

# 70th SPSJ Annual Meeting

## Webex Meeting Guide

- Webex Meeting Simple Guide-

The Society of Polymer Science, Japan

## ■ Managing your WebEx Meeting.

The screenshot shows the Cisco Webex Meetings application window. The title bar includes "Cisco Webex Meetings", "Meeting Info", and "Hide Menu Bar ^". The menu bar contains "File", "Edit", "Share", "View", "Audio & Video", "Participant", "Meeting", and "Help". The main area displays a large blue circular icon with three white vertical bars. The bottom toolbar contains several controls: "Unmute", "Start video", "Share", a smiley face icon, a red "X" icon, a list of participants icon, a chat icon, and a more options icon. Blue arrows point from numbered callouts to these controls.

**6) Audio & Video Setting**

**1) Mic on/off**

**2) Video on/off**

**3) Sharing Presentation**

**7) Leave Meeting**

**4) list of participants**

**5) Chat**


## 1) Mic Mute & Unmute

You can **[Mute]**  or **[Unmute]**  by clicking icon.

- Please unmute your mic when you speak in the meeting.
- Please mute your mic when you are an audience.

(Note) When a speaker button on the Windows menu  on you PC is muted, you should unmute speaker button.

## 2) Video On & Off

You can switch on or off by clicking icon. 

## 3) Sharing presentation

You can share your presentation with participants by selecting your screen, file, or application.

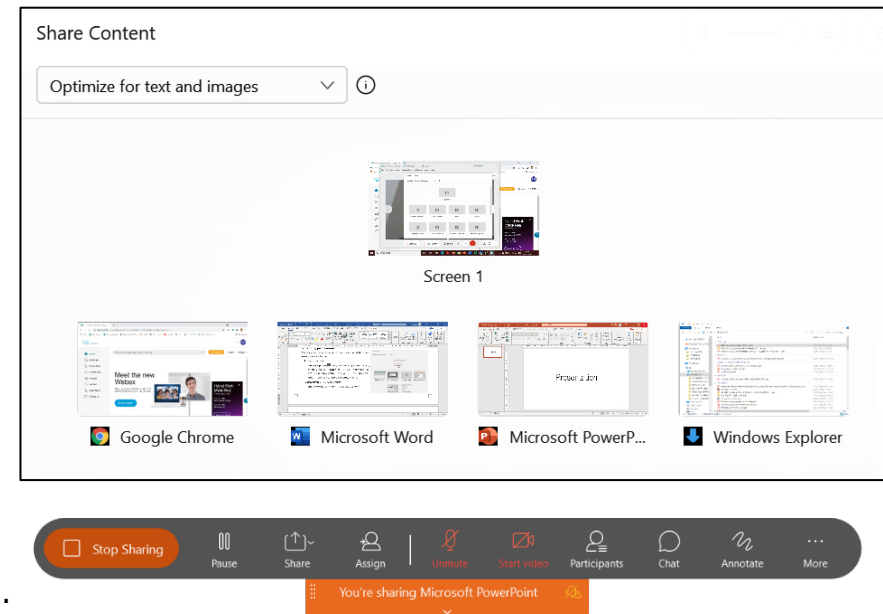
### (1) Share *your* screen

**After click [Share] icon** , please select Screen or file.

When you select your presentation file of power point, your presentation slide will be only displayed on screens of participants.

### (2) Stop Sharing

When you finish sharing, click **[Stop Sharing]** on upper menu.



#### 4) List of Participants

A list of participants can be displayed on the right side of the screen.

#### 5) Chat

In case of problems in audio or video, please contact the organizer via chat.

#### 6) Speaker, Mic and Camera

While on a conference, select the Audio menu, then select Speaker, Microphone and Camera. You can select Test to hear the volume at its current setting. You also manage the setting of camera.

#### 7) Leave meeting

Attendees click Leave Meeting button (Red button).

