



Step By Step Guide To Use Cisco Webex

A presentation by TIDC



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Introduction to Cisco Webex

- Cisco Webex is an online interactive platform used for meetings, discussions, and collaboration
-

- It supports video, audio, chat, polls, and breakout rooms.
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-



Justification For Cisco Webex

- Enables participation from different regions
- Promotes inclusivity and youth engagement
- Supports structured and moderated discussions



WHAT DO YOU NEED



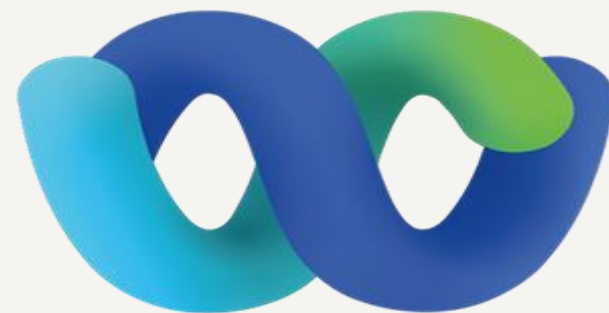
- A device(smart phone, laptop or tablet)



Internet Connection (WIFI or DATA)



Meeting Link or Meeting ID

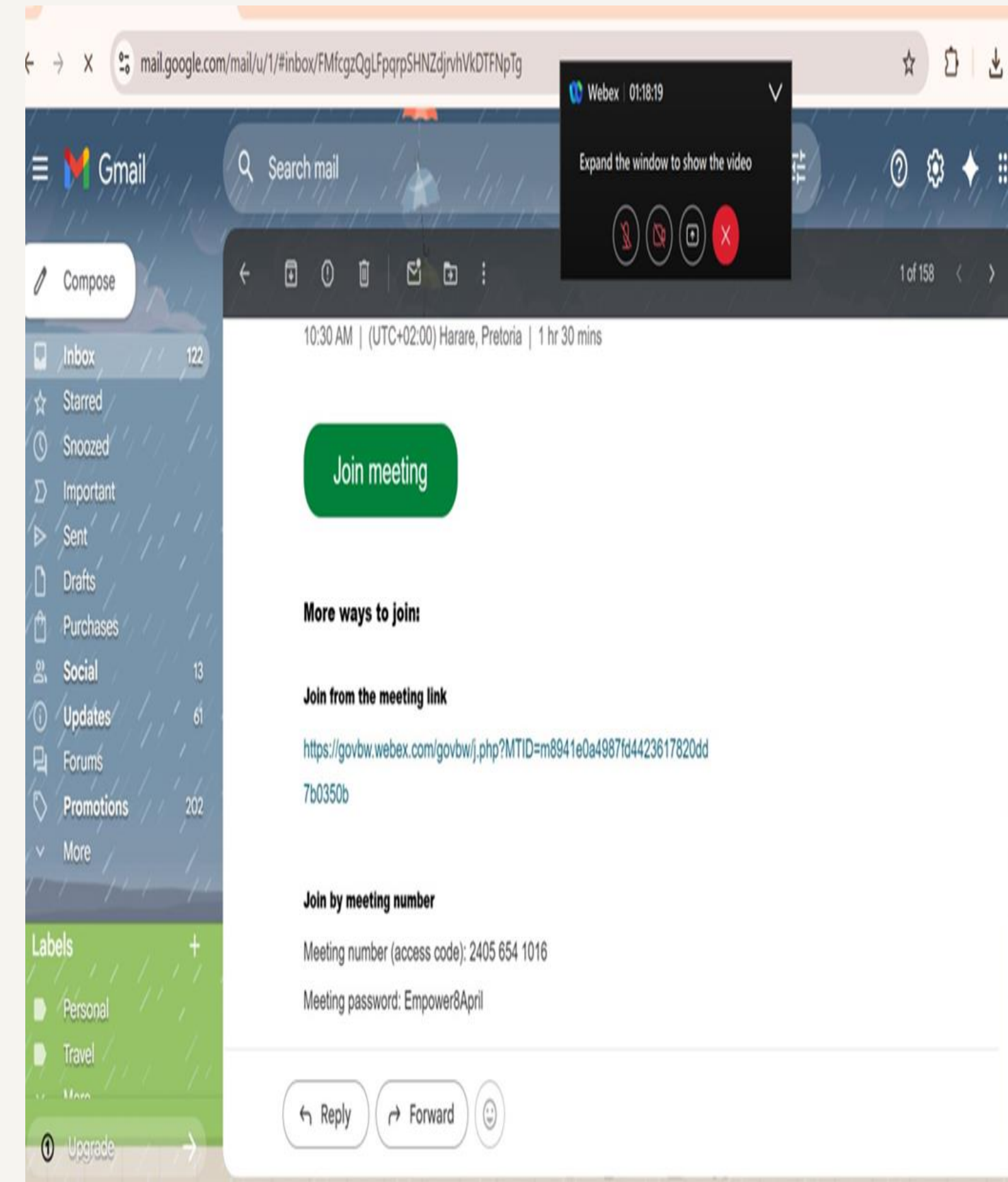


Webex APP (Optional)



