

Webex

What's New?

Fall 2020 Update

Optimized Audio and Video Preview

The Audio and Video preview window is now easier to use.

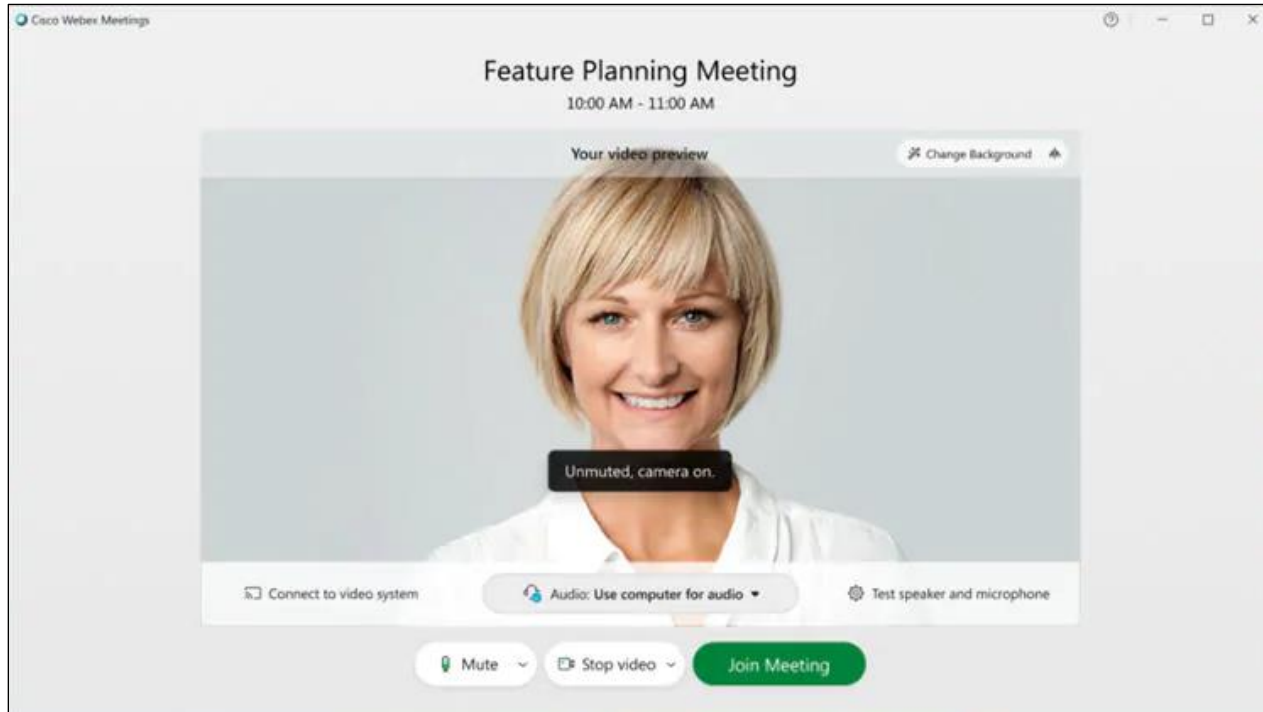


Figure 1

- Adjust audio and video settings by clicking the **contextual options** (downward-pointing arrows) beside **Mute** and **Stop video**.
- Change the virtual background of your video by clicking the **Change background** button.

