



The European Society for the Study of English

15th *ese* Conference



Lyon, France

Quick guide to Cisco Webex Meetings



Cisco Webex is an online meeting tool which resembles other ones such as Zoom or Teams. If you are already familiar with these tools, learning how to use Webex should only take the time for you to locate the main functions on your screen. Cisco uses the term “meeting” which is the overarching term for all ESSE events (seminars, plenary lectures and roundtables).

You may connect to the interface through a desktop application (we strongly recommend that option), web browser (e.g. Firefox) or smartphone phone.

Training sessions & technical support

- If you are giving a talk at the conference, you will be contacted by our Webex support team who will invite you to participate in a short training session a few days before the conference.
- Technical support for all meetings will also be offered throughout the conference.

Before the meeting

- Make sure you have a good internet connection. Use an **ethernet cable preferably**.
- Use a headset microphone if you have one.
- Feel free to test the tool: <https://www.webex.com/test-meeting.html>
- We recommend you use Webex through the application rather than through the browser (e.g. Firefox), especially if you are giving a talk.
- If you are a Mac user, you may need to grant Webex access rights to the camera, microphone and screen in your settings.
- Participate in the short training sessions which we’ll organise a few days before the conference. More information will follow.

Joining the meeting

- The links to all ESSE meetings will be sent to all registered participants at the end of August. Each meeting will have its own connection link.
- To join your meeting, just click the link corresponding to your seminar, lecture or roundtable. The application will start on its own if you have already installed it.

