

Only for InTReD'21

Prepared by

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GUIDELINES USING WEBEX FOR INTRED'21

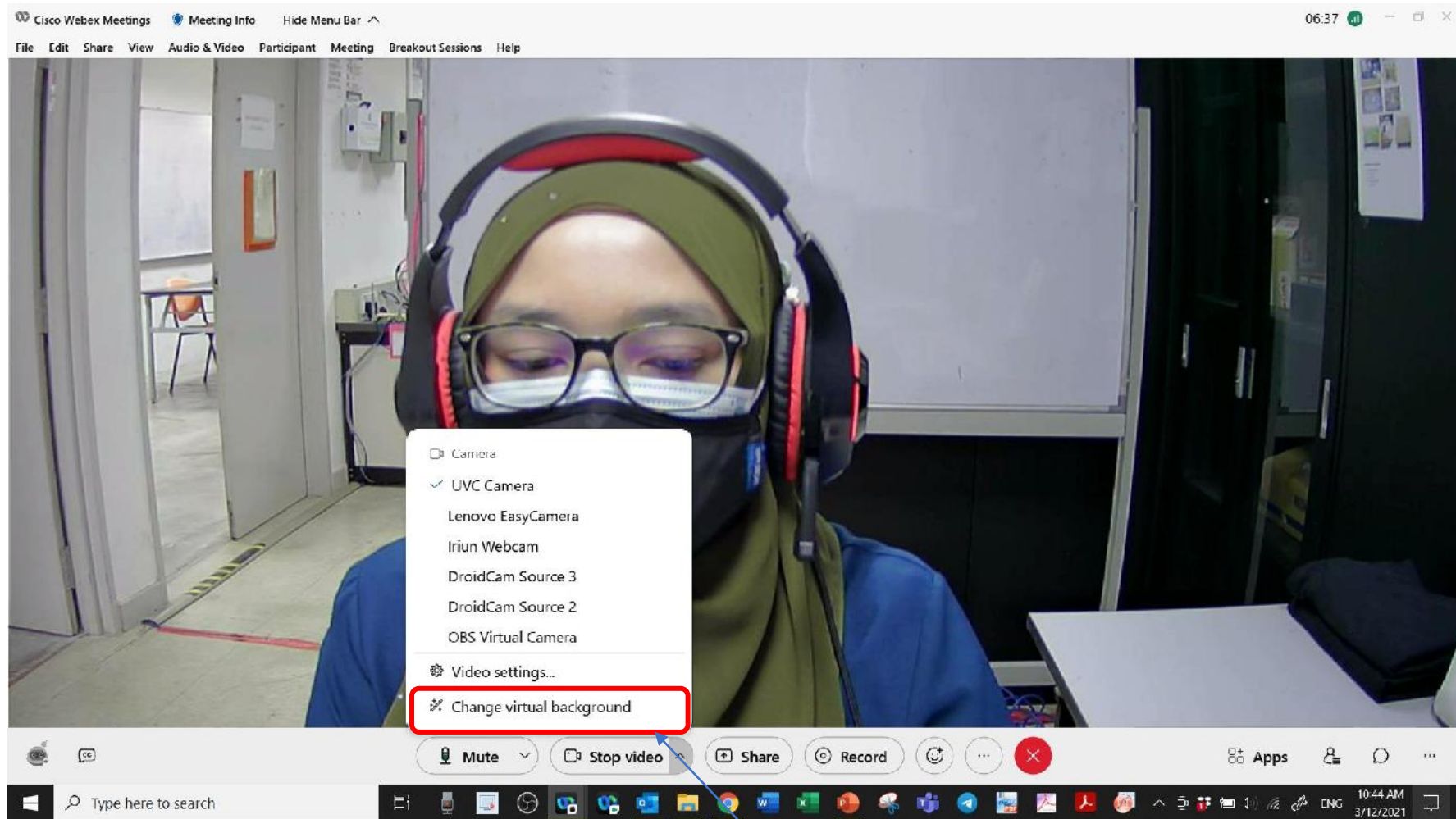
- HOW TO CHANGE VIRTUAL BACKGROUND
- HOW TO JOIN BREAKOUT SESSIONS (ROOM 1 – 6)
- HOW TO SHARE SCREEN
- HOW TO STOP SHARE SCREEN

