










If you select **Share File (including video)**, a new window will open where you can select a file for uploading. The file will be imported into Webex as a new presentation tab.

Note: If you wish to share a video in your meeting, you must have the file locally on your computer and use the **Share File (including video)** option from the Share menu. Streaming video while sharing your desktop is not supported and will result in very poor video and audio quality for your participants.

Whiteboarding

When you upload a presentation or document, or create a new whiteboard by selecting **+ New Whiteboard**, located at the top of the presentation panel, you can use the various annotation tools to make notes and highlight items on a document or while sharing any content on your screen, or just bring certain things to attention using the pointer and other tools.

	Allow others to annotate
	Add a pointer
	Add text
	Draw straight lines
	Draw squares or rectangles
	Free draw
	Change color
	Erase annotations
	Save annotations as a UCF or PDF

Need Help?

Visit <https://help.webex.com> for helpful videos and documentation on making the most out of your collaborative meetings.



Hosting a Webex Meeting Center Meeting



wright.webex.com

Introducing WebEx

Webex is an all in one web conferencing tool that allows you to be more productive and have engaging web meetings, wherever you have a decent internet connection. Webex allows you to host and attend meetings with:

- Chats
- Recording options
- Note taking
- Polls
- Screen and file sharing
- Video

Chats



Clicking the **Chats** icon you can send messages, both public and private to attendees in your meeting. Under the **Send to** drop down menu select whom you want to send your message, enter your message in the box below and hit **Enter**.

Recording



Only the host can record a meeting. Click on the **Recorder** icon to open the Record Panel. Clicking **Record** button will allow you to record the meeting. Pressing the stop button will stop the recording.

When you have finished your meeting, you will receive an email with a link to the recording that you can send off to attendees. You can also view a list of recordings by navigating to your Webex Site and going to **My Recorded Meetings** in the Meeting Center tab.

Notes



Click the **Notes** icon. You can easily take notes on your meeting and save them for your personal use. Just enter your notes in the box provided and press the Save button.

Polling



Clicking the **Polling** icon will open the Polling Panel. As the host, the polling panel allows you to create a poll for your attendees whether it be having a vote, or just asking multiple-choice questions.

To start a poll, select the **Question** icon and enter your question. Then enter your options for answers. Selecting **Open Poll**, will allow attendees to view questions and select their answers.

As attendees answer your questions you can view their progress. When the poll is over simply click **Close Poll**. You can share polling results with attendees, or save the questions for a future meeting.

Sharing

To present in Webex, click the gray ball next to your name and confirm your wish to become the active presenter. You are now the presenter. As the presenter you have the option to:

- Share your desktop
- Share an application (Ex: document, web browser, etc.)
- Upload a presentation or document
- Upload a video or audio clip

Note: If you share your desktop everyone in the meeting can see everything on your desktop! It is good practice to close any applications which use verbose notifications, such as email and chat.

Access the share menu on the Quick Start tab of your Webex Meeting Center application to select the method you wish to use.

