



Division of Technology and Advanced Solutions

Audio and Video Options in WebEx

Parts of the WebEx Meeting Setup Window

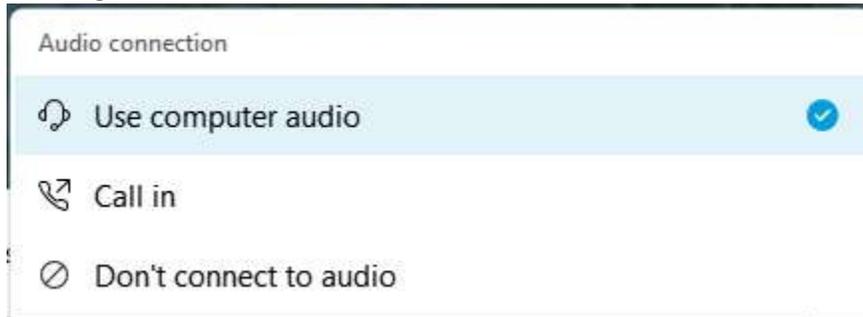


- 1.) Microphone control – This will mute or unmute your microphone when you start the meeting. It will be red if muted.
- 2.) WebCam control – This will enable or disable your video when you start the meeting. It will be red if disabled.
- 3.) Start meeting button – Click here to begin the meeting with the options selected.



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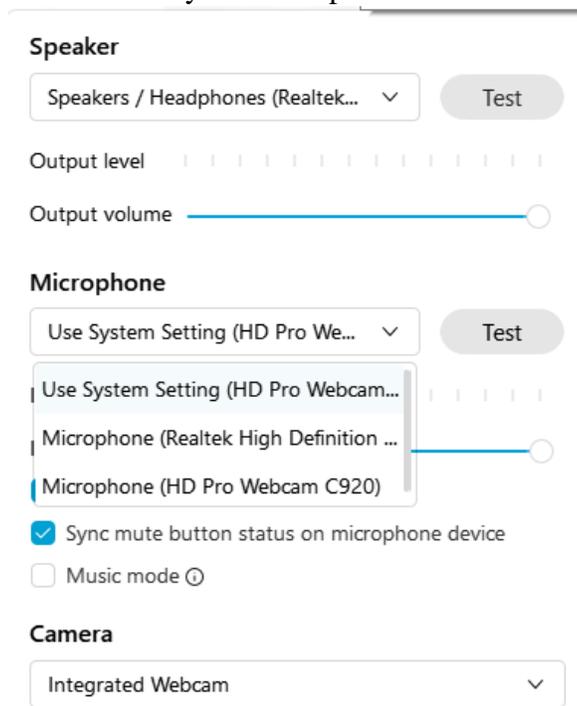
- 4.) Audio source control – This will allow you to change how you connect to the audio of the meeting.



- Use computer audio uses your computer's WebCam and Microphone
- Call in disables your WebCam and Mic to allow you to call into the meeting using your phone.

- 5.) Audio Settings – This allows you to control what hardware is being used for your audio. The dropdowns under Speaker and Microphone allow you to change the default option. You will want to use this if you are using headphones to listen or using a separate microphone for audio.

- For example, in the classrooms, you will want to ensure that “HP Pro Webcam C920” is selected for your Microphone.





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- 6.) Change background – This will allow you to change the appearance of your background, including blur and custom scenes.

