

# How To – Webex & Wonder

Graz University of Technology

CLF 2021

# Webex

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# Enter Webex Breakout Sessions

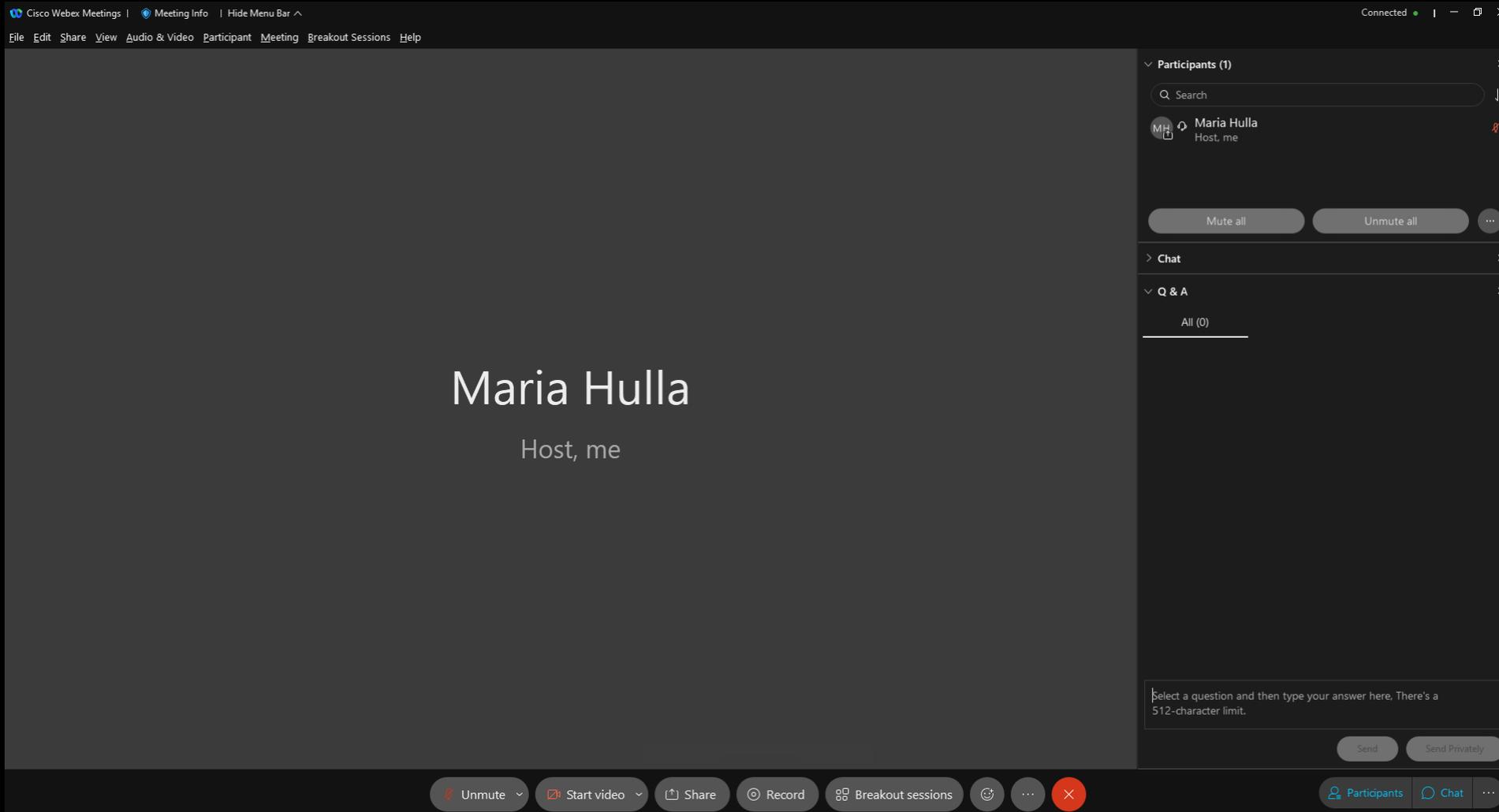
The screenshot shows a Webex meeting interface. On the left, a video feed displays a man, identified as Patrick Herstätter (Cohost, me). Below the video, the name 'Maria Hulla' and the role 'Host' are visible. On the right, a 'Participants (2)' panel is open, showing a search bar and a list of breakout sessions: 'Track 1 (0/0)', 'Track 2 (0/0)', and 'Track 3 (0/0)', each with a 'Join' button. The 'Participants (2)' panel is highlighted with a red border. At the bottom, a control bar includes buttons for 'Mute', 'Start video', 'Share', 'Breakout sessions', and 'Participants'.