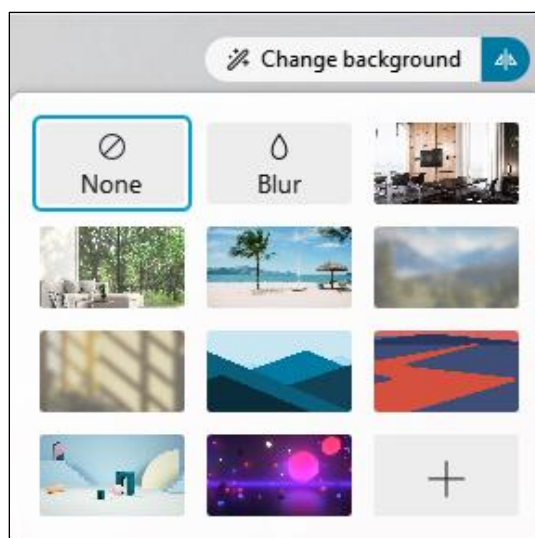


Figure 2

Optimized Meeting Controls

Meeting controls are now more clearly labeled and do not cover videos and shared content.

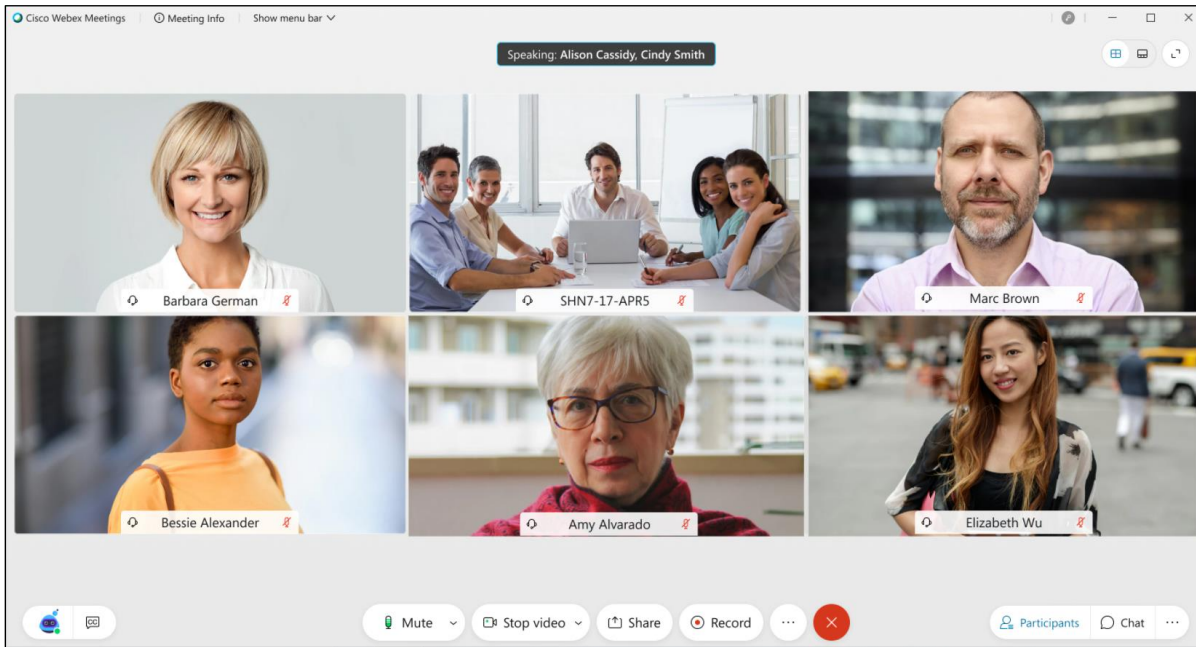


Figure 3

- Adjust audio and video settings by clicking the **contextual options** (downward-pointing arrows) beside **Mute** and **Stop video**.

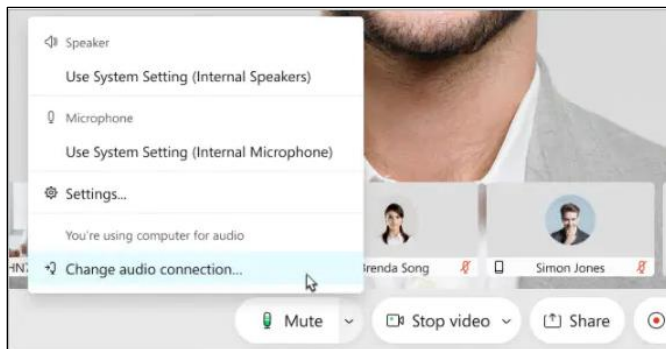


Figure 4

- Click to toggle panels on and off in the bottom right-hand side of the meeting session window.

