

Experience more from Webex



EXCELLENCE
in Uncertain Times

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Welcome and Outcomes

Maximize investment in Webex to enhance DOE culture of inclusion for employees and stakeholders

Collaborate on how best to engage and empower DOE employees using Webex

Strengthen relationships with your Cisco team

Feature Highlights

1. Immersive Share
2. Transcription/Closed captioning
3. Stage Layouts
4. Noise Cancellation
5. Reactions
6. Polling Support
7. Simultaneous Interpretation

Bring content to life



Utilize **immersive share** to place yourself directly onto your shared content, making your presentations even more engaging.

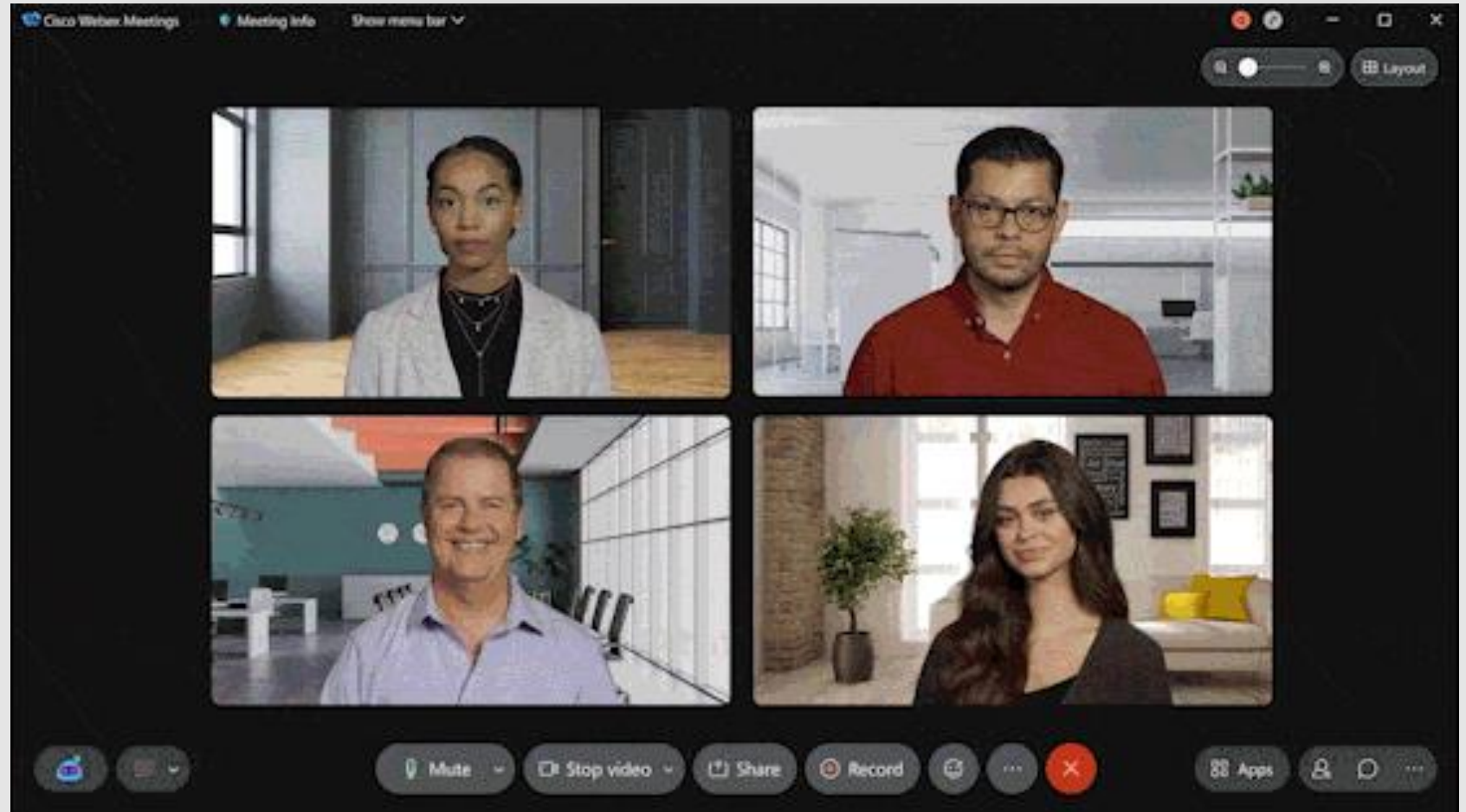


Never miss a word



Closed Captioning

makes it easier for participants to follow along, review or search the transcript after a recorded meeting, and stay engaged when audio isn't available.