1. Open the participant list (Participant Button on the bottom right)
2. To enter the different tracks, please choose the corresponding Breakout room and click “join”

If you´re using the WebApplication (not recommended) you might need to click on “Show all rooms” first

Please use  
the Webex  
Desktop App!

# General conference window description



Participants

Questions

Microphone

Video

Share screen

End Call

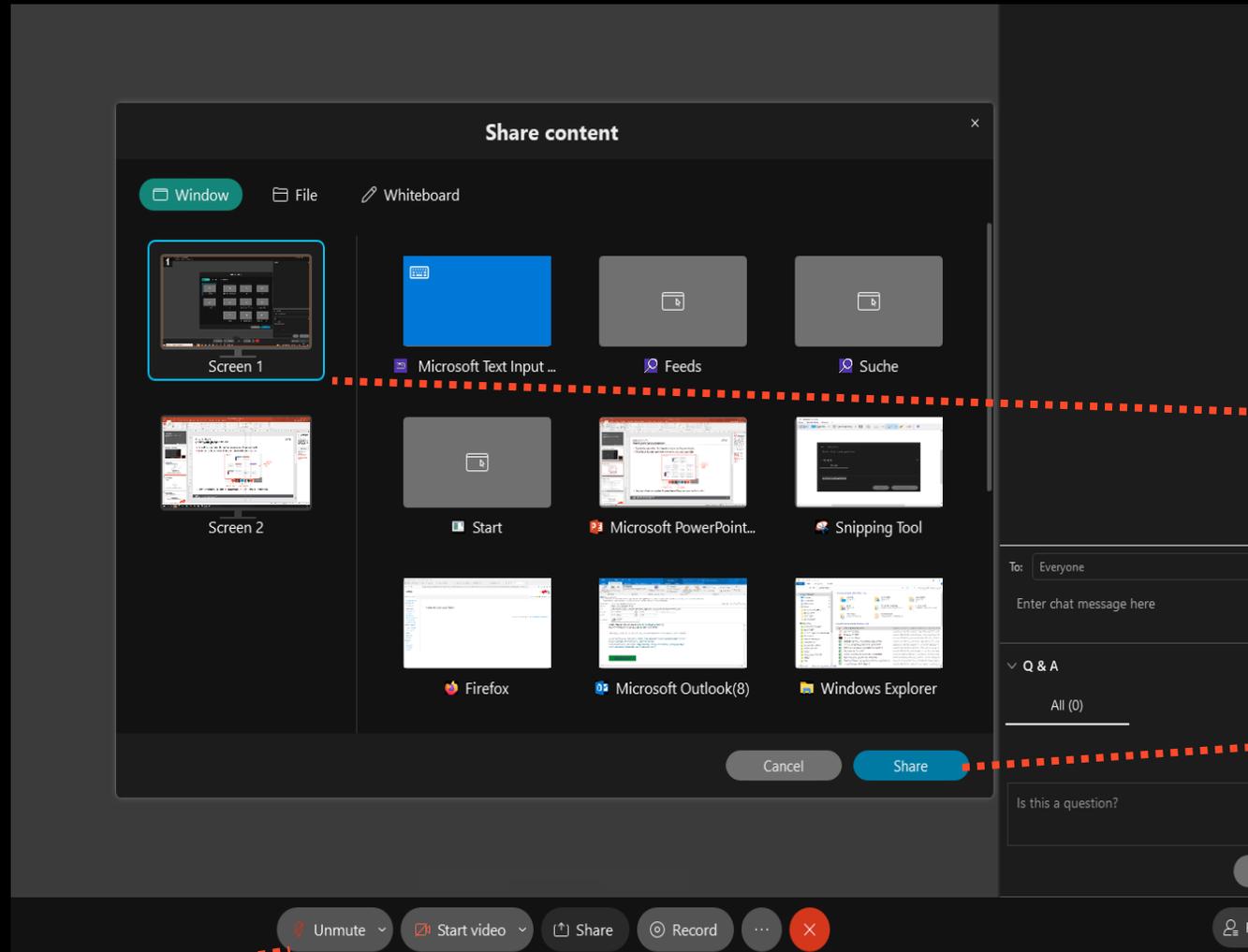
# Change or leave Breakout Session

The screenshot shows a Zoom meeting interface during a breakout session. A 'Breakout session list' dialog is open, showing 'Track 2 (0)' and 'Track 3 (0)' with 'Join' buttons. A 'Participants (2)' window is also open, displaying a green message: 'You're currently connected to the Track 1 session. Show other breakout sessions Session time: 02:55'. The 'Show other breakout sessions' link is highlighted with a red box. In the bottom toolbar, the 'Leave Breakout Session' icon (a person with a red X) is also highlighted with a red box. The interface includes a search bar, a list of participants (Patrick Herstätter, Maria Hulla), and controls for 'Mute all' and 'Unmute all'.

