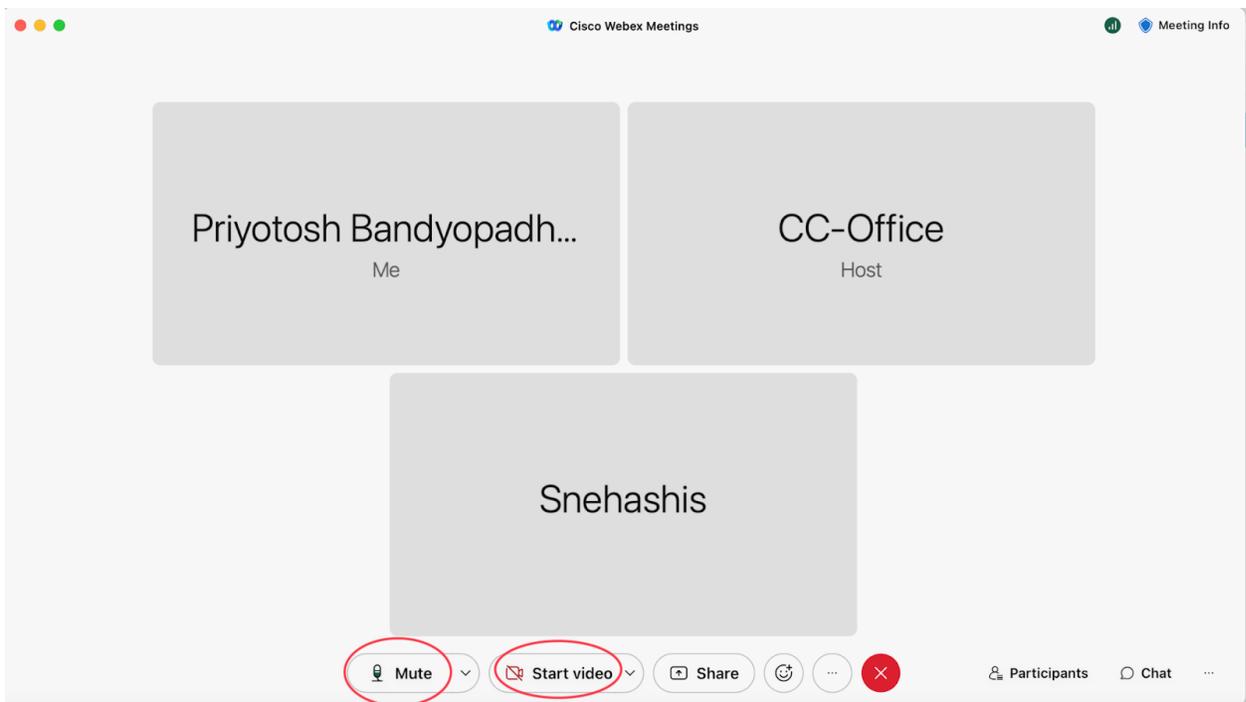


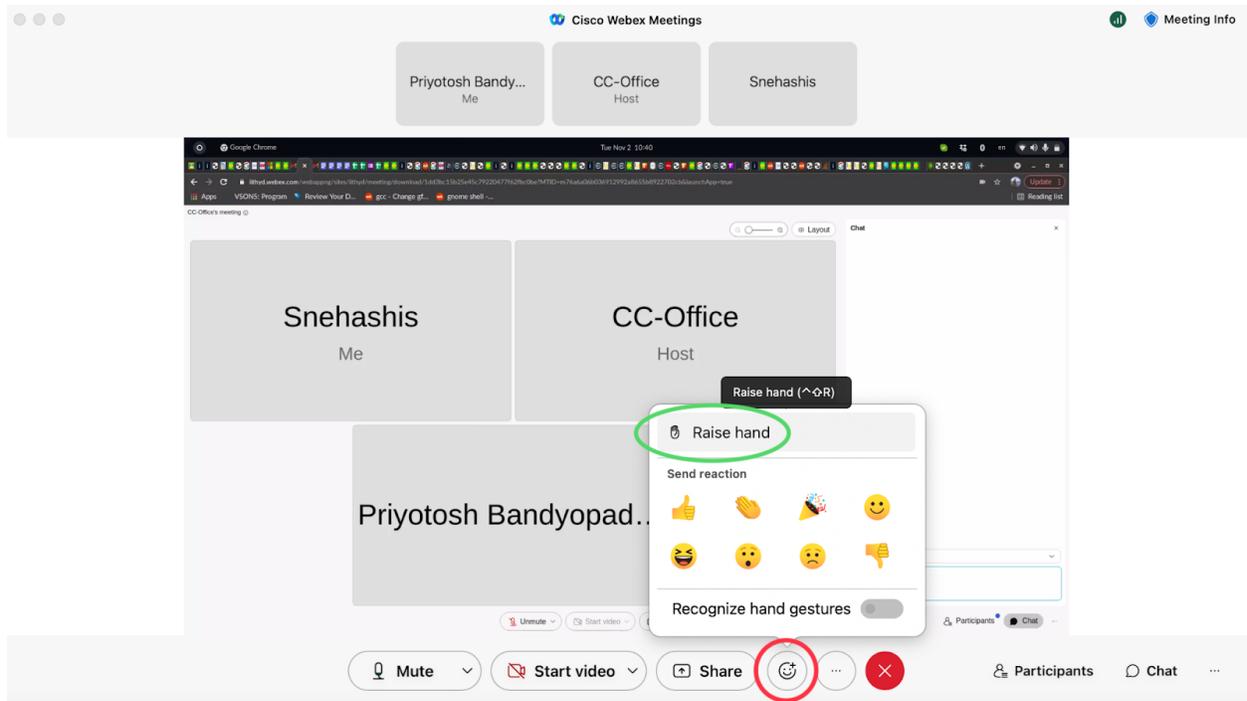
# HOW TO USE WEBEX ON MAC DESKTOP APP

## General Information for attendees

- MacOS users can use either a browser (chrome/firefox/safari) or they can download the Webex MacOS app from <https://www.webex.com/downloads.html>
- If you are using a browser, please refer to the [instructions for browser](#) .
- If you have installed the app, then clicking the meeting link shared with you via your registered email will prompt you to open the meet in the app.
- After the app opens, enter your information similar to the [instructions for browser](#) , and follow the same instructions to join the meeting.



