70th Symposium on Macromolecules

Webex Meeting Guide

- Webex Meeting Simple Guide-

The Society of Polymer Science, Japan

■ Managing your WebEx Meeting.

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.
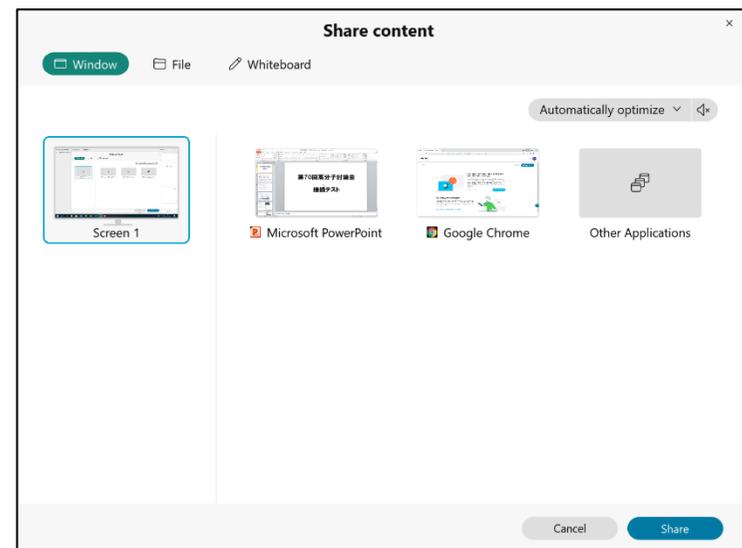
（1） Share *your* screen

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).