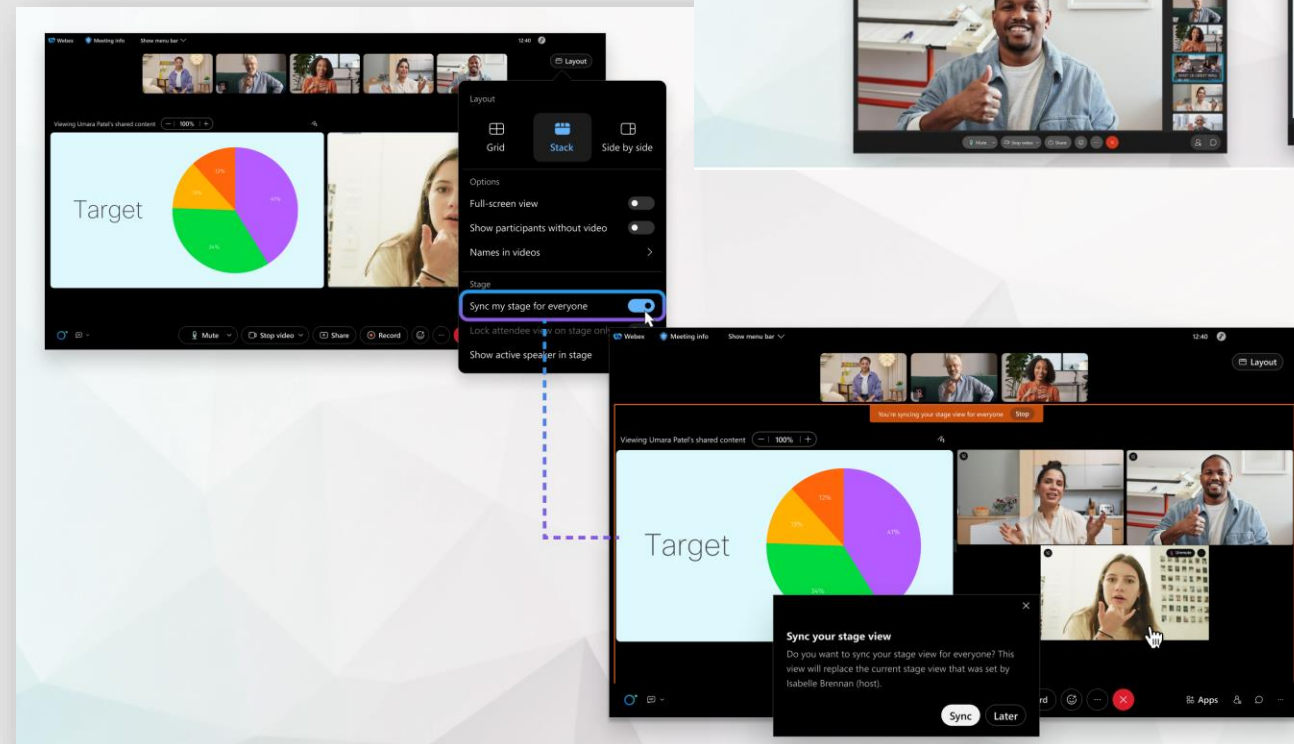
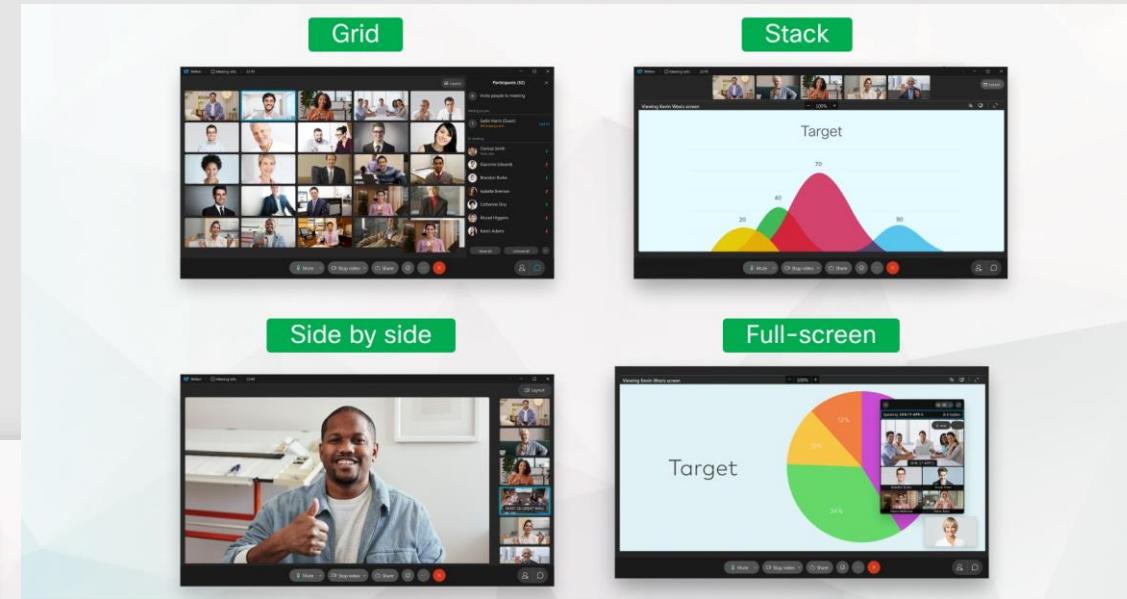


Set the stage



Customize the stage view and choose from the following:

- **Grid view:** Useful when you want to divide your attention across a lot of speakers in a large meeting
- **Stack view:** Useful when you want to see other participants appear above the active speaker or shared content.
- **Side by side view:** Useful when you want to see participants appear next to the active speaker or shared content.
- **Full-screen view:** Useful when you want to float panels and scale them freely, or drag them to another monitor.
- **Stage Sync:** Syncing your stage as the host or cohost ensures that participants can see what you want to focus on, like the active speaker or multiple speakers, or content.



Stage Layouts

Grid view—Useful when you want to divide your attention across a lot of speakers in a large meeting.