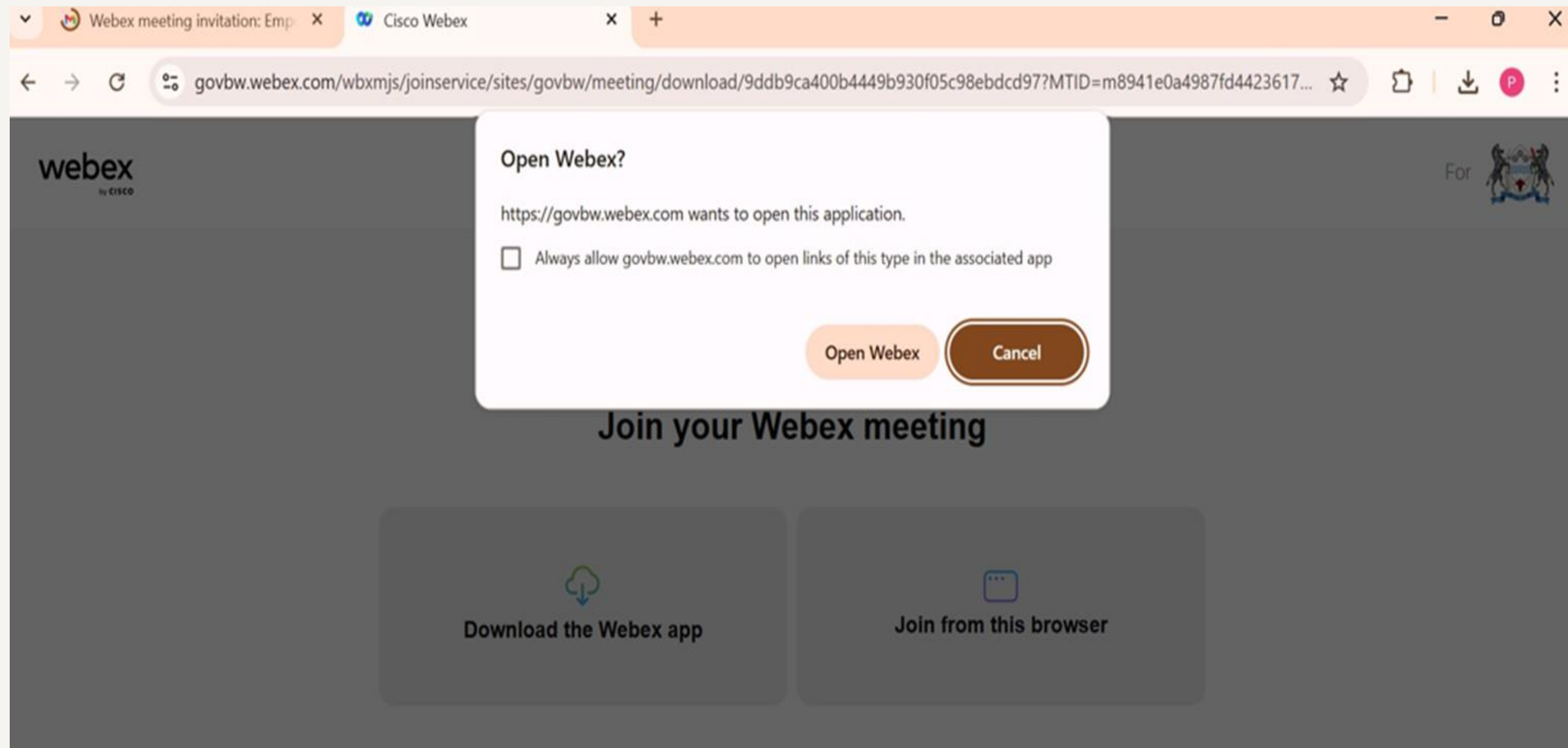
Option 1:join Via Meeting Link

1. You will first receive a link to join meeting.
2. Click the meeting link provided
3. Your browser will open
4. choose “open from your browser” or use Webex app





Your screen will appear as bellow, Click cancel then click JOIN from browser if you have not downloaded webex app





Your screen will appear as bellow, type in your Full Name and then click **JOIN MEETING**

Empower Meeting 8th April 2026, hosted by TIDC

Enter your name and join

Name *

XXX

☒ Remember me

By using Webex, you accept the [Terms of Service](#) and [Privacy Statement](#)