1. Click “Show other break out sessions”
2. Choose another session
3. Click “Join”



# Start your presentation



4. Select screen to share

5. Click „Share“

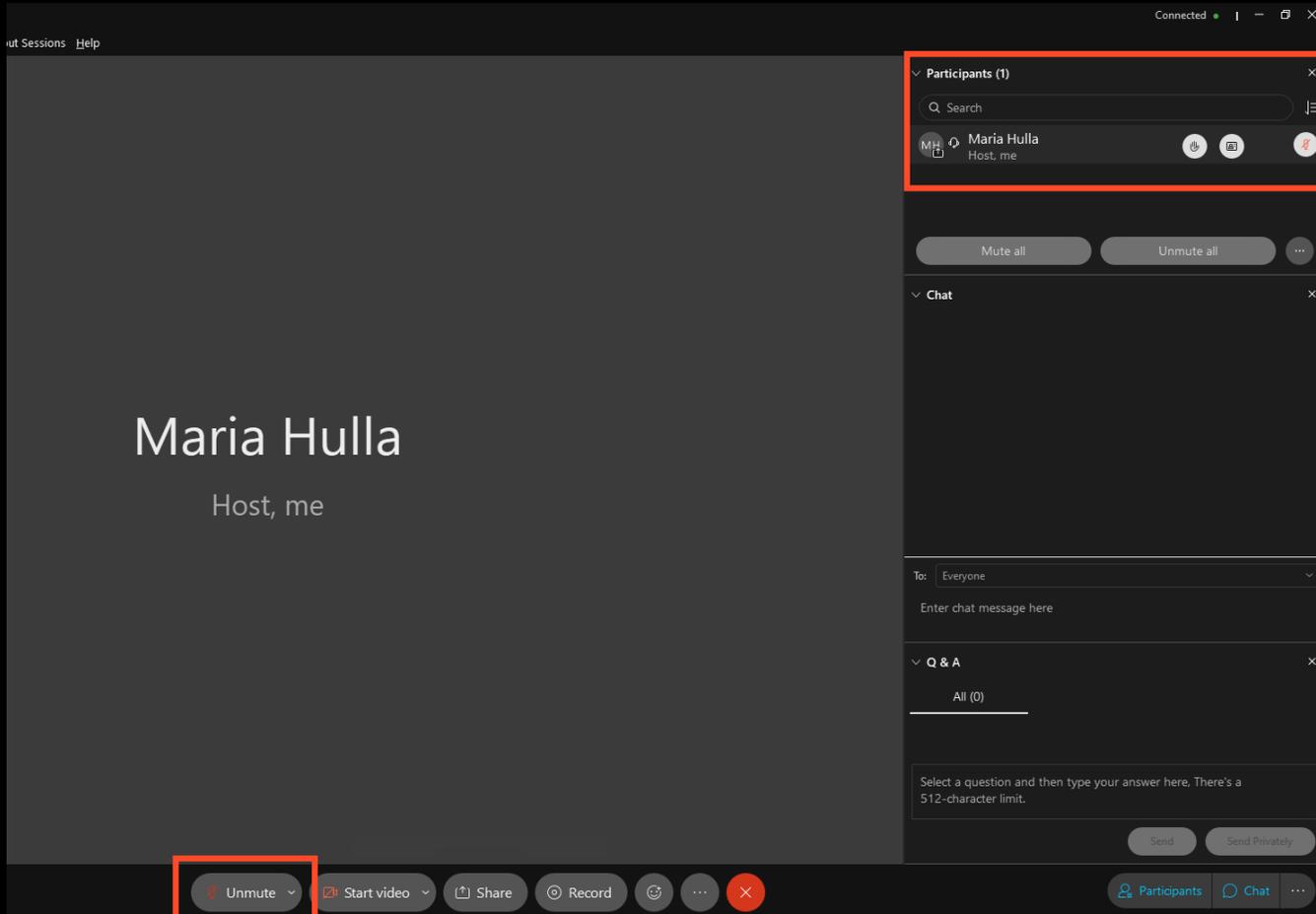
1. Unmute

2. Enable video

3. Share screen

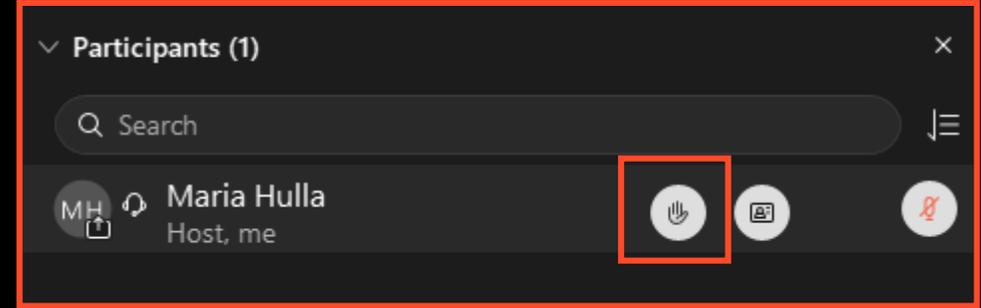