During the meeting

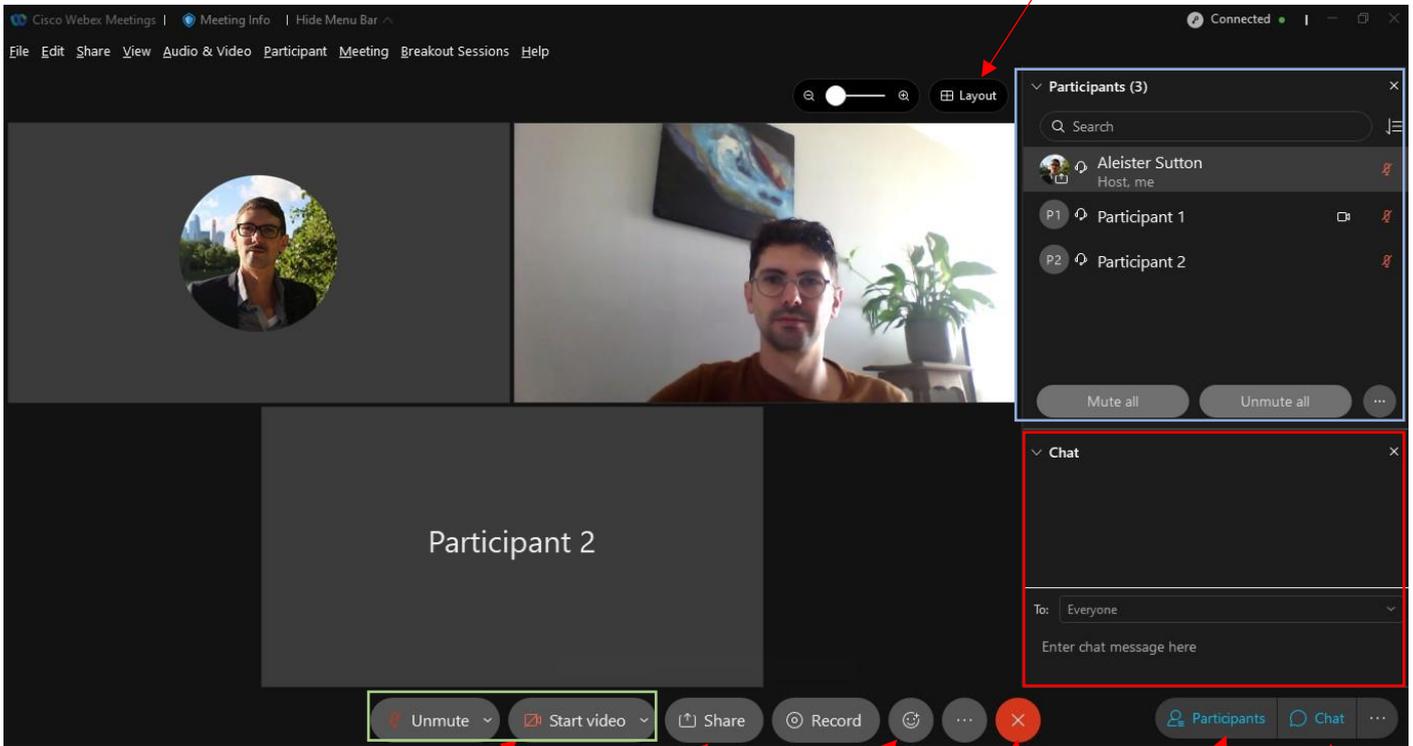
General rules

- Turn off your microphone.
- You may leave your camera on if you like.
- Use the chat to post comments or questions.
- If you wish to ask a question at the end of the talk, “raise your hand” by clicking the smiley you’ll see at the bottom of your screen.

Seminars are generally interactive. Depending on how many people participate, the rules are likely to be more flexible.

Overview of the main functions

Click layout to see the display options.



Click these buttons to activate/mute your microphone and camera.

This is for sharing documents or screens. See below.

Click the emoticon button to "raise your hand" if you'd like to say something.

Leave the meeting.

Click participants to see who is attending the meeting.

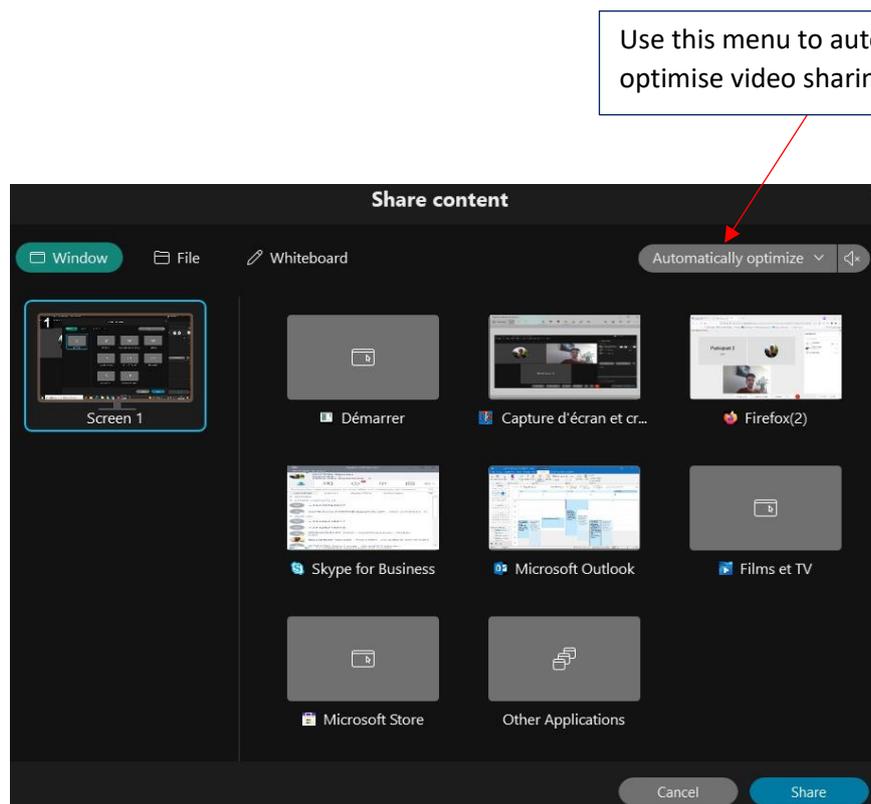
- Click the chat button to display the window.
- Select the recipient or everyone and enter your message.

Sharing documents or screens

- Webex allows you to “share” (i.e., make your entire screen or a document visible to the others). Before sharing anything, make sure your desktop does not show anything you don’t want to share with others.
- Open the document outside Webex, return to it, click `share`, then choose the corresponding application (e.g., Adobe Reader, Powerpoint or Word).
- To share a video located on your computer, click `share`, then `files`, and finally, select the file.
- To share a video located on the internet, open the video page and share your screen making sure that sharing is optimised for videos. Play the video. You may also simply send the video link into the chat.

Please note you cannot *send* any document directly through Webex – through the chat, for example. The best solution is probably to prepare an online document on Google Forms or Framapad and then copy and paste the link to the document into the chat.

This is what the `share content` window looks like:



Saving chat posts

- Go to the `file` menu at the top of your screen and select `save chat`.