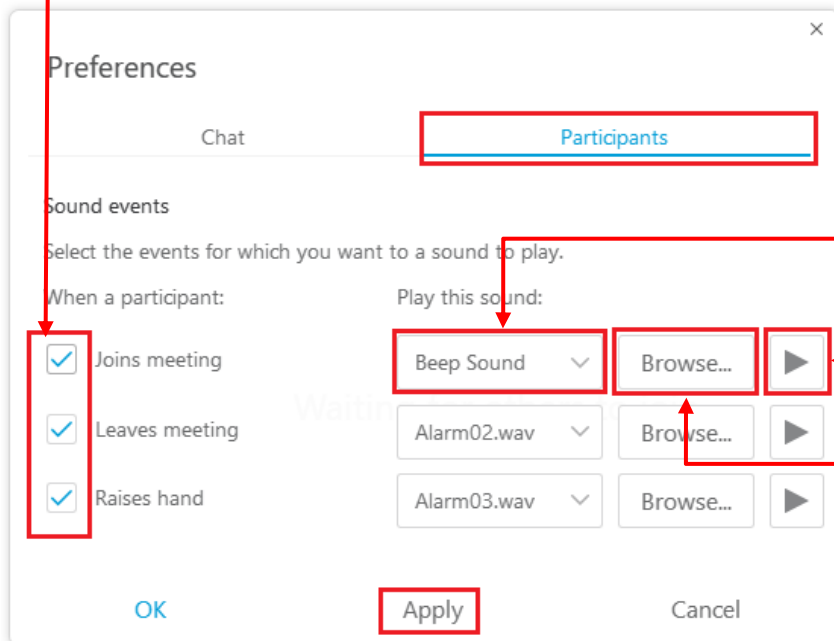
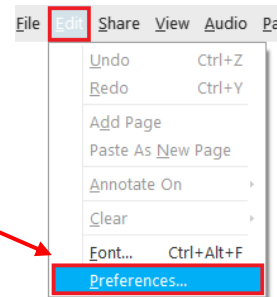


Recommended configurations for setting up a meeting

Edit > Preferences Menu > Participants

In Preferences > Participants settings:

These options will playing the selected sound when a person enter/leave a meeting or raise hand during a meeting.

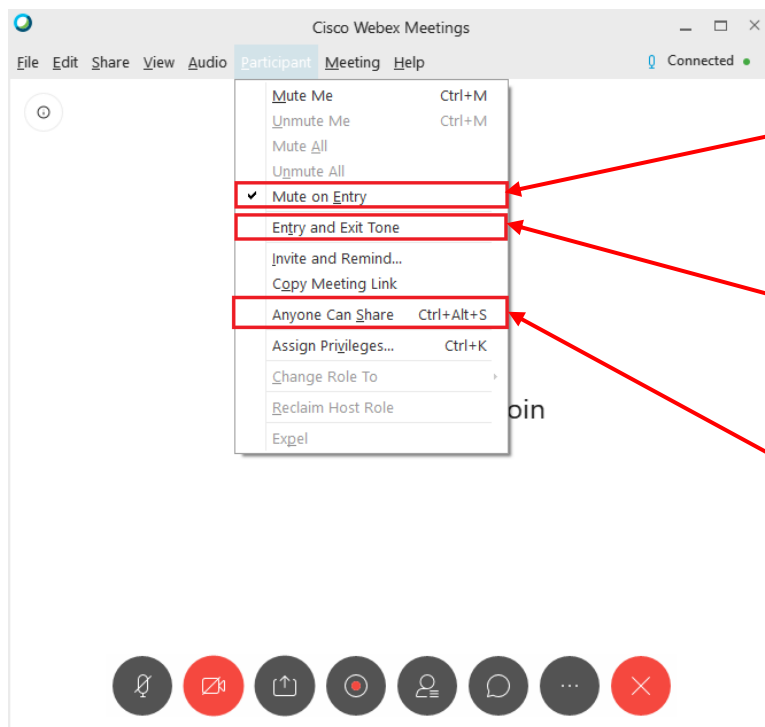


Change the sound by click on the arrow to expand the sound list.

Click play icon  to test the selected sound

You can select your own ringtone/sound by click **"Browse"** and locate your file.

Click **"Apply"** when you finish



In Participant settings:

"Mute on Entry" must be ticked.

This option will mute microphone of entry students at first. You can unmute the whole class or any student later.