Stage Layouts

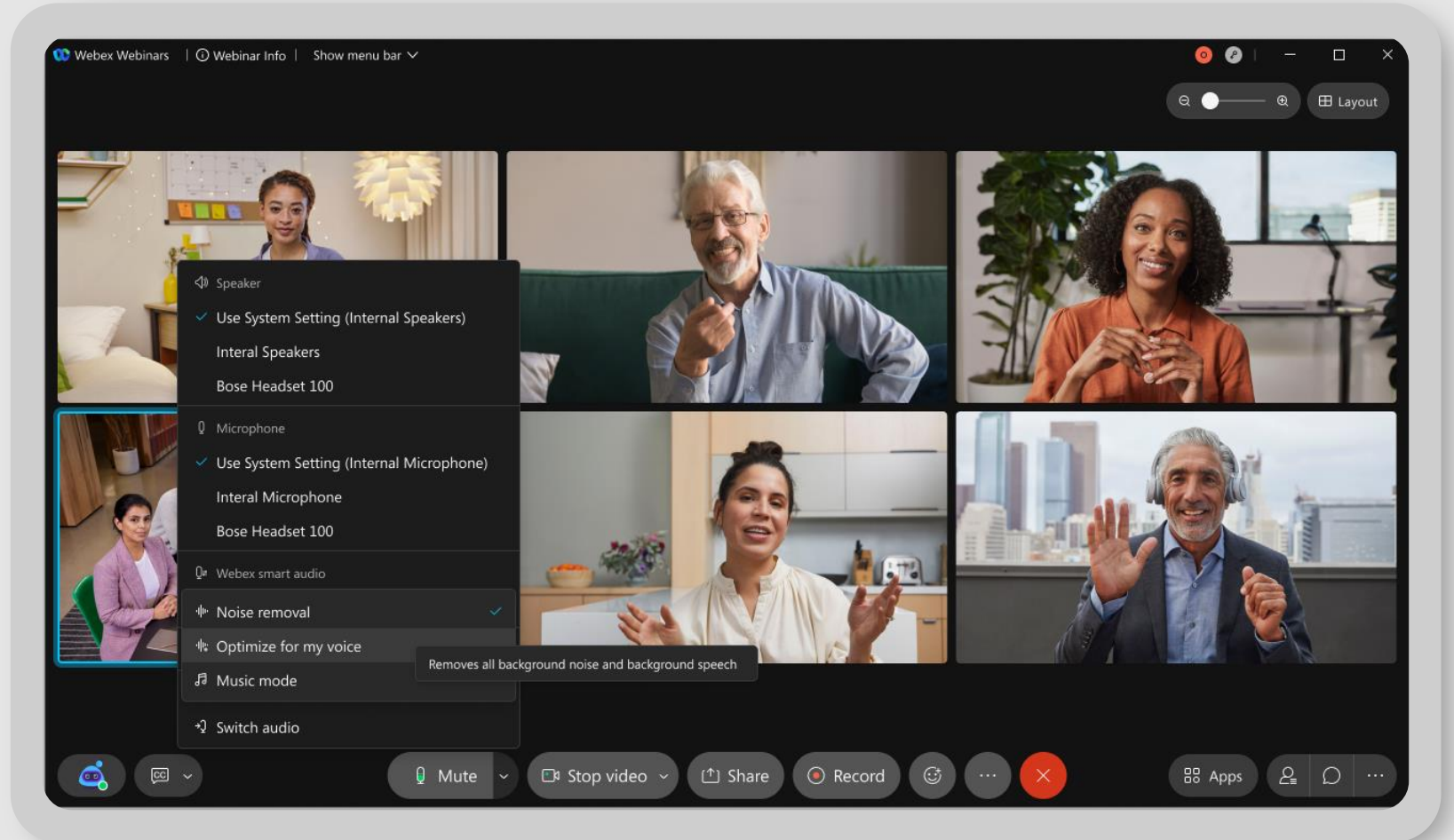
Slider – Used to see more or less attendees depending on your preference.



Hear your voice loud and clear



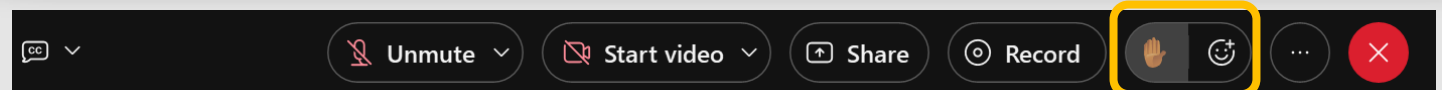
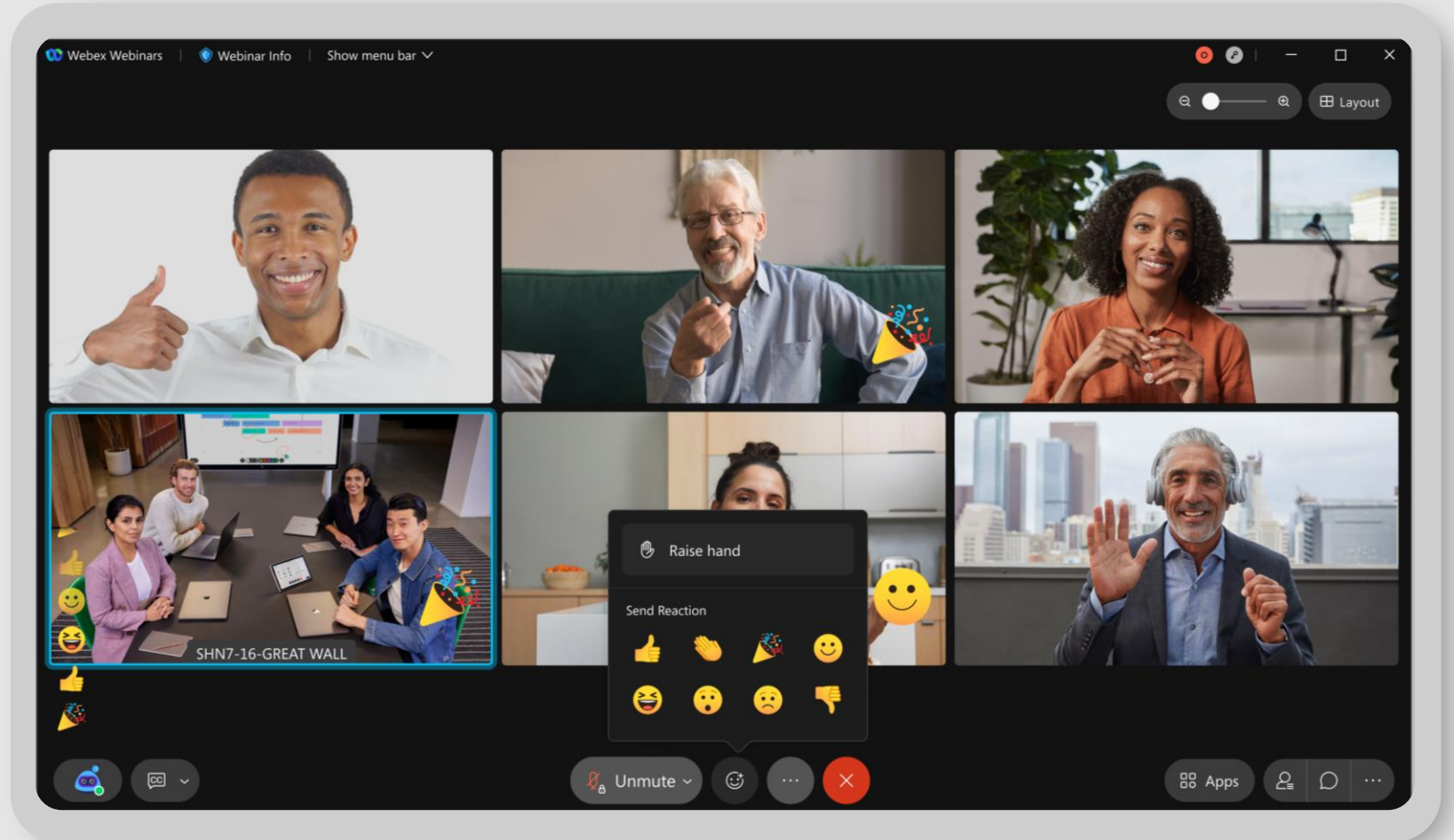
Remove any background speakers and noise with **Webex audio intelligence**.



