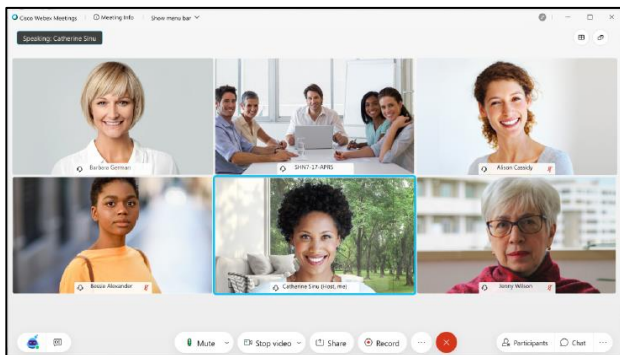


# Webex Meetings

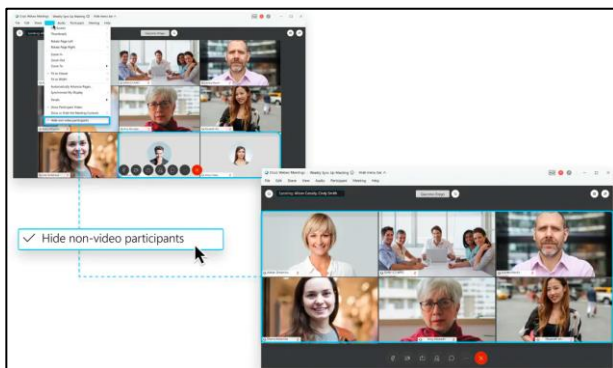
## What's new on your Webex Service?

### 1. Grid view video layout



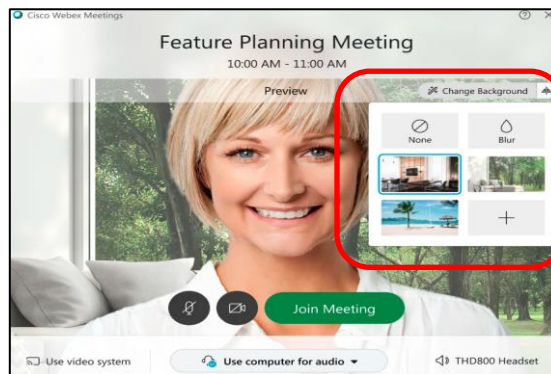
- It is enabled by default, when no content is being shared for a more collaborative feeling.

### 2. Hide non video attendees



- Allows attendees to maximize screen space and focus on those with video enabled
- To enable, click 'View' once the meeting has started and select 'Hide non-video participants'

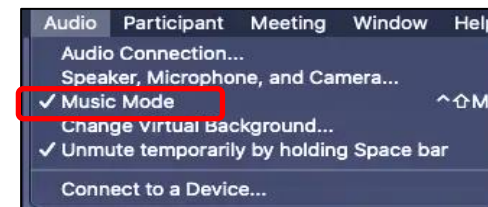
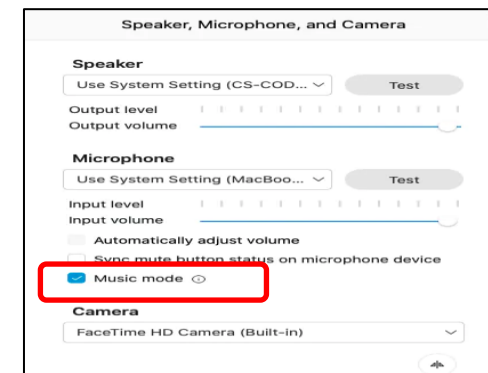
### 3. Virtual background



- Choose your own custom image on Windows or Mac
- Before joining the meeting – Click 'Change background' and choose an image
- After joining the meeting – Click the start video drop-down and select 'change virtual background'
- You also have an option to upload your own virtual backgrounds (the image should be a minimum of 1280 x 720 pixels)

### 4. Music mode

You can use the feature in environments where background noise makes it challenging to hear users. The feature disables noise reduction, so it won't help with the noise, but it will also not decrease the speaker's voice during the process.

