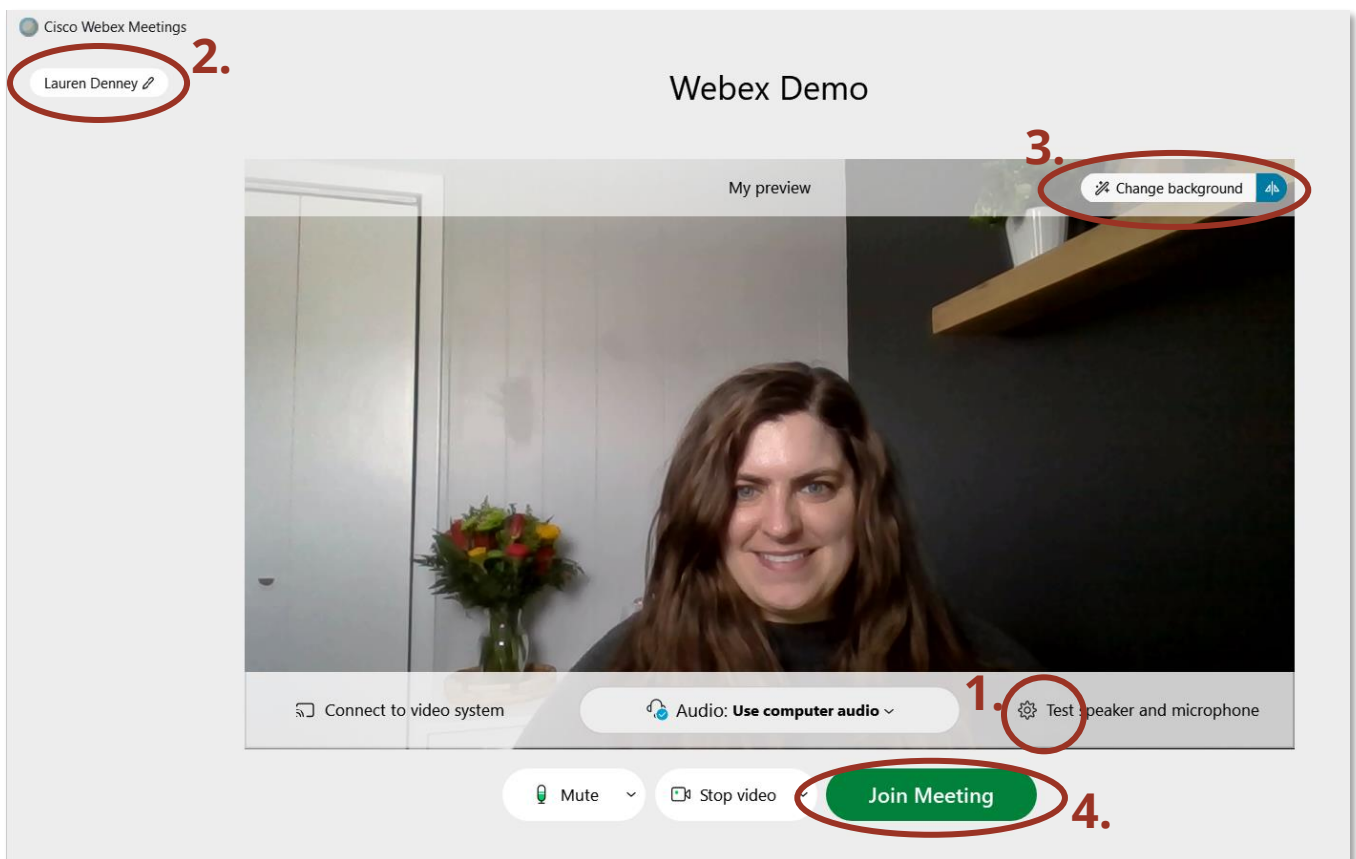## In the 'My Preview' Window (prior to clicking 'Join Meeting'):

