Fall 2020 Update

Optimized Audio and Video Preview

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

- 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.
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](image1.png)

**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](image2.png)

2. Click the Breakout sessions button.

![Figure 9](image3.png)

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

![Figure 10](image4.png)
Webex: What’s New?

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

![Image of Breakout Session Assignment]

Figure 11

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

![Image of Breakout Session Options]

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.

![Image of Settings and Reset]

Figure 13

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

![Image of Broadcast]

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.

![Image of End all breakout sessions]

Figure 15
**Other Features**

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

![Grid View](image)

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 **towson.webex.com**.

![Recording Preferences](image)

Figure 17