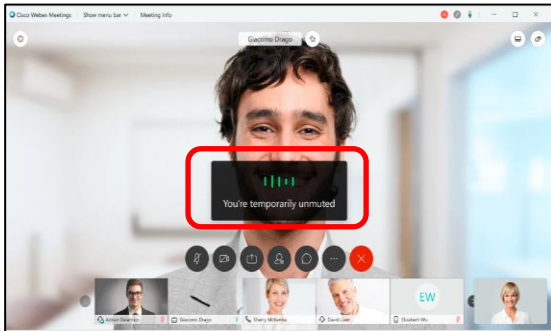


- Delivers richer audio experience in Meetings and Events
- Enable or disable Music mode in the Audio menu, or the Speaker, Microphone, and Camera settings dialog

# Webex Meetings

## What's new on your Webex Service?

### 5. Push to talk

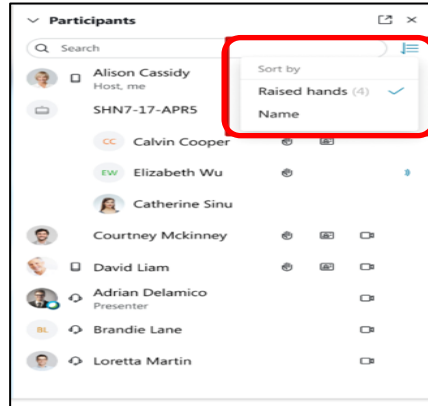


- When muted, you can now hold the spacebar down to momentarily unmute
- Simply press and hold the spacebar when you want to talk

### 6. Dual-monitor setup for Windows and Linux on Virtual Desktops

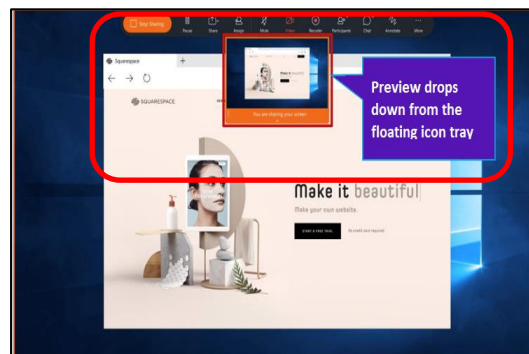
- Users with dual monitors will be able to drag and drop to extend the display of their session so they can utilize both of their monitors (enabled by default)

### 7. Easily See Meeting Participants with their Hand Raised



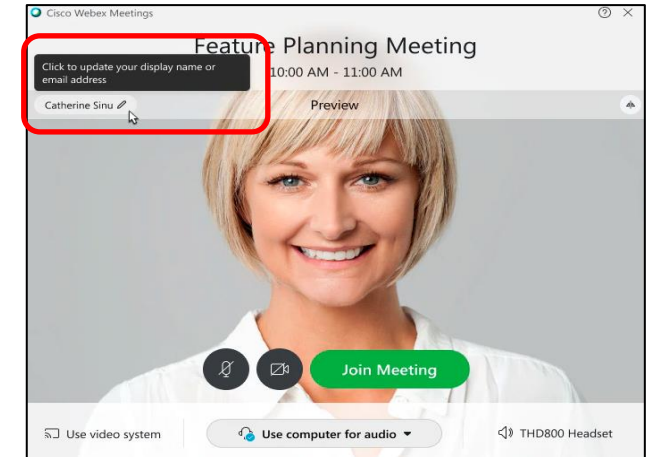
- Participants who raise their hand automatically are sorted at the top of the Participants list
- The order of the participants will follow the order in which they raised their hand

### 8. Participant view sharing



- See the participants' view of what you're sharing from the controls at the top of your screen