Get audience feedback



Reactions and gesture recognition let attendees interact with in real-time.



*Raise hand icon moved out from the Reactions menu to the control bar.

Participate in voting activities



Use **polling** with your meeting guests in real-time. Find out what people think to reach faster and better group decisions.

Webex Event Info Hide Menu Bar ^

File Edit Share View Audio & Video Participant Event Help

Open existing poll files, create new polls, administer polls.

▼ Polling

Poll3 x Poll2

Poll Questions:

1. Did you attend the previous webinar?

A. Yes

B. No

2. Which of today's topics are you most interested in?

A. New product roadmap

Question

Type: Multiple choice - Single Answer

New Change Type

Answer

Record individual responses

Add

Clear All Options... Open Poll

Host, me

Tip: create all polls in advance

Unmute Start video Share Record Participants Chat

Include everyone with ease



Give participants the ability to listen to the event in their preferred language with **simultaneous interpretations**.

The screenshot displays the Webex Webinar interface with a 'Manage Interpretation' dialog box open. The dialog box is divided into three sections for simultaneous interpretation:

- Language 1:** English (United States) ↔ Chinese (Hong Kong SAR). Interpreter: Barbara German. [Add interpreter](#)
- Language 2:** English (United States) ↔ German (Germany). Interpreter: Savannah Nguyen. [Add interpreter](#)
- Language 3:** (Empty)

Buttons for 'Apply' and 'Cancel' are visible at the bottom of the dialog. The background shows a video feed with three participants and a sidebar with a 'Participants (6)' list:

- Panelists (7):** Clarissa Smith (Host, me), Henry Riggs (Cohost), Kevin Woo, Murad Higgins, Sofia Gomez, Sonali Pritchard, SHN7-16-GREAT WALL, Matthew Owens.
- Interpreters (2):** Barbara German (English to Chinese), Elizabeth Wu (English to Japanese).

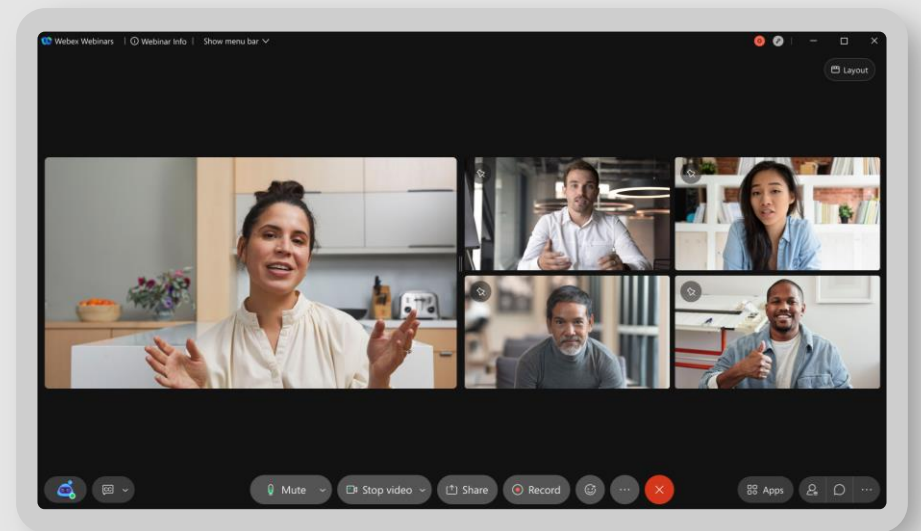
The bottom control bar includes icons for chat, captions, mute, stop video, share, and other standard webinar controls.