# Ask a question – live (Main room)



Microphone

Mute - unmute



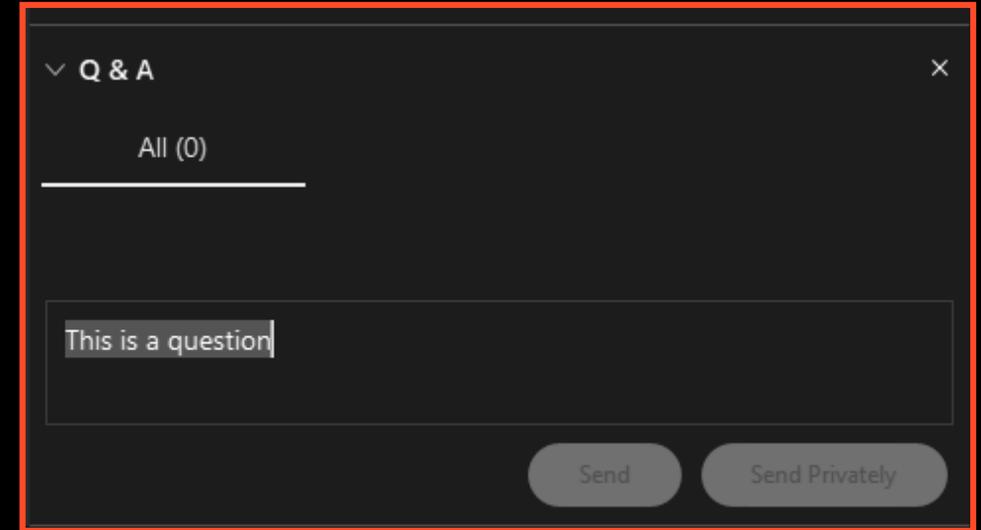
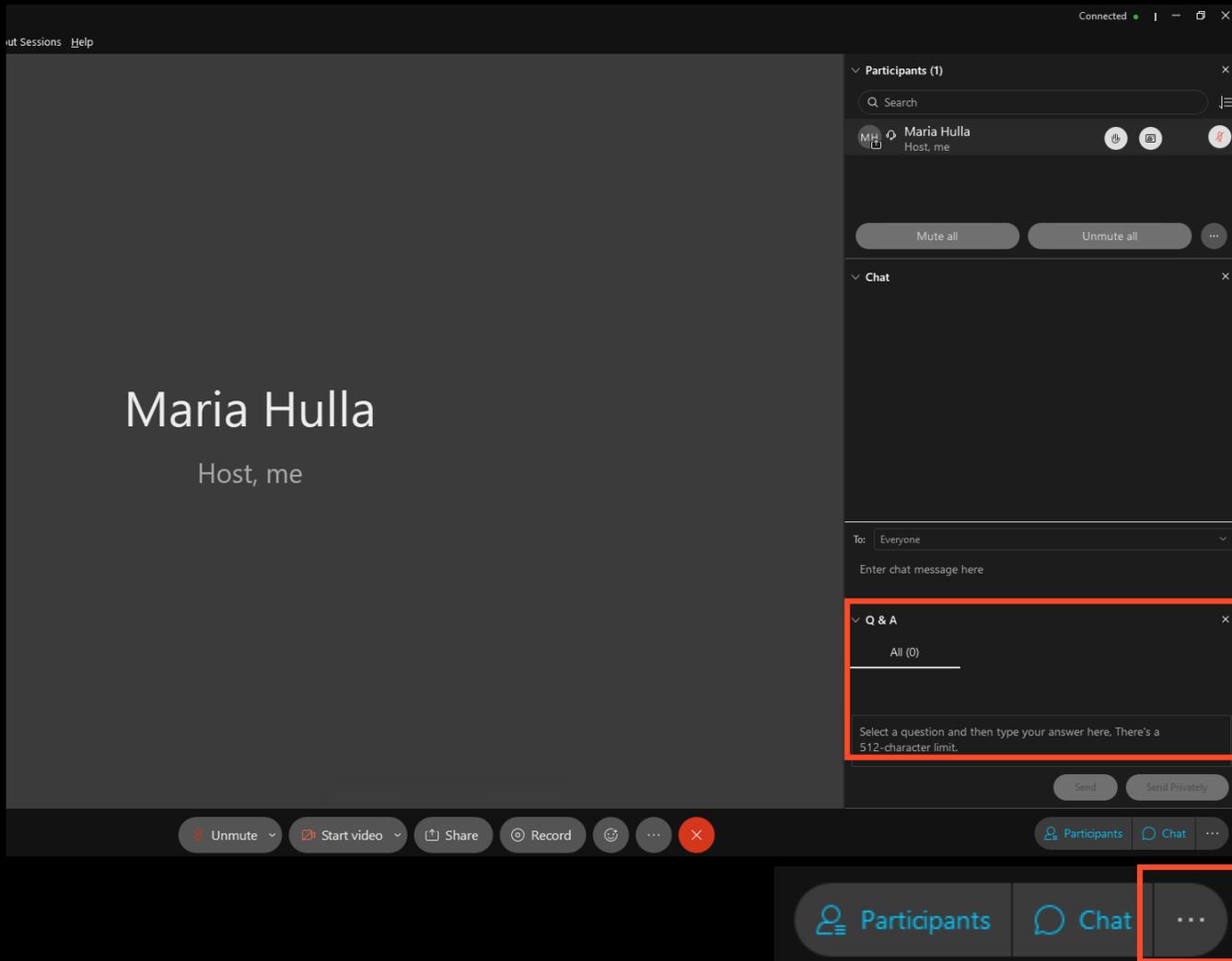
Hand