1. Test sound, both speaker and microphone
2. Change the name that will show up in the meeting
   Note: this cannot be changed once the meeting has been joined.
3. Change/blur background (if desired; this can also be done once the meeting has been joined)
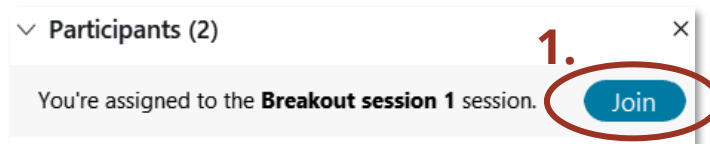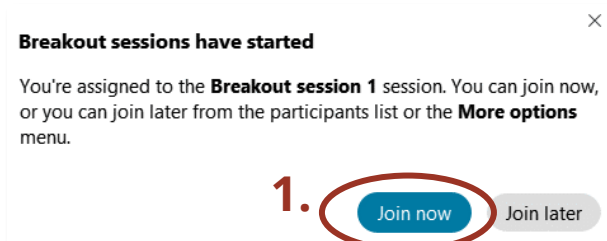4. "Join Meeting" when ready

In the Main Meeting Window:

1. Mute/Unmute & Audio options (v drop down)
2. Stop/Start video & Video options (v drop down)
3. Windows to view Participants, Chat, Polls (under the ...), and Notes (under the ...) can be found on the right side of the Webex window. Use the chat panel to ask a question, answer a question, add to a point, or converse with each other.
4. Select layout (Grid layout is showing all participants in grid form; Focus layout will enlarge the active speaker at any given moment)
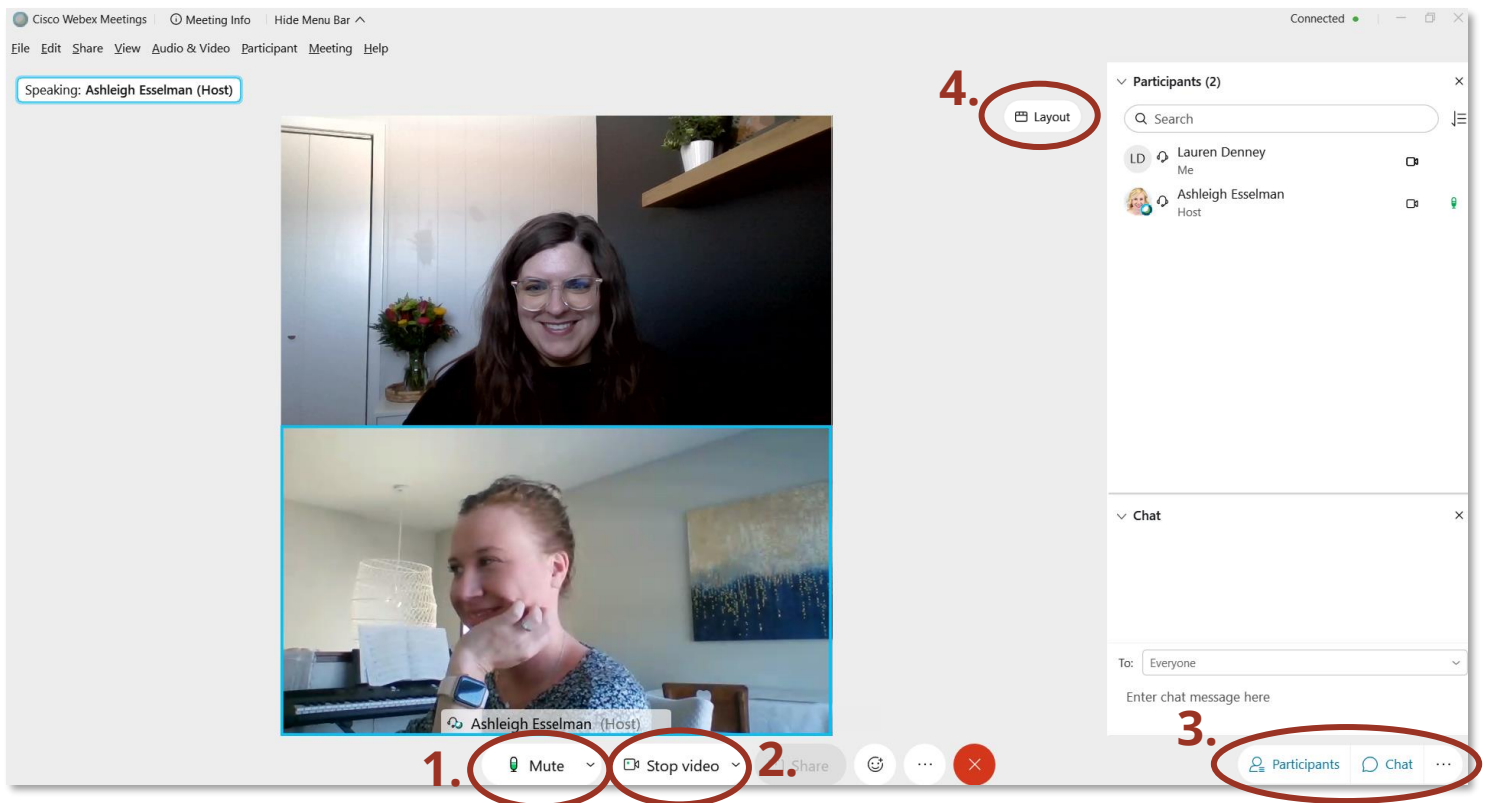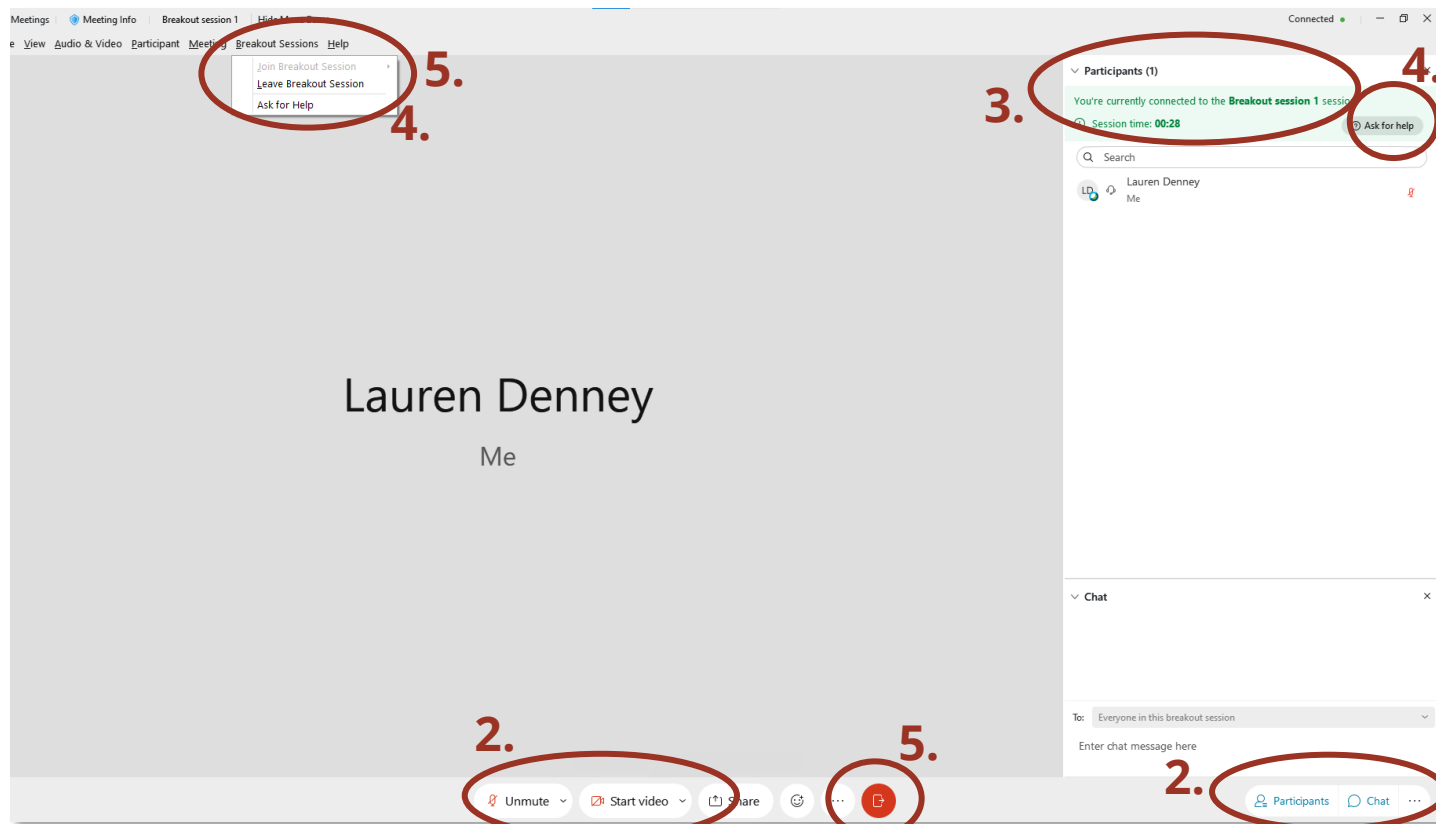
In Breakout Rooms:

1. When an attendee is assigned to a breakout room, this popup window will appear in the middle of the main screen. Select 'Join Now' to go right to the breakout room. If 'Join Later' is selected, the attendee will be able to go to the breakout room at any time via this option at the top of the Participants tab.

Breakout sessions have started ✕

You're assigned to the **Breakout session 1** session. You can join now, or you can join later from the participants list or the **More options** menu.

1. Join now   Join later

∨ Participants (2)   ✕

1. You're assigned to the **Breakout session 1** session.   Join

2. Once in the breakout room- the Mute, Stop Video, Participants & Chat options are all at the bottom of the screen, just as in the main room.
3. The additional view on the Participants tab shows which Breakout session the attendee is now in.
4. If assistance is needed, 'Ask for Help' from MEA Staff using the button on the Participants tab or the option found in the 'Breakout Session' drop down menu at the top of the window.
5. To leave the breakout session before the session is over, select the 'Leave Breakout Session' option found in the 'Breakout Session' drop down menu at the top of the window or select the red button at the bottom of the screen to 'Leave Session'

Meetings | Meeting Info | Breakout session 1 | Hide | Connected ● | — □ ✕
View Audio & Video Participant Meeting Breakout Sessions Help

Join Breakout Session
Leave Breakout Session **5.**
Ask for Help
4.

∨ Participants (1) **4.**
You're currently connected to the **Breakout session 1** session
3. ⏱ Session time: **00:28**   ⓘ Ask for help

🔍 Search

LD Lauren Denney
       Me

Lauren Denney

Me

∨ Chat   ✕

To: Everyone in this breakout session

Enter chat message here

2. 🎤 Unmute ⌄ 📹 Start video ⌄ ⬆ Share ☺ … **5.** 🔴

2. 👤 Participants 💬 Chat …

6. When the breakout session is over, a pop up window will display letting the attendee know how much time they will have left in that room. Select 'OK' and wrap up the conversation in the time remaining.
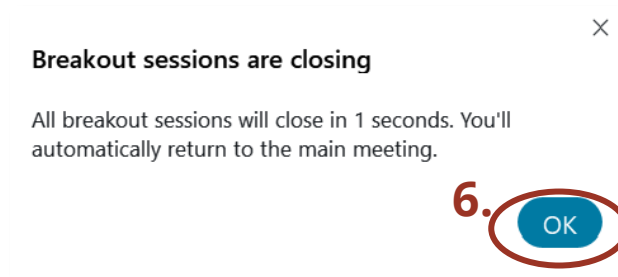
7. When the countdown is done, the attendee will rejoin the main room automatically. Attendee's video will still be on when they enter the main room, but they will be muted. Attendees are asked to **please turn video off and remain muted** as the next presentation is about to begin.

Attendee Best Practices:

1. Attendees will be muted upon entry to the main room. Please stay muted for the duration of the presentation unless otherwise required.
2. Attendees are asked to keep webcam video off while in the main room. While in the breakout rooms video is encouraged.
3. During presentations in the main room please type any comments or questions in the chat. MEA Staff will monitor the chat box. While in breakout sessions feel free to unmute and verbally share thoughts, comments, and questions.