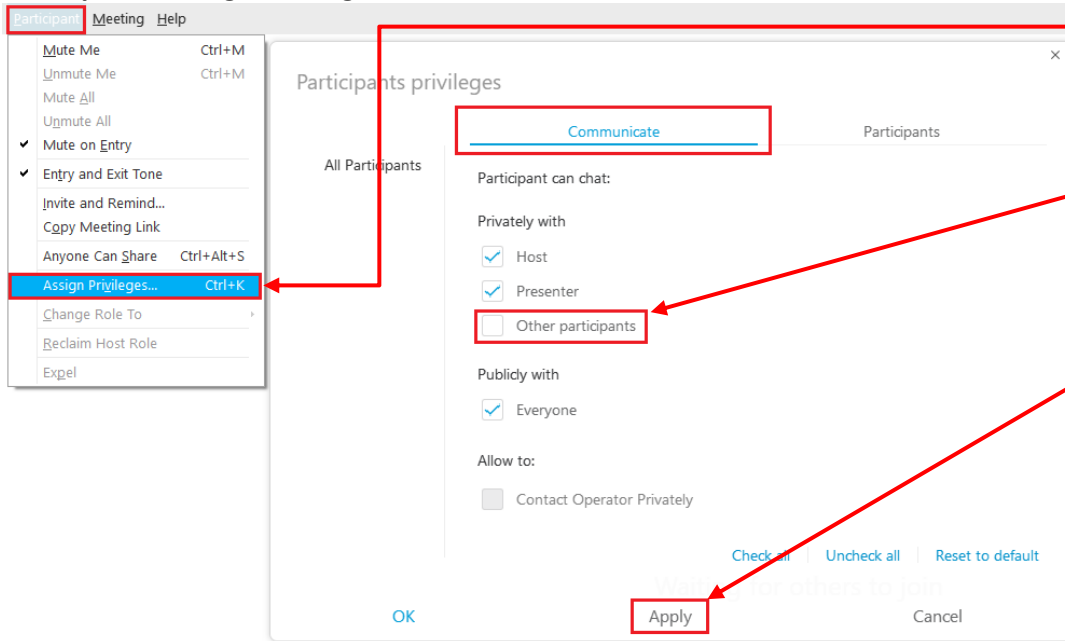
"Entry and Exit Tone" must be ticked.

This option will notify you when person enter or exit the meeting by playing a sound that can be modified in Preferences.

"Anyone Can Share" should be unticked.

The host of the meeting is the only person can share content to others.

Participant > Assign Privileges > Communicate

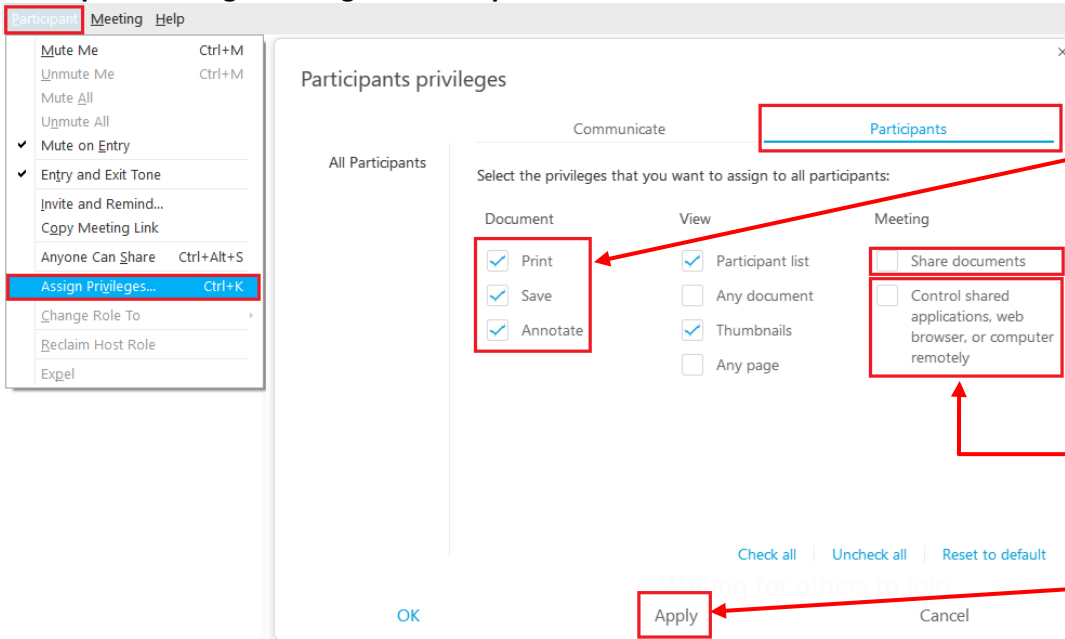


Click **Participant Menu > Assign Privileges**
Go to **Communicate Tab**

Only allow participant chat with Host and Presenter (untick **“Other participants”**).
If you want participants to discuss, this option can be ticked later.

