1. Audio – When Highlighted in grey this indicates ‘this option’ is turned on.
2. Video – When Highlighted in red this indicates ‘this option’ is turned off. E.g. ( )
3. Share
   This feature is used to share your screen. The dropdown allows you to optimize WebEx Sharing feature based upon text and images or motion and video.
4. On/Off – Participant Window
   a. This feature provides you a list of participants in your room
5. On/Off – Chat
   a. This feature allows you to utilize other methods of communications
6. Participant Window – Indicators
   a. This section can be used to determine how your participants are connected
      i. E.g. Are they connected with audio and video? Are they muted?
Change devices?

All configuration has a default device connected. Changes can be made here to a different device. E.g. Webcam or external speaker setup.

1. Speaker
   a. Built-in Speakers
   b. Dell Speaker Bar
2. Mic
   a. Built-in mic
   b. Webcam Mic (Logitech Webcam Built-in Mic)
3. Camera
   a. Integrated webcam
   b. Webcam Camera (E.g. Logitech)

WebEx Information

1. The link provided here can be shared to any incoming participants.
2. You may alternatively use a meeting number to join a WebEx call.