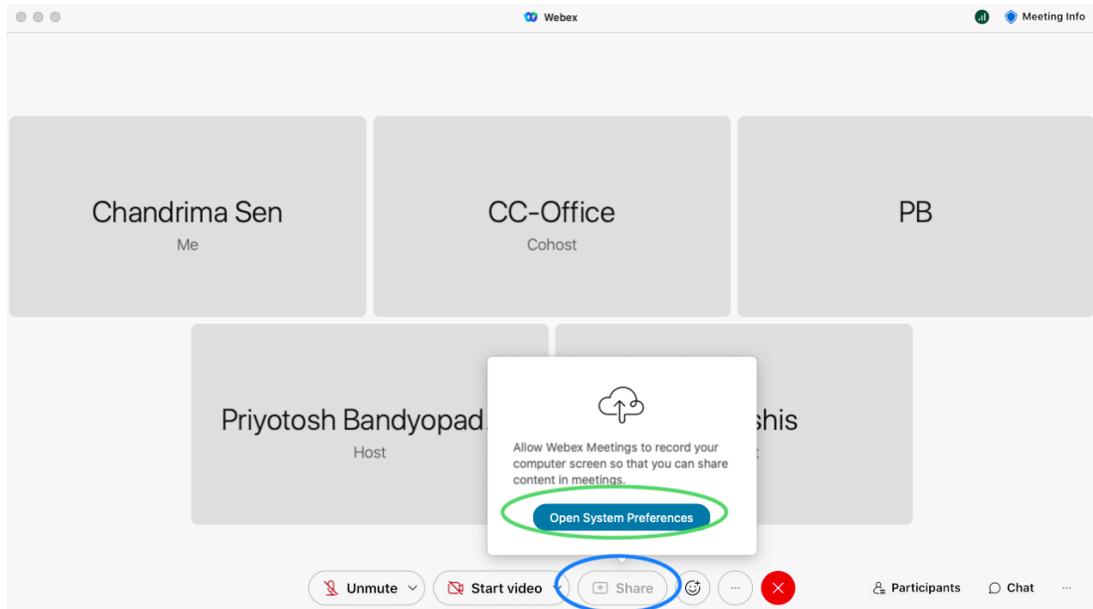
- The above image shows the main screen of a Webex meet on the MacOS app. **MAKE SURE TO MUTE YOURSELF AND KEEP YOUR VIDEO OFF WHILE JOINING THE MEETING.** The buttons to **mute/unmute, start/stop video, share your screen**, and **leave the meeting** can be found at the bottom of your screen.
- If you have a question during the lecture, you can **raise your hand** as shown in the following image: First, click on the **smiley face** button, and it will open a menu of reactions/emojis. On top of that menu, you will find the **Raise Hand** button. Click on it, and the moderator will notice you. Once the moderator permits, please **unmute** yourself and ask the questions.



