Cisco WebEx Meetings

Best Practices for Communicating with Participants in Cisco Webex Meetings

As a host of a Webex meeting, you can communicate with your attendees through polls, sharing content, or asking for feedback to ensure that they're understanding your presentation.
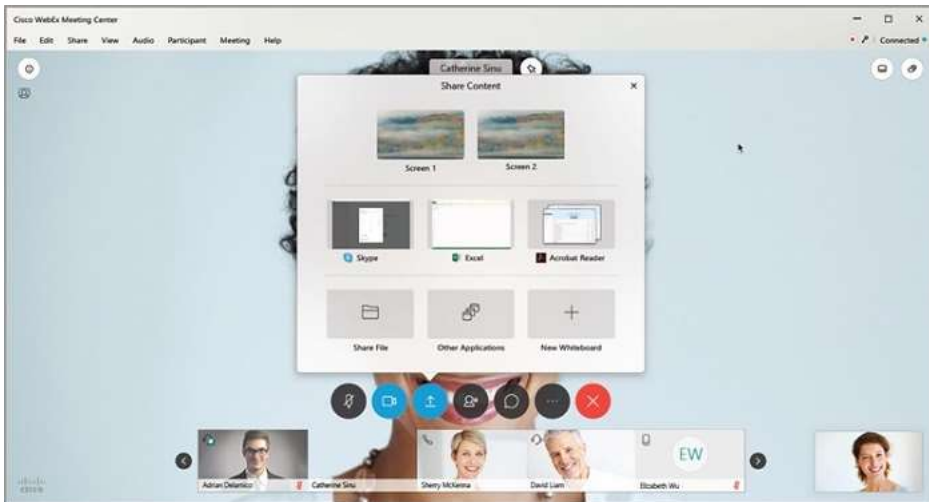
WBS33 | WBS32

WBS33

Using Polls
You can use a poll to get feedback from your attendees during a meeting.

If you're the meeting host, then you're also the polling administrator by default. As the host, you can make any attendee the polling administrator by making them presenter during the meeting. This can be useful when you want to delegate the responsibility of polling to someone else or when you leave a meeting.

Sharing Content

You can share content during your meeting by selecting Share content   .
The Share content dialog box shows thumbnail previews of the screens and applications that you have open.

My Screen

You can share everything on your computer screen with your attendees. If you have multiple monitors that are connected to your computer, place your cursor over the thumbnail of the screen that you want to share and select Share.

File (Including Video)

You can share one or multiple files with attendees. To share a file that you have open, place your cursor over its thumbnail and select Share.

When the file that you want to share isn't open, place your cursor over the Share File thumbnail, select Share, and select the file that you want to share.

Application

You can share applications on your computer with attendees.

To share an application that you have open, place your cursor over its thumbnail and select Share. When the application that you want to share isn't open, place your cursor over the Other Application thumbnail and select Share.

If you have multiple monitors that are connected to your system, don't share applications that are displayed on different monitors.

Whiteboard

You can open a new whiteboard to make notes or draw pictures by using the annotation tools.

Web Browser

You can share your web browser with your attendees. A new tab is opened in your default browser and you control what is displayed while your attendees follow along as you navigate the web.

Multimedia

You can share web pages and multimedia content that your attendees can navigate independently.
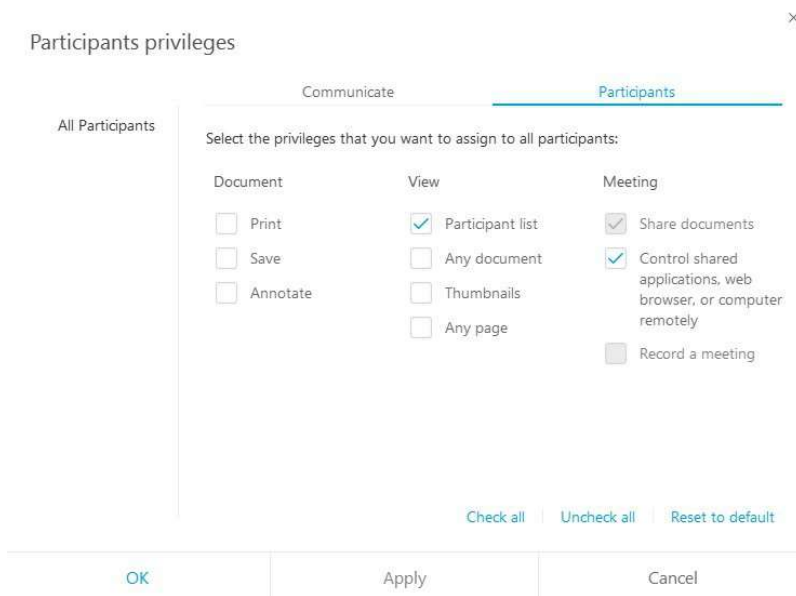
Remote Computer

If this setting is enabled, you can control a remote computer during your meeting. Select a computer and click Connect. You can't access a remote computer unless you have the Access Anywhere agent on your computer.

My Meeting Window

You can share your meeting window with your attendees. Attendees only see the Webex Meetings window on your computer.

Assign Privileges

You can annotate the files and whiteboards that you share during a meeting. If you assign privileges to your attendees, they can use the text and graphic tools to highlight, add notes, and create basic images.

Encouraging Attendee Communication
Your attendees can communicate with you in many ways. It's a good idea for you to encourage your attendees to communicate with you. Good feedback is important.

Using Chat
During a meeting, your attendees can use the chat window to chat with you, the presenter, or other attendees (if you grant that permission).

Raise Hand

Your attendees can also use Raise Hand in the Participants panel to signal a question or respond to you. For example, "Raise your hand if you attended the company all-hands meeting last week."

WBS32

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Sharing Content
You can share content during your meeting from the Share menu and from Share File on the Quick Start page.

My Screen
You can share everything on your computer screen with your attendees. If you have multiple monitors connected to your computer, select the monitor you want to share.

File (Including Video)
You can share one or multiple files with attendees. To share a file, go to Share > File (Including Video), and select the file that you want to share with your attendees.

Application
You can share applications on your computer with attendees.

To share an application, go to Share > Application and select the application that you want to share. When the application that you want to share is not open, go to Other Application to select it.

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Participants privileges   ×

	Communicate	Participants

All Participants

Select the privileges that you want to assign to all participants:

Document	View	Meeting
☐ Print	☑ Participant list	☑ Share documents
☐ Save	☐ Any document	☑ Control shared applications, web browser, or computer remotely
☐ Annotate	☐ Thumbnails	
	☐ Any page	☐ Record a meeting

Check all | Uncheck all | Reset to default

OK	Apply	Cancel

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