Click **“Apply”**

Participant > Assign Privileges > Participants



Go to **Participants Tab**

Allow participants to Print, Save, Annotate

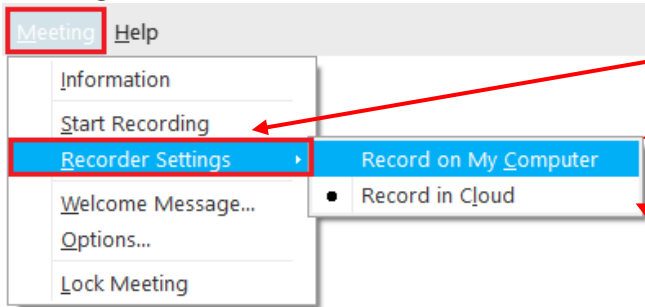
Allow participants to view participant list and thumbnails

Share documents should be unticked to

Control shared applications or remote computer should be unticked. Only tick this option when you need help remotely from IT techs

Click **“Apply”**

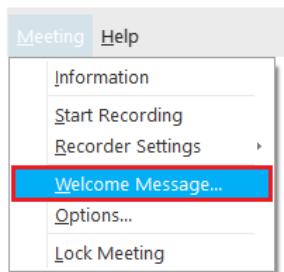
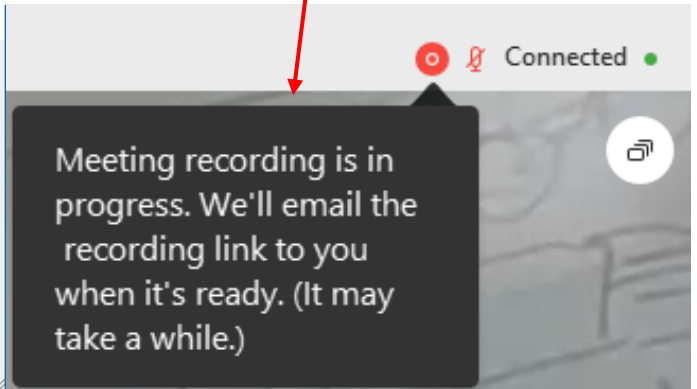
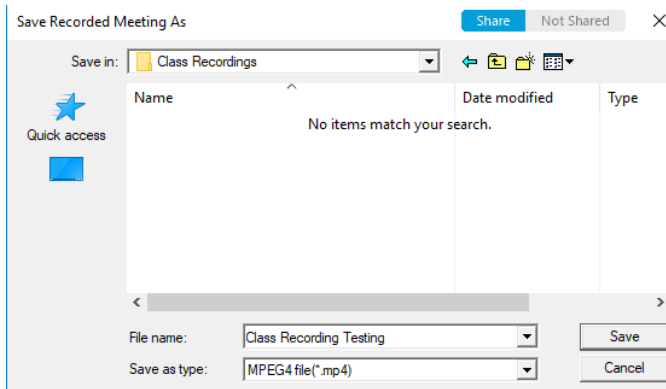
Meeting Menu



Go to **Meeting Menu > Recorder Settings**

Record on My Computer – Allow you to record a meeting to a video file on your computer that you can edit and publish it later.

Record in Cloud – Allow you to record a meeting to a video file that will be stored in Webex Server. You will get a video link via your email when it is ready.



Display this message when attendees join the meeting.

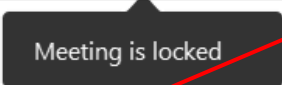
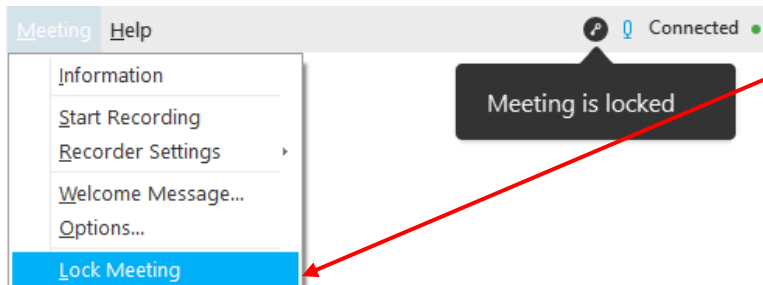
Message:

Welcome to my meeting.
You can chat, share presentations, documents, or applications right in your browser!
Regards,
Hieu Nguyen

(255 characters max) OK

Go to **Meeting Menu > Welcome Message**

You can edit welcome message and display it when participants enter your meeting



Go to **Meeting Menu > Lock Meeting**

Lock Meeting can be used when you do not want anyone else enter your meeting.