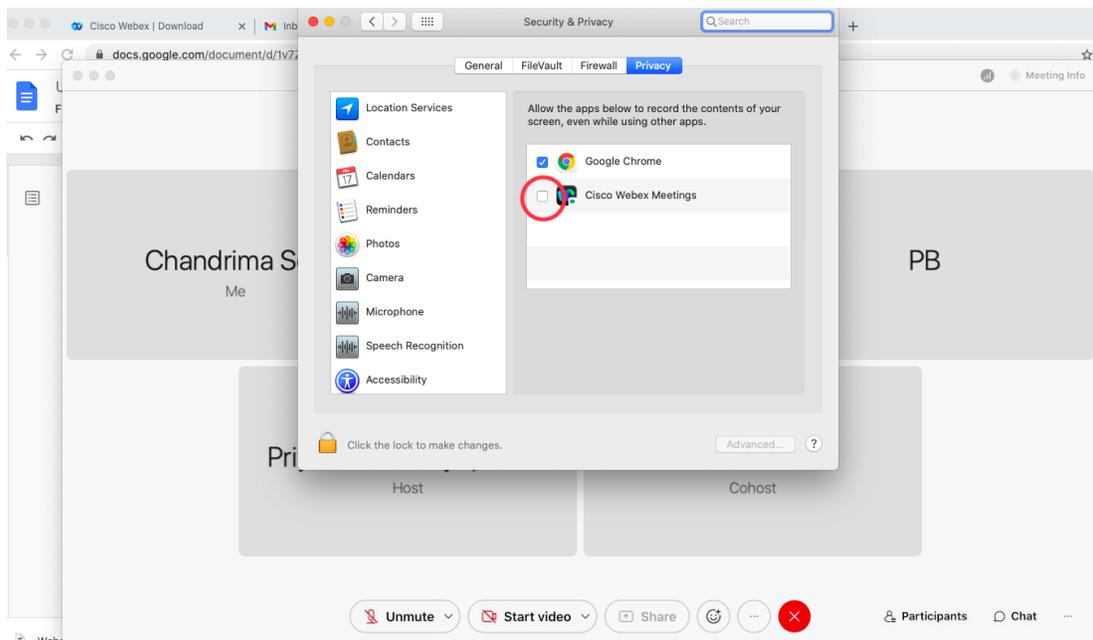
- After your question has been answered, follow the same steps and **lower your hand**.
- We would request you to keep your questions at the end of the talk, as we have designated time for question-answers. We hope you enjoy the conference!