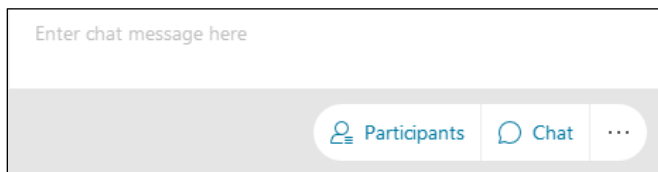


Figure 5

- **Mute all/Unmute all** participants by clicking their respective buttons in the **Participants** panel.

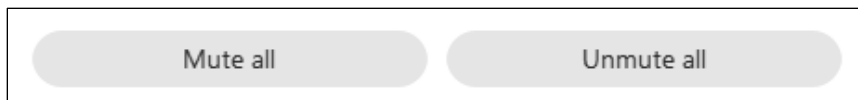


Figure 6

Cohost Role

Participants can now be given a cohost role with extended privileges before or during a meeting.

Before a meeting

- Assign cohosts ahead of time for your personal meeting room in the **My Personal Room** sections of **Preferences** on **towson.webex.com**.
- Assign cohosts by editing a currently scheduled meeting on **towson.webex.com**.

During a meeting

- Assign cohosts by right clicking a participant > Hover over **Change Role To** > Click **Cohost**.



Figure 7

Breakout Sessions

Webex Meetings now includes the ability to conduct breakout sessions.

1. To open breakout sessions, click the **Breakout** tab at the top and click **Enable Breakout Session**.

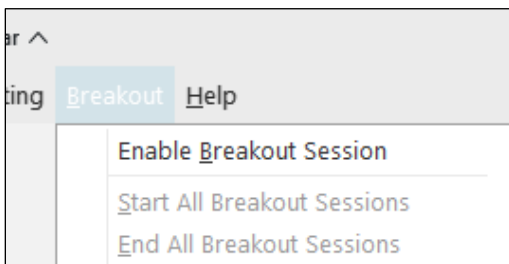


Figure 8

2. Click the **Breakout sessions** button.

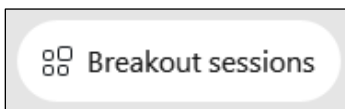


Figure 9

3. Assign participants **Automatically** or **Manually** to breakout sessions and then click **Create Assignments**.

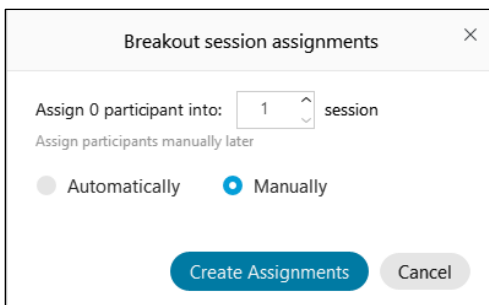


Figure 10

- Click and drag participants under **Not Assigned** to assign them to breakout sessions manually.