Taking your next meeting to the next level

Get to know Webex Meetings and personalize your experience



Standard Meeting or Personal Room
Preferences/Settings
Managing a Meeting



Practical Tips in Hosting Meetings

Determine what type of meeting you want to host

1. Standard Meeting
2. Personal Room

Preferences/settings to consider when scheduling

1. Do you allow for Cohosts and how will they be selected
2. Registration
3. Attendee privileges
4. Recording Layout

Managing a meeting

1. Customize your audio & video preferences
2. Understand the roles & capabilities
(Host, Cohost, Presenter, Attendee)
3. Utilize special features
4. Sharing Content
5. Meeting usage report



Deliver virtual events with confidence

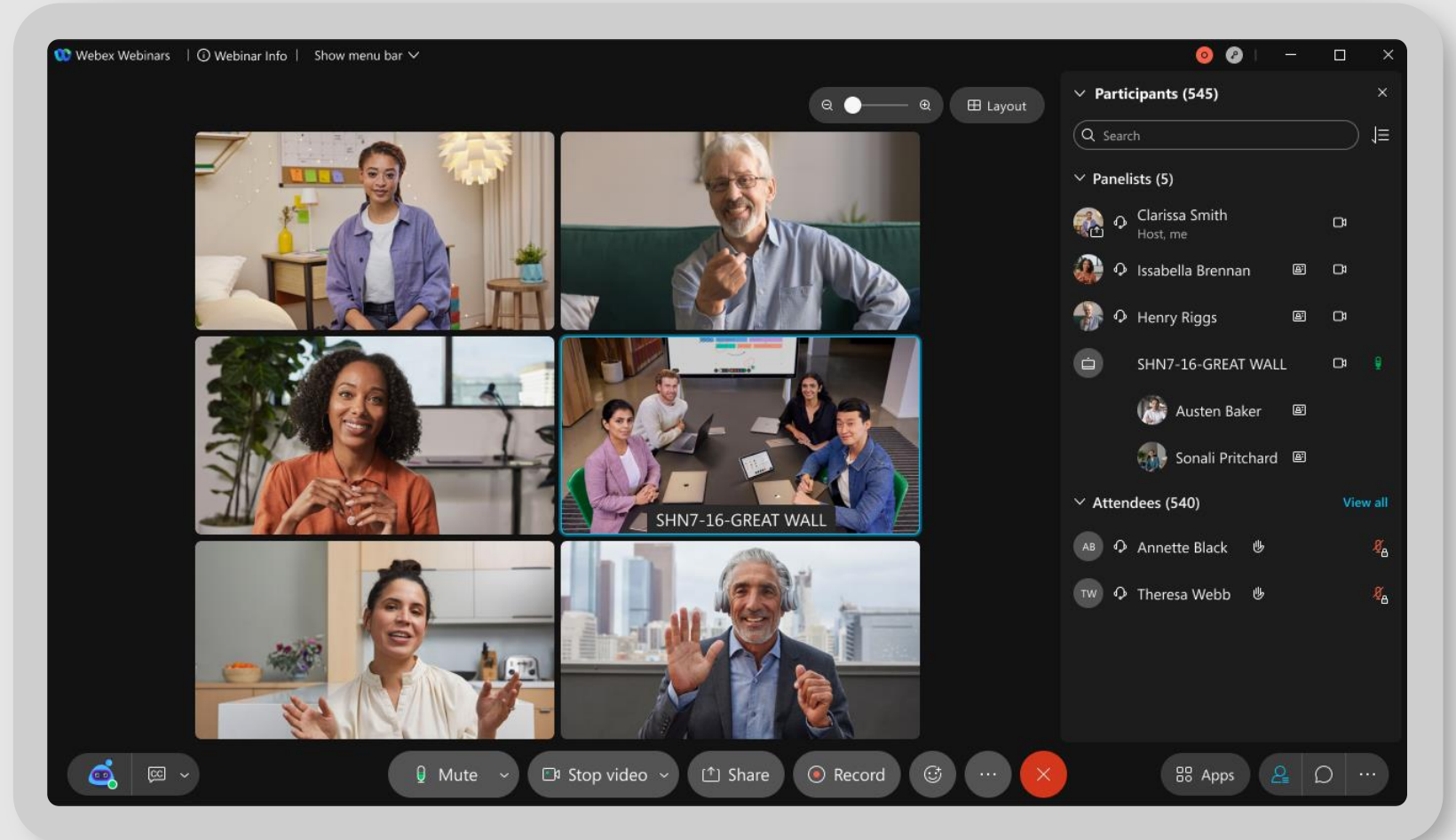
For smaller or larger events



Webex Webinars provide a scalable virtual event platform for interactive experiences.