## Information for speakers

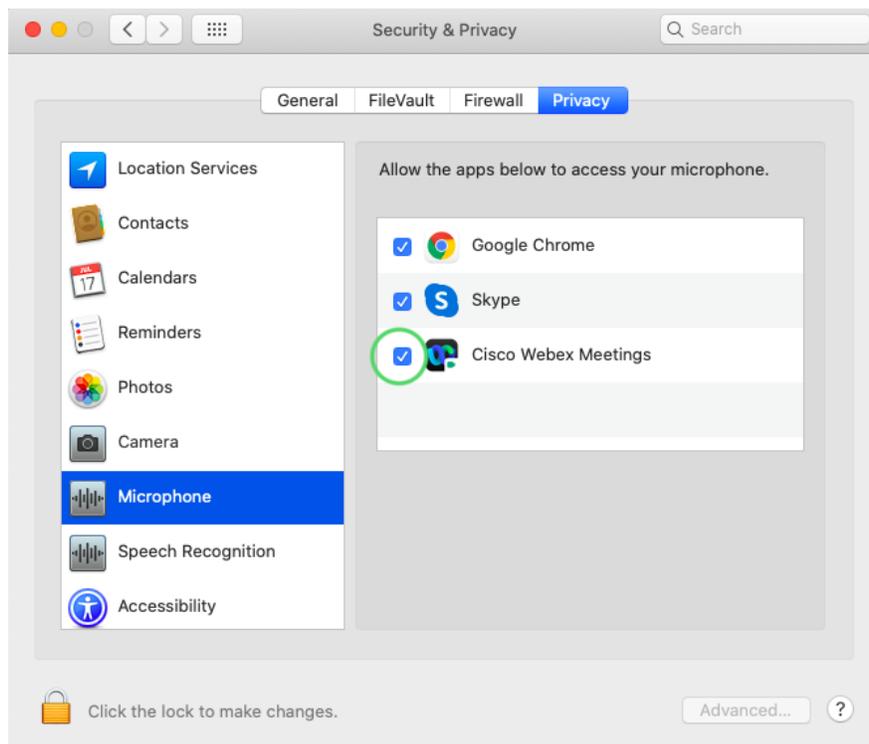
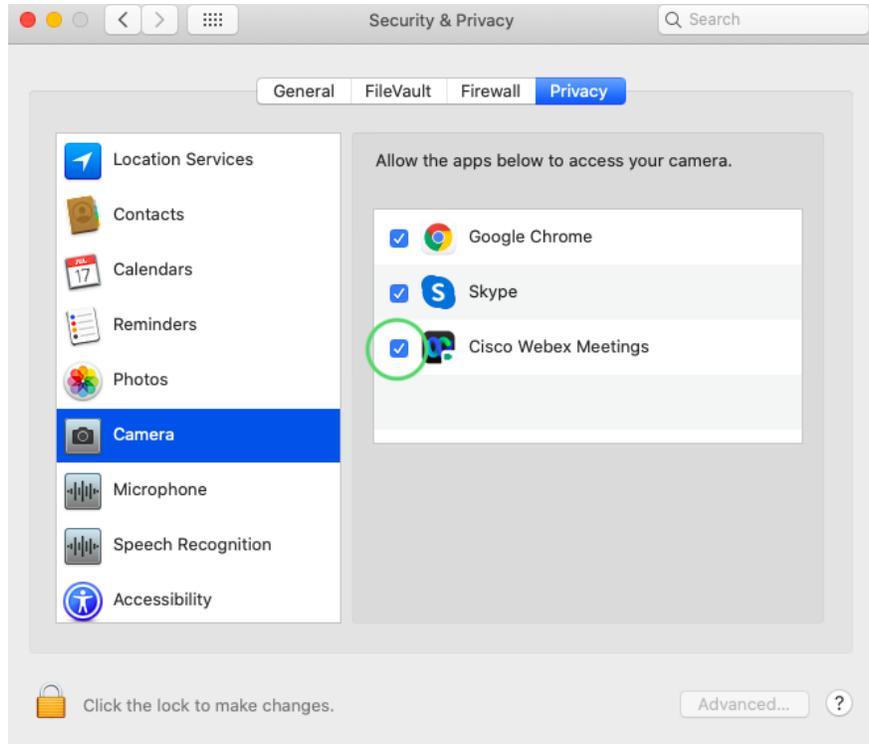
- The moderators will assign the role of **presenter** to the designated speakers in a session. The presenters can **share their screen** when the moderator asks.
- To share the screen, click on the **Share** button on the bottom of your screen. if you are **using the app for the first time**, your device will ask for permission to **screen record**. Click on **Open System Preferences**.



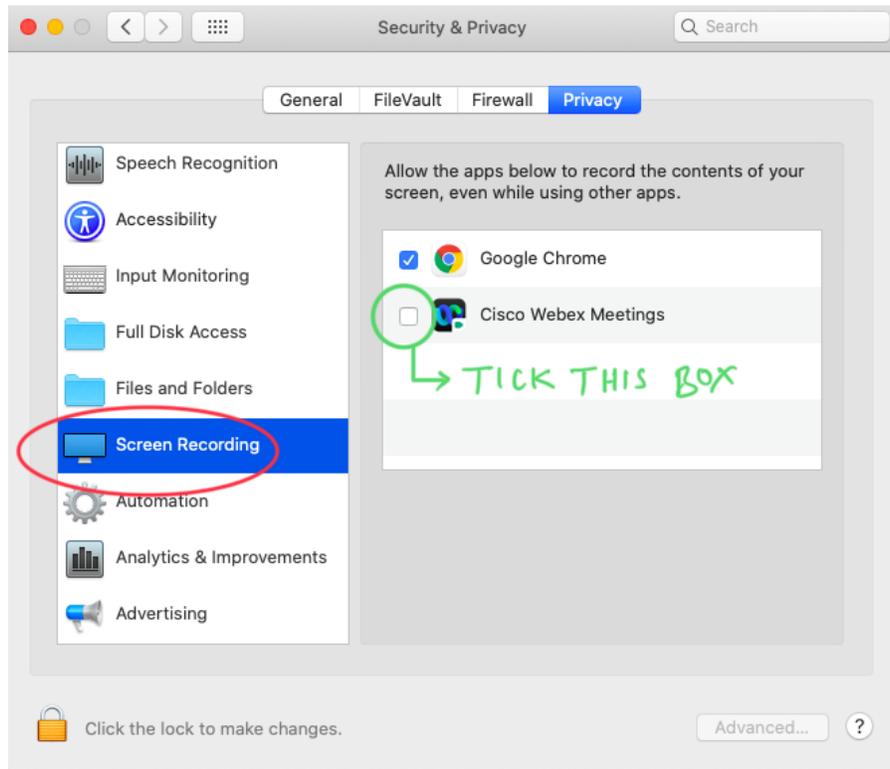
- A pop-up window will appear which looks like the following image. You will see that the box near the **Cisco Webex Meetings** is **unchecked**.



