

# WebEx Menu and Controls

## Webex Meeting Lobby

The court may use a lobby or waiting room. Each participant may wait to be let into the room. The court can see you are waiting and will let you into the room as needed.

## To Change Your Screen Layout (only changes your layout):

 Layout

Hover your mouse over the top right corner to see the floating layout button.

 Grid

Grid view allows you to see up to 25 participants web cam at the same time.

 Stage

Stage view displays whoever is speaking in the primary video, while allowing you to see up to five thumbnail videos of other participants.

 Focus

Focus view displays a full-screen video of whoever is speaking.

## Webex Meeting Controls

This is the control bar with features you may be asked to use in a WebEx room.

 Unmute Start video Share Participants Chat Unmute

**Mute/Unmute Microphone:** If the microphone icon is red and crossed out your computer audio is muted. If it is green others can hear you.

 Start video

**Start/Stop Web Camera:** If the video icon is red and crossed out you cannot be seen by the other participants.

 Share

**Share:** If asked by court, you can share a document or computer screen. Option might be grayed out to indicate it is restricted.



**Leave Meeting:** This will bring up a screen to leave the session.

 Participants

**Participants:** If panel is available, this button opens a panel on the right side of your meeting window. The panel shows who is on the call.

 Chat

**Chat:** Participants can chat to group or with each other using this feature. Rooms may have the chat turned off.

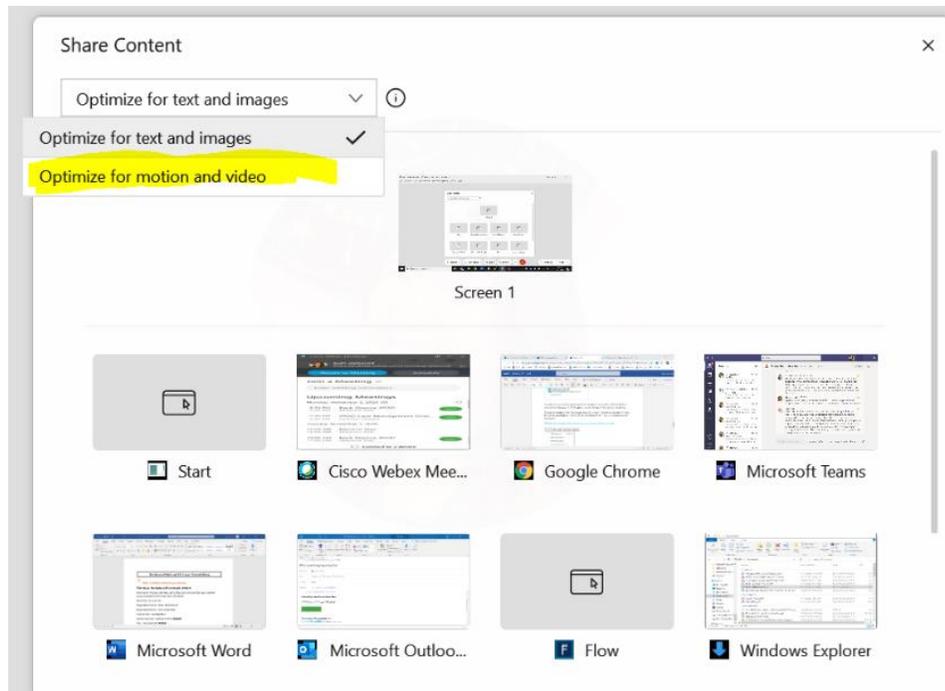
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## Sharing Content (when asked by court):

Have your content open and minimized on your computer so it is ready to be seen.

**Share Documents or Desktop:** Click share button on menu bar and select item.

**Share Video:** Click the share button then select the **Optimize for Motion and Video** selection from the drop-down menu.



## Participation Features

Participants can raise their hand by opening the participant panel and hovering their mouse to the right of their name. A hand icon should appear. Click the hand icon to raise and lower hand.

**Phone Users can Raise Hand by** Pressing star \*3 to raise hand