*Speak with your Webex Admin to learn about event capacities

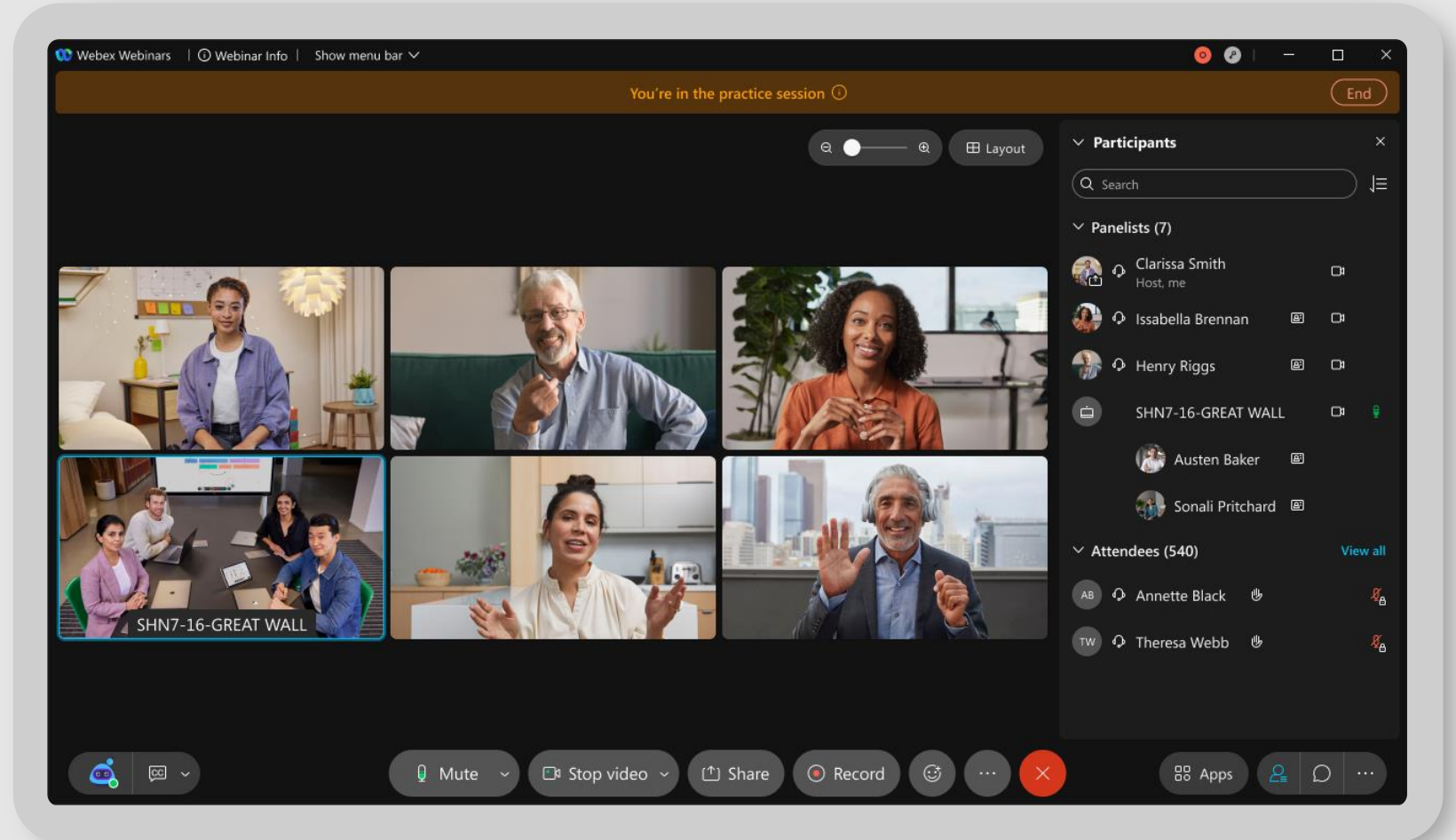
webex



Practice to make it perfect



Utilize **practice sessions** to ensure that your event runs smoothly as planned.



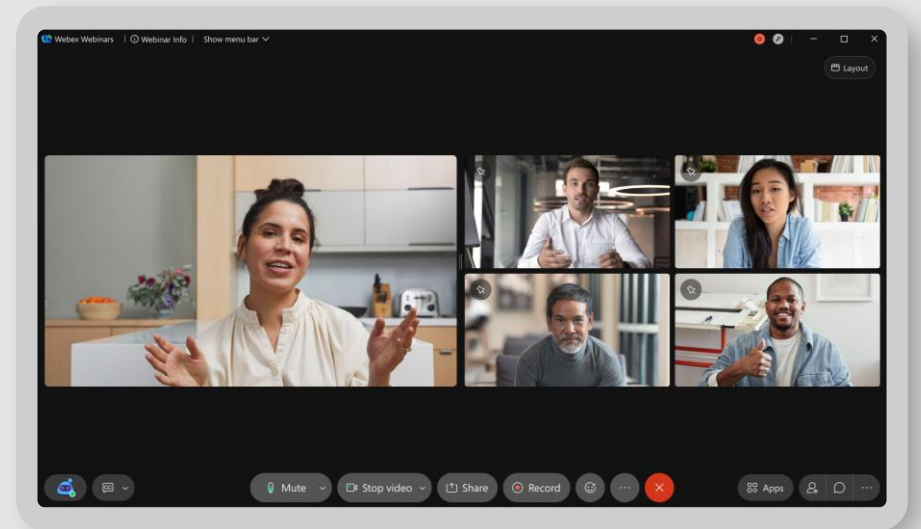
Practical Tips in Hosting Events/Webinars



Days Before Event

Day of Event

Post Event/Follow-Up



Days Before Event

Determine the Setup of your Call

1. Q&A?
2. Chat?
3. Polling?
4. Do you want attendees to speak during the call (live Q&A, interactive discussions)?

Recruit an event team!

- Host – Creates event/registration, Starts meeting/recording, saves Chat, assigns cohost roles
- Speaker(s)/Moderator – Panelists who will deliver event content
- Presenter – Presents shared Content
- Monitor Chat/Q&A/Polling – This person monitors the questions and relays to the speaker at an appropriate time

The “event team” (Q&A responders, moderators, etc) should be invited to the event as panelists instead of attendees.

