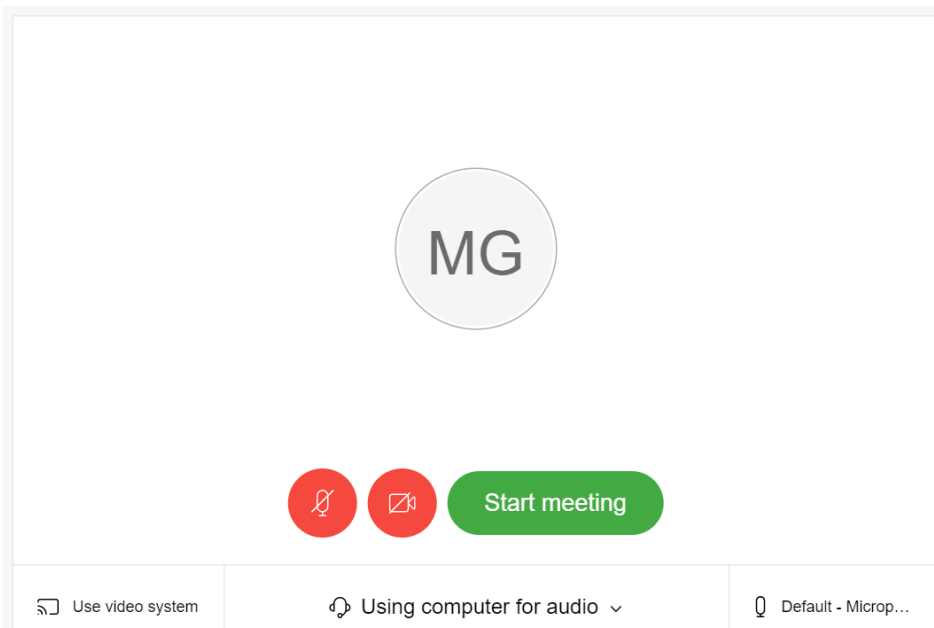**CISCO WebEx**

- Free with fewer options for up to 50 participants
- Paid access with more functions suitable for business
- Can set an agenda that all guests can see
- Available through a web browser, phone call, mobile app or through a downloaded desktop app
- Has a polling function for participants
- Integration with apps like Outlook, Google Drive, Gmail, GitHub, Office 365, Salesforce

How to set up a meeting

1. In order to host a meeting you will have to create an account.
2. Open up the application through the web browser or desktop application and sign in.
3. You may select to host a meeting immediately or you may schedule a meeting for the future.
   a. You will be able to invite others through an email invitation, by video system, or by phone. Instructions are available when you first set up a meeting.

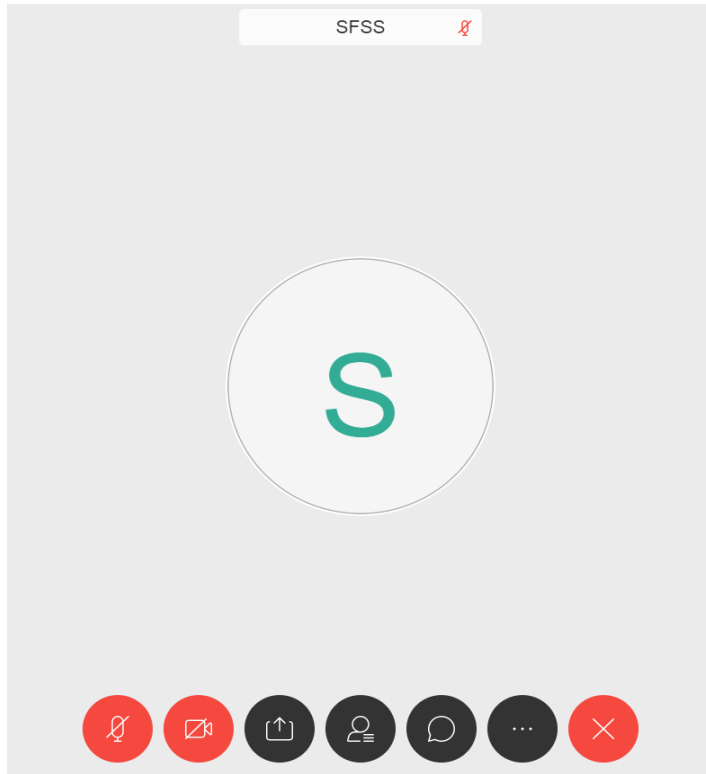**How to add/interact with participants**

1. Participants can join the call by entering the meeting information that the host provides, by email invitation with a link, or by dialing in with a phone.
2. Enter your name and email address and click "Next"
3. If you're asked for a meeting password, the code should either be provided by the host, in the email with your email invitation. Click "Next"
4. Select your audio and visual preferences – Webex allows you the opportunity to test your settings before others can see you!
5. Click the green button and you're in!

How to end a meeting

Hit the "Leave" button at the bottom of your screen.

Host functions (Mute all, share screens, play games)

Listed in order:

- Mute and unmute your own microphone
- Turn your camera on and off
- Share content (Screen or application)
- Through this button the host can see the participants list, and choose to mute and unmute specific people or the entire participants list
- Chat with all participants
- Through this button the host has the availability to use the polling function (Only available on the desktop application). All guests can use this to assess their meeting quality with the "Health checker function"
- Through this button the host can end the call for all participants, or assign a new host and leave the call