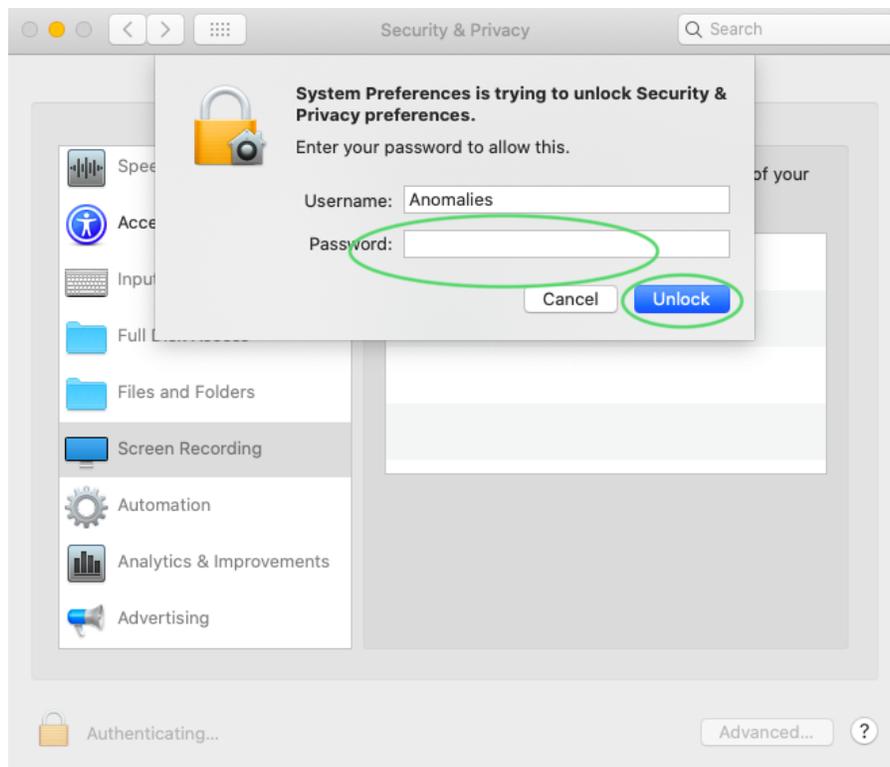
- First, see that the permissions for **Camera and Microphone** are given, as shown in the following two images. Make sure that the boxes for **Cisco Webex Meetings** are **checked/ticked**.



- Now, find the **Screen Recording** option, and **check/tick the box** for **Cisco Webex Meetings**.



- Doing so, a window will pop up asking for your **device password**. Provide the password and click **Unlock**.



- Now you will see that the box for **Cisco Webex Meetings** is **Checked**.



- Now you can **share your screen** as described before. Make sure to unmute yourself before starting to speak. Please open your presentation and make it **fullscreen**, and deliver your talk.
- After the talk and questions, you need to **Stop sharing** by clicking on the **share** button again on the main screen of Webex.

## Information for moderators

- The meeting host will assign the role of co-host to the **session chairs / moderators**.
- The moderator can assign the role of **presenter** to a speaker, and **lower the hands** of attendees after their questions are answered. Please refer to the [instructions for browser](#) document for this instruction.
- **Important:** If the moderator wants to leave the meeting for some reason, they need to be careful in choosing the leaving option. When the moderator clicks the **exit button** (the red circle with an X), they see two options: **Leave meeting** and **End meeting**. **Please do not click the “End meeting” option**. This will close the meet link for everyone. **Kindly make sure you only click the “Leave meeting” option**.