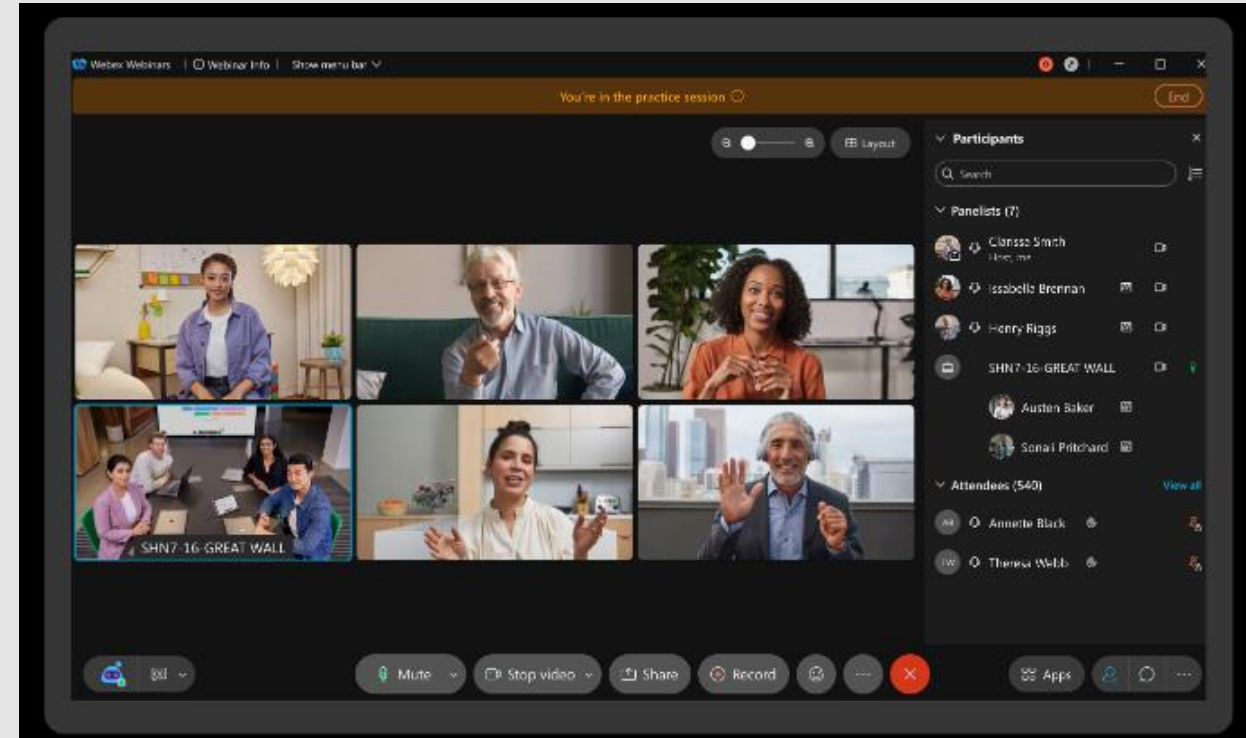


Day of Event

Set up a time to rehearse –

- Schedule time ahead of event (30 mins to an hour) and utilize the Practice Session feature.
- Make sure everyone understands the event format, which controls to use, and what their role is.
- Share presentation deck and/or video to ensure all works properly if applicable.

Check internet connection- Run the “health checker” report during your rehearsal to make sure you are fully connected. For optimal internet connectivity, we suggest hardwiring your internet connection



Day of Event cont.

Minimize background noise –

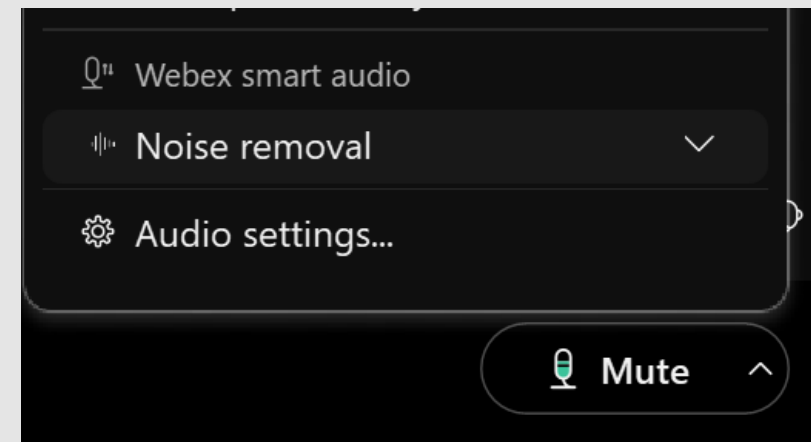
- Utilize our Noise Removal!

Be Camera Ready!

