' & 'Stop video' button indicate that voice and video functions are activated.

Whiteboard Sharing

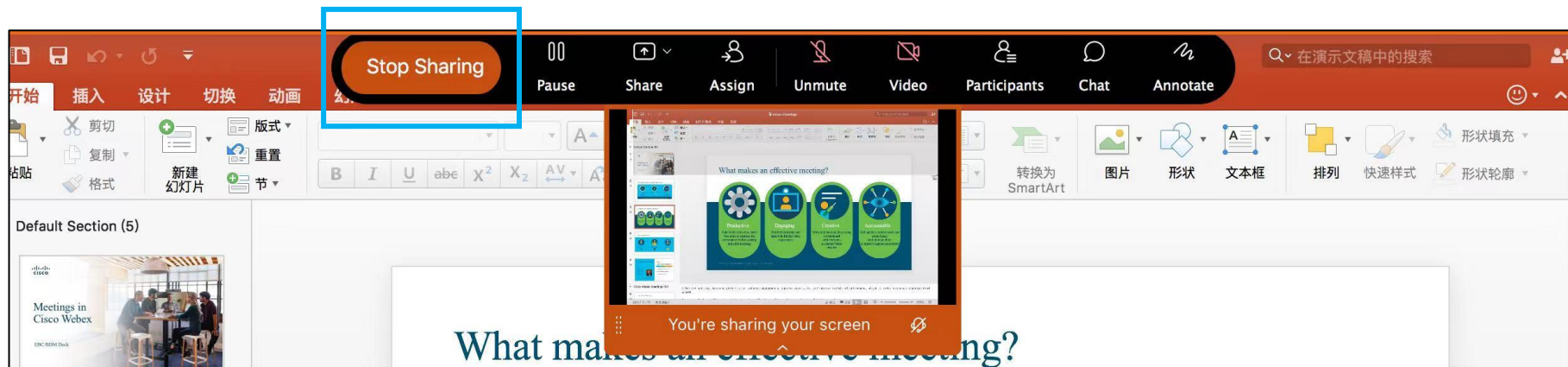
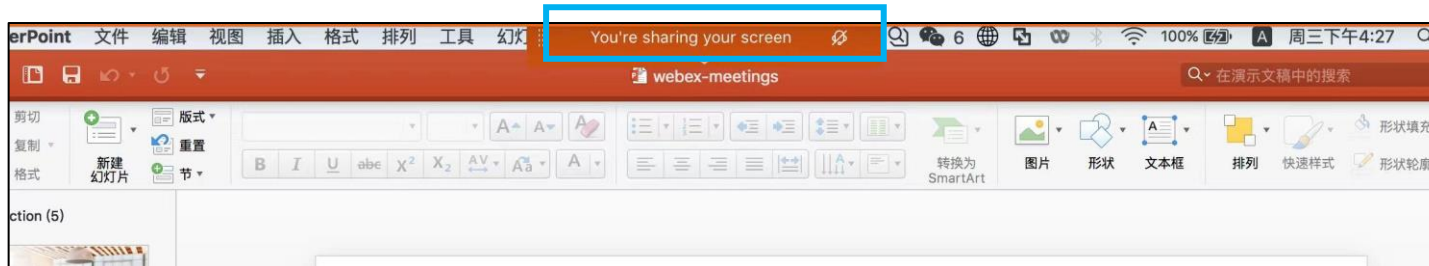


Presentation on the Main Stage

A screenshot of a Webex meeting interface. At the top, there is a menu bar with options: File, Edit, Share, View, Audio & Video, Participant, Meeting, and Help. Below the menu bar, there is a video thumbnail of a participant named Yu Jin, Host. The main area is a whiteboard. On the left side of the whiteboard, there is a vertical toolbar containing several icons: a pencil, a selection tool, a text tool, a line tool, a rectangle tool, a square tool, a red square tool, a diamond tool, and a document tool. This toolbar is highlighted with a red rectangular box. A blue arrow points from the text 'Whiteboard Tools' to the toolbar. At the bottom of the interface, there is a control bar with buttons for Mute, Stop video, Share, a refresh icon, a close icon, Participants, and Chat.



Presentation on the Main Stage



Please hover to the top of the screen to stop sharing screen



Parallel Session & Network Session



Parallel & Network Session

Session Name	Participants	Action
> A1 Intergenerational mobility	(0)	Join
> A2 Education and development I	(0)	Join
> A3 Early investments in human capital	(0)	Join
> A4 Pensions and social security	(0)	Join
> A5 Impact and economic performance of imm	(0)	Join
> A6 Policy evaluation and experiments	(0)	Join
> A7 Education and labour market outcomes...	(0)	Join
> A8 Labour supply	(0)	Join
> A9 Job Market Session I (0)	(0)	Join

- Click 'participants', then click 'show all breakout sessions' to sections



Parallel & Network Session

The screenshot displays a Webex breakout session interface. At the top, the menu bar includes 'Webex', 'Meeting Info', 'Breakout Session 1', and 'Hide Menu Bar'. Below the menu, there are navigation options: 'File', 'Edit', 'Share', 'View', 'Audio & Video', 'Participant', 'Meeting', 'Breakout Sessions', and 'Help'. The main content area shows two participants: 'Lydia Me' and 'Yu Jin Host'. The bottom toolbar contains several icons: 'Unmute', 'Start video', 'Share', a smiley face icon, a three-dot menu, and a red circular icon. The right sidebar shows the 'Participants (2)' list with 'Lydia Me' and 'Yu Jin Host'. The 'Share' button in the bottom toolbar is circled in red, and a red arrow points to it from the text below.

Please unmute and start video by clicking corresponding buttons as soon as your turn of presentation starts.

Please mute your mic after the presentation is finished.

Please click 'Share' button to share screens (if a file is intended to be shared on the screen, please open the file in advance and share it through the screen.)

In Parallel or Network Session



Parallel & Network Session

A screenshot of the Webex meeting interface. The main window shows a video call with Lydia (Me) and Yu Jin (Host). A dialog box titled "Leave Breakout Session 1 session" is open, asking "Do you want to leave the Breakout Session 1 session and return to the main session?". The dialog has three buttons: "Leave meeting", "Leave session", and "Cancel". The "Leave meeting" and "Leave session" buttons are highlighted with red boxes. A yellow arrow points from the "Leave session" button to the "Leave session" button in the dialog. Another yellow arrow points from the "Leave session" button in the dialog to the "Leave session" button in the bottom toolbar. The bottom toolbar has a red box around the "Leave session" button. The top menu bar includes "Webex", "Meeting Info", "Breakout Session 1", and "Hide Menu Bar". The bottom toolbar includes "Unmute", "Start video", "Share", "Participants", and "Chat".

Click here to leave the meeting entirely

Click here to leave breakout session



Parallel & Network
Session

A screenshot of a Webex meeting interface. The main area shows two video thumbnails: the top one for 'Lydia Me' and the bottom one for 'Yu Jin Host'. The interface includes a top menu bar with 'Webex Meeting Info Hide Menu Bar ^', a top toolbar with 'File Edit Share View Audio & Video Participant Meeting Breakout Sessions Help', and a right sidebar titled 'Participants (2)' with a search bar and a list of participants. At the bottom, a control bar contains 'Unmute', 'Start video', 'Share', a refresh icon, a three-dot menu, a red 'X' icon (highlighted with a red box and an orange arrow), 'Participants', and 'Chat'.

After leaving breakout session, click here to leave meeting

Please refer to the link below in case of further questions:

<https://help.webex.com/contact>



Thank you!