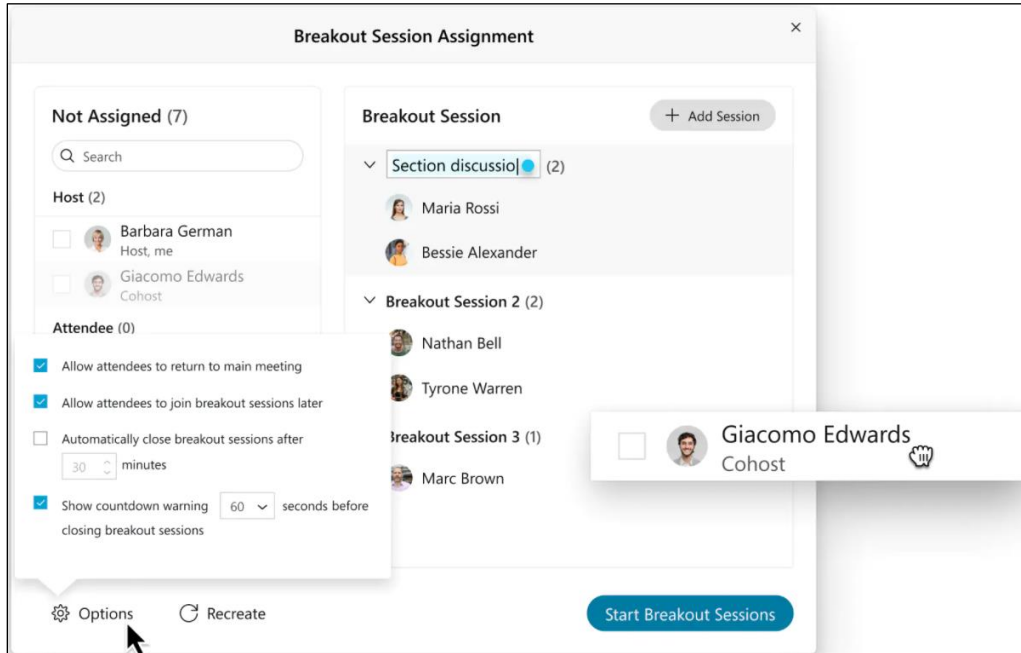


Figure 11

- Hover over names of breakout rooms to present additional menu options such as **Rename**, **Delete**, and to easily **Assign** individuals to rooms.

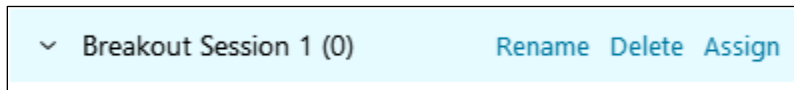


Figure 12

- **Settings:** Adjust settings for your breakout sessions after the Breakout Sessions have been assigned.
- **Reset:** Recreate your breakout assignments after the Breakout Sessions have been assigned.

Note: This will undo your current assignments.

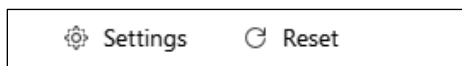


Figure 13

- Begin sessions by clicking **Start Breakout Sessions**.
- **Broadcast:** Send a message to all or individual breakout rooms after Breakout sessions have started.

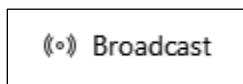


Figure 14

- Join individual sessions by clicking **Join** beside the name of the breakout room.

Note: Only hosts and cohost may freely join breakout sessions.

- **End all breakout sessions:** Return all participants to the main room.

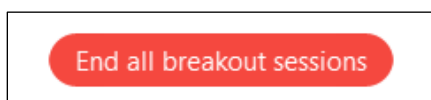


Figure 15

Other Features

- Hold space bar to temporarily unmute.
- **Grid view** is the default viewing option when no content is being shared.