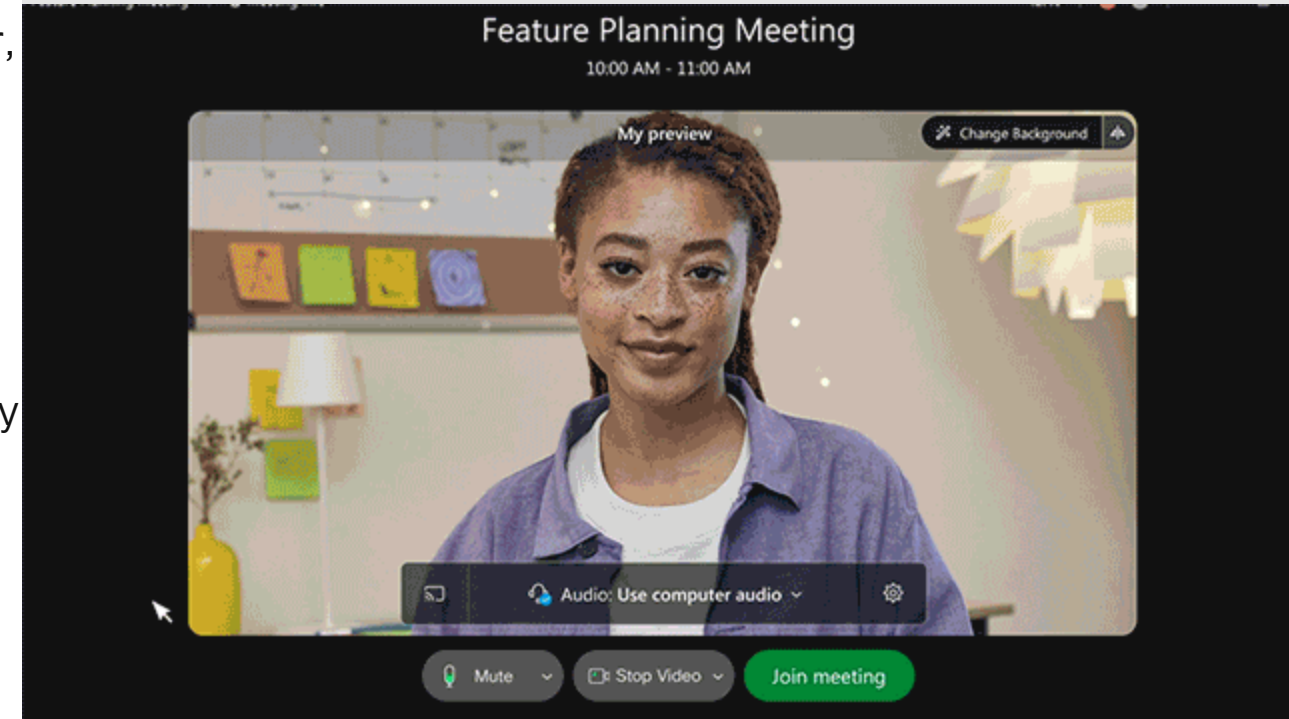
- Chose your audio and video delivery platform (computer, video device, phone, or headset).
- Customize your background by choosing one of the virtual backgrounds or apply a simple blur effect.

Engage your Audience

- Work in commentary that allows your audience to identify with a statement using the hand raise or reaction features.
- The chat panel, Q&A and polling feature also facilitate event interaction.



Noise Removal



Background Customization

Post Event/Follow Up

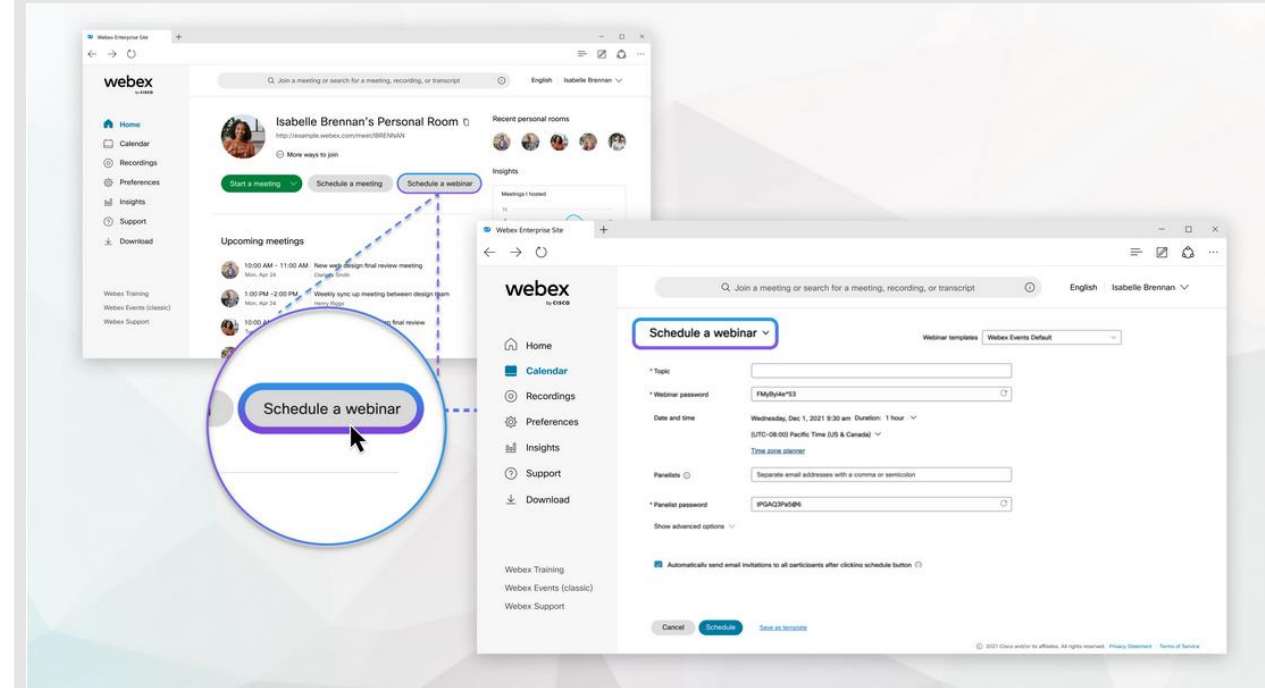
Send out content/slides/recording

Create a Post Event Survey

- Engage your attendees even more by requesting feedback on your event.

Generate Post Event Reports

- Get details on attendance, registration and in-event activity.



Additional Resources



How to & help articles:

<https://help.webex.com/en-US>

Webex Classes:

<https://golearn.webex.com/>

Cisco Collaboration Technical Marketing:

<https://www.youtube.com/channel/UCPpXLdGgEicwQZ2mx5oTyBw>

<https://www.youtube.com/c/webex>

Monthly maintenance and upgrade schedules:

<https://status.webex.com/maintenance>

Questions?



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