Raise - lower

1. Raise your hand
2. Wait until the moderator calls your name
3. Unmute yourself
4. When your question is answered mute yourself and lower your hand

Please note that raising hands is not possible in break out rooms! There, please indicate in the Q&A that you have a question and unmute yourself when we call your name!

# Ask a question – Q&A



1. Enable Q&A
2. Choose person you want to ask a question to
3. Write question

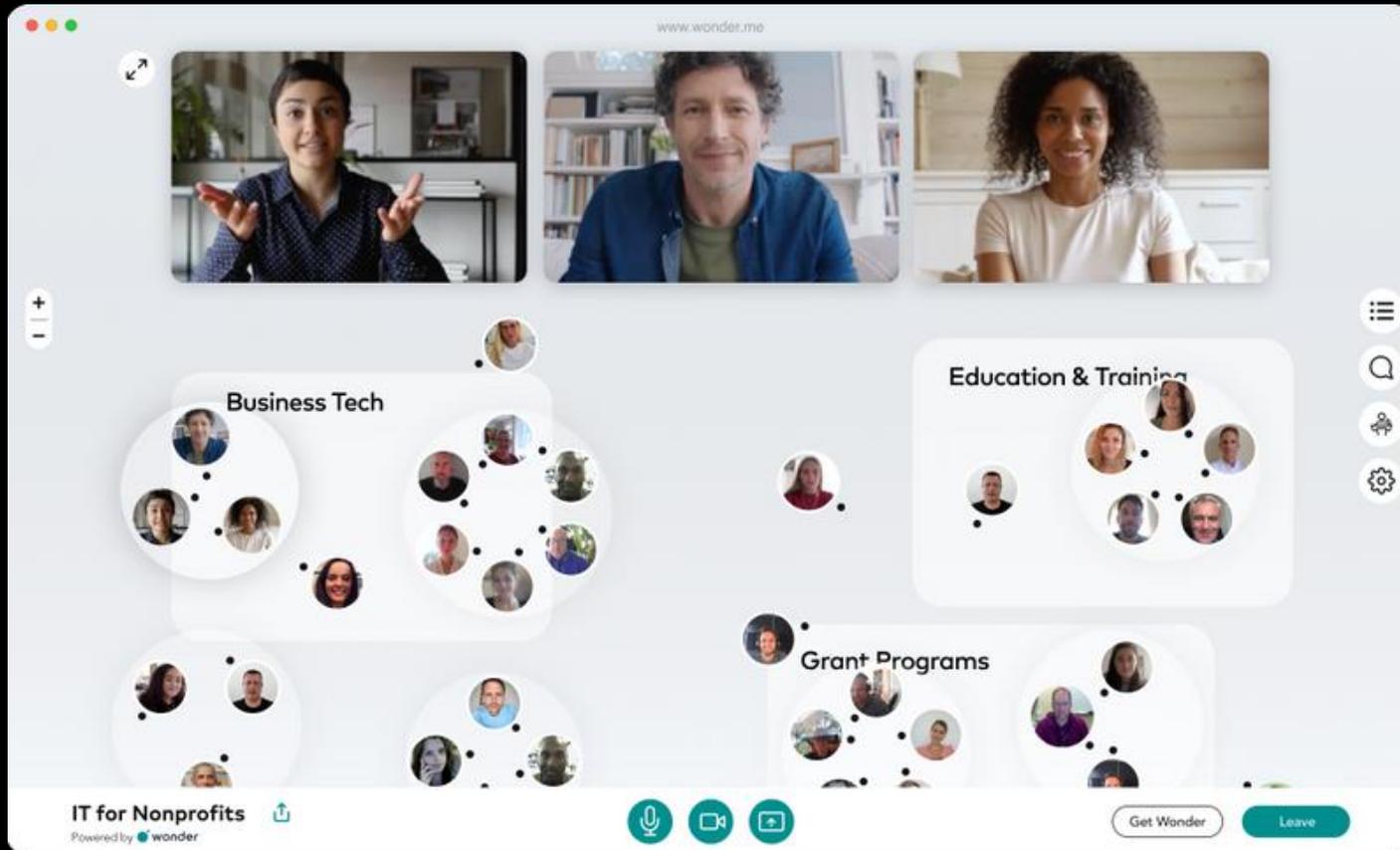
Enable Q&A

# Wonder

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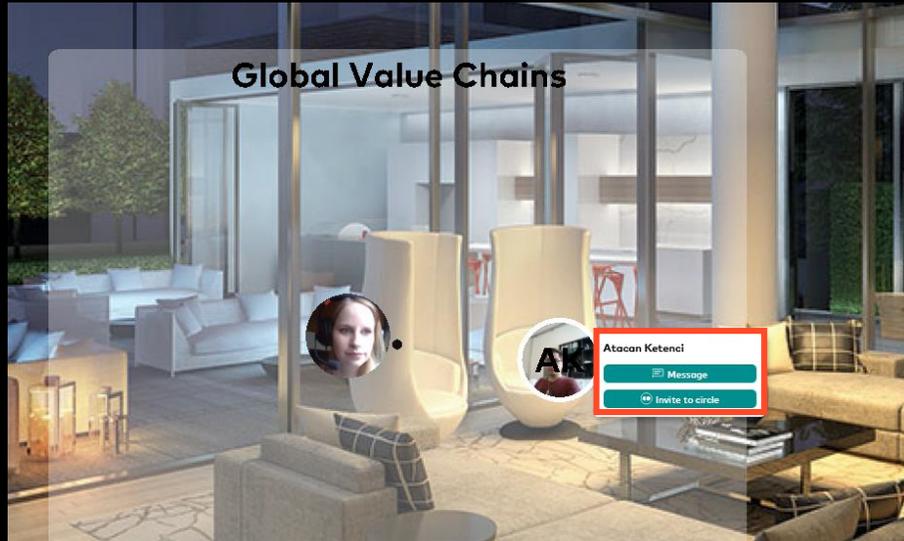
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# Start Wonder



1. Click the room link (see e-mail)
2. Verify the camera/microphone access
3. Enter your name & take a picture

# Start a chat - Wonder



1. Move your Avatar by click & hold with your mouse
  2. Go near to a circle or another Avatar and a videoconference will start
- or
- Click on a person to invite him/her to a circle or message him/her