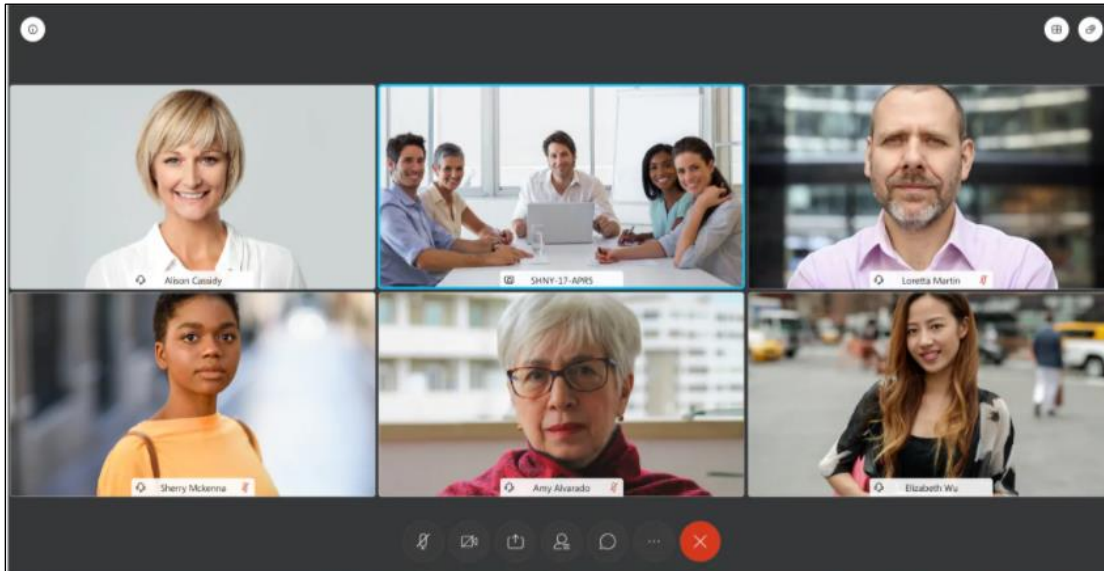


Figure 16

- **Grid View** is the default view for Webex recordings when no content is being shared, but can be changed in the **Recording** section in **Preferences** on [townson.webex.com](https://www.townson.webex.com).

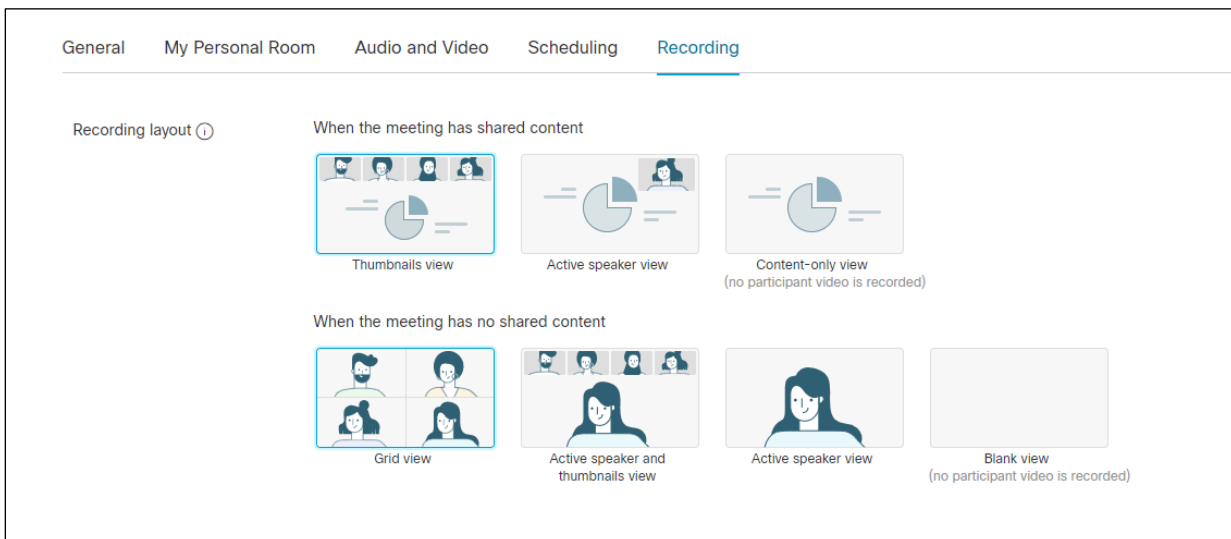


Figure 17