



Cisco Webex Meetings Guideline

Host and run a meeting

1. Download **Webex Meeting** app to your computer and install
<https://www.webex.com/downloads.html/>

It is a straightforward download and install, but if you need step by step guide:
<https://help.webex.com/en-us/0tow9g/Download-and-Set-Up-the-Cisco-Webex-Meetings-Desktop-App>

Trainer/Presenter should have a stable and strong WIFI connection to avoid any drop-outs.

2. Open **Cisco Webex Meeting** app on your computer
3. Login to the app
Details are;
Account email: training@communitymatters.co.uk
Password: NewhamTogether123
4. Click **Schedule**, it will take you to a webpage
 - Enter “**Meeting topic**”
 - Set a meeting **Password**
 - Set date and time, and duration
 - Copy email addresses of the staff who registered, to the “Attendees” part
 - Click “**Show advanced options**”
 - Click “**Scheduling Options**” and check **Automatic recording**.
 - Click **Schedule**.
5. On your app, you will see this meeting. (if not, there is a small refresh icon on the right side of the date, click it)
6. Click **Start** (Green button)
7. This will take you to the preview screen. Make sure Laptop camera is placed well and showing the trainer/presenter.
8. Click **Start Meeting**. (Green button)
9. On top of the screen, click **Participant** and “Mute on Entry”. This will mute all attendees while they are joining to the session.
10. Open your presentation
11. Click Share Content button. 
12. Click Microsoft PowerPoint – Share
13. On Power Point, start the slideshow
14. Start presenting!
15. At the beginning of the presentation, the trainer/presenter should say to all participants to write their questions in the Chat Box (to everyone). which can be found at the bottom of their screen. 

16. At the end of the presentation, trainer/presenter should click on the Chat Box to see all the questions. They can answer them one by one.
17. To finish the session, press ESC button to get back to PowerPoint.
18. You will see an orange button saying “**You’re sharing Microsoft Powerpoint**”. Click on it and then click **Stop Sharing**.
19. You will get back to the main meeting screen. Click “**Leave**” (X) to end the session. Then click “End Meeting”

If you need any more information:

<https://help.webex.com/ld-nyw95a4-CiscoWebexMeetings/Webex-Meetings#Get-Started>