### 9. Guest users can edit their name or email address



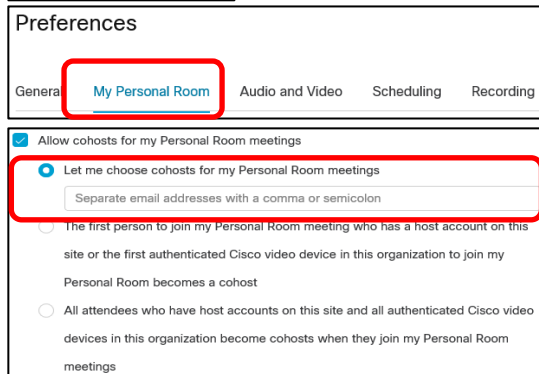
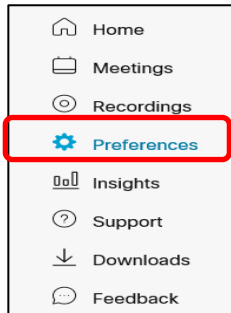
- When joining a Webex meeting or Webex event - guest users can change their name or email address directly from the Preview window
- Just hover over your name and click to change the information

# Webex Meetings

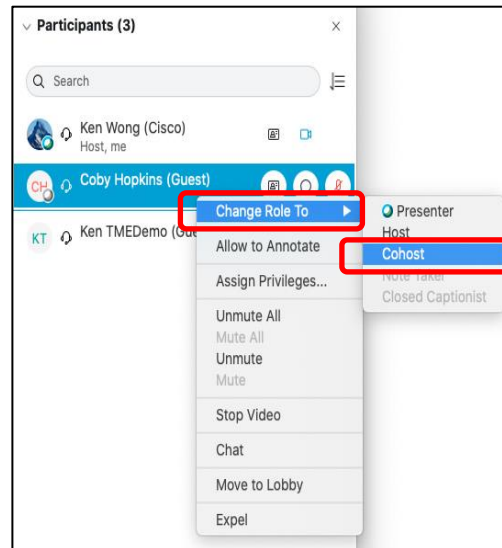
## What's new on your Webex Service?

### 10. New Cohost Role for Meetings

While scheduling a meeting from the Webex site, go to 'My Personal Room Preferences' and enable option 'Let me choose cohost for my Personal Room meetings' and enter the e-mail address/s.



- Host can assign one or more cohosts while scheduling or during the meeting, Cohosts can :-
  - Mute/Unmute Audio, Stop Video
  - Move/Admit attendees into lobby, Expel Participants
  - Lock/Unlock and End Meetings

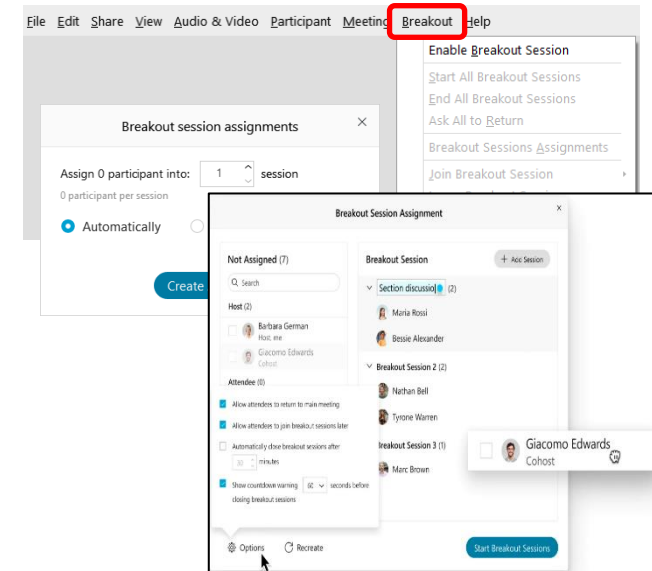


- During the meeting, click on the 'Participant list', select the participant that needs to be nominated as Cohost
- Right click on the selected participant, click 'Change Role to' and select 'Cohost'

### 11. Video Breakout Sessions in Webex Meetings

Breakout sessions allow you to place your meeting participants into smaller groups to collaborate and share ideas. This is great for workshops or for when you just need a moment to talk privately with a few others, outside of the main session

- A breakout session is like being in a smaller meeting, complete with audio and video where participants can collaborate and share content, or even ask the host for help from the main session. The host can bring everyone back into the main session at any time or after a scheduled time limit



- To start a breakout session, click 'Breakout' from the top menu of your meeting window and click 'Enable Breakout Session'
- Set the number of sessions in the 'Breakout session assignments' window and select either automatic or manual assignments
- Once configured click 'Start Breakout session'