HOW TO CHANGE VIRTUAL BACKGROUND



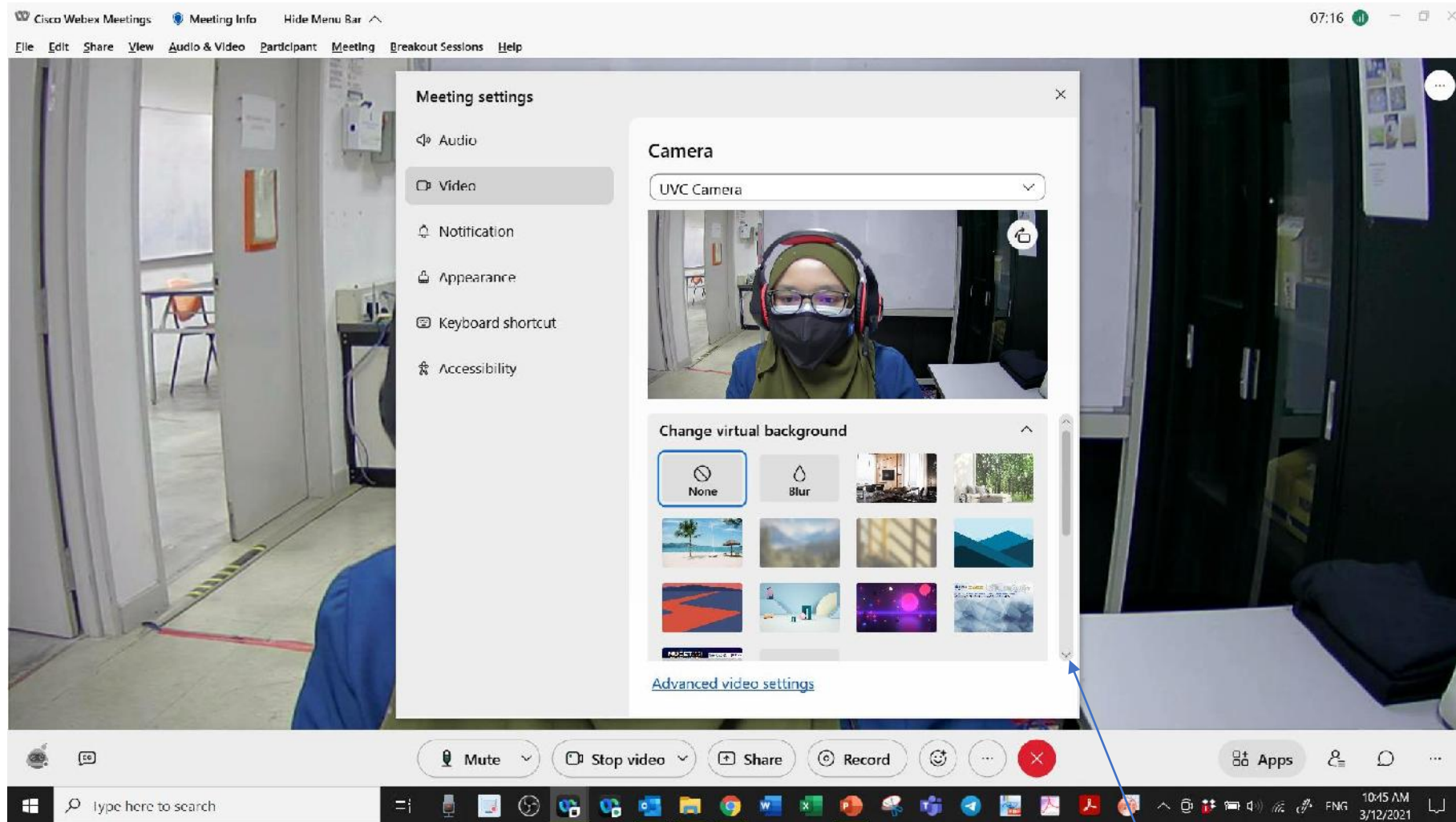
Step 1

Click arrow down



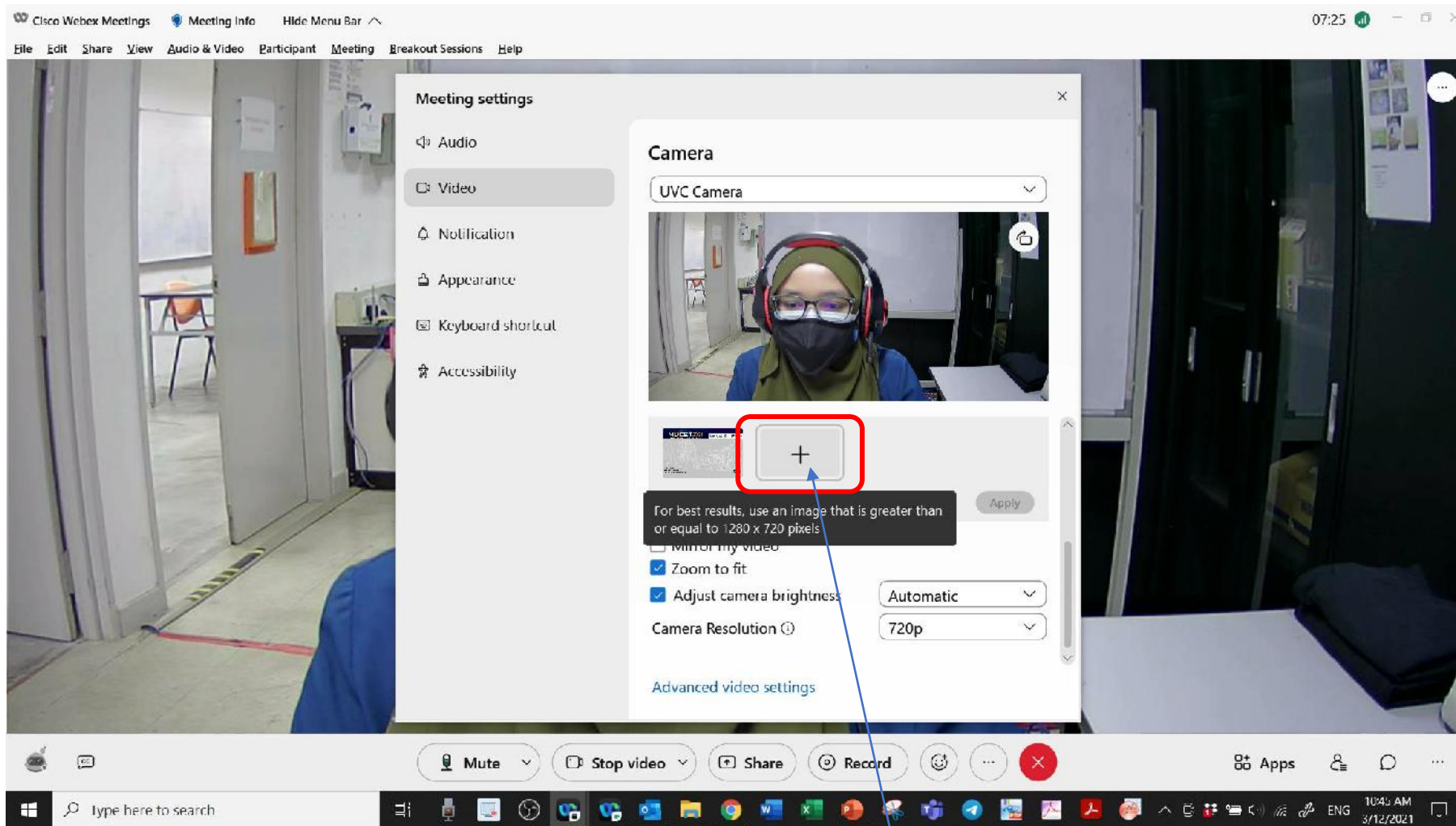
Step 2

Click Change virtual
Background



Step 3

Click arrow down,
and scroll down



Step 4

Click + to add
InTRed'21 virtual
background

Download virtual background HERE:
<https://intred.utem.edu.my/index.php/download?download=152:virtual-background>

Cisco Webex Meetings Meeting Info Hide Menu Bar 10:19

File Edit Share View Audio & Video Participant Meeting Breakout Sessions Help

Meeting settings

- Audio
- Video**
- Notification
- Appearance
- Keyboard shortcut
- Accessibility

Camera

UVC Camera

Preview

Apply

Apply

☐ Mirror my video

☒ Zoom to fit

☒ Adjust camera brightness Automatic

Camera Resolution 720p

[Advanced video settings](#)

Mute Stop video Share Record

Apps

Type here to search

10:18 AM 3/12/2021

Step 5

Click Apply.
DONE!

HOW TO JOIN BREAKOUT SESSIONS (ROOM 1 – 6)

Isham Ishak

Me

Noraini Binti Buang

Host

Step 1

Click Participants
Button

Participants



Unmute



Start video



Share



Participants



Chat



Isham Ishak
Me

Noraini Binti Buang
Host

Layout

Participants (2)

Breakout sessions have started. You can join any session.
[Show all breakout sessions](#)

Isham Ishak
Me

Noraini Binti Buang
Host

Step 2

Click "Show all breakout sessions"

Breakout session list

Breakout sessions have started. Choose a session to join.

> ROOM 1 (0)	Join
> ROOM 2A (0)	Join
> ROOM 2B (0)	Join
> ROOM 3 (0)	Join
> ROOM 4A (0)	Join
> ROOM 4B (0)	Join
> ROOM 5 (0)	Join
> ROOM 6 (0)	Join

Participants (2)

Breakout sessions have started. You can join any session.
[Show all breakout sessions](#)

Q Search

Isham Ishak
Me

Noraini Binti Buang
Host

Step 3

Choose your room a
and click Join

HOW TO SHARE SCREEN



Noraini Binti Buang

Host

Share content (Ctrl + Shift + D)

Step 1

Click Button Share

Participants (2)



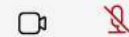
You're currently connected to the **ROOM 3 (Track 3: Learning Skills)** session.

Session time: 11:12

[Show other breakout sessions](#)

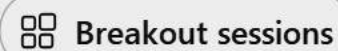
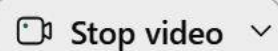
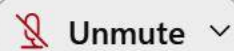
Search

Isham Ishak
Cohost, me



NB Noraini Binti Buang
Host

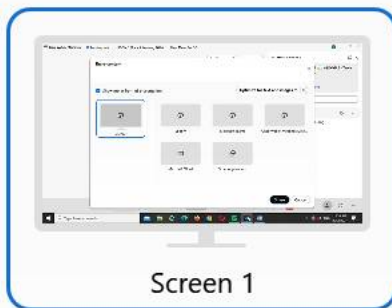
Mute all Unmute all



1

Share content

☐ Show me in front of presentation



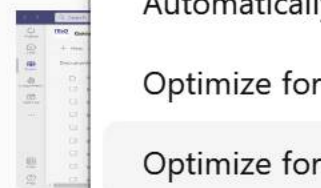
Screen 1



Spotify



Microsoft Word



Other Applications

Step 3

Click Arrow button

Optimize for motion and video



Automatically optimize

Optimize for text and images

Optimize for motion and video

Sacrifices some resolution in favor of a higher frame rate so others see more fluidity in your share video, animation, or dynamic content.

Step 5

Click/ Unclick to make sure volume icon is not set to

Step 2

Click Screen 1

Step 4

Click Optimize for motion and video

Step 6

Click Share Button

Share

Cancel

HOW TO STOP SHARE SCREEN

Stop Sharing

Pause

Share

Assign

Unmute

Start video

Breakout s...

Participants

Annotate

Chat

More

CC



You're sharing your screen

Stop sharing your screen and return to your meeting window. (Ctrl + Shift + Z)

Step 1

Click Stop Sharing Button

Speaking:

Noraini Binti Buang

Host



MASJID SAYYIDINA ABU BAKAR

Type here to search



ENG

2:52 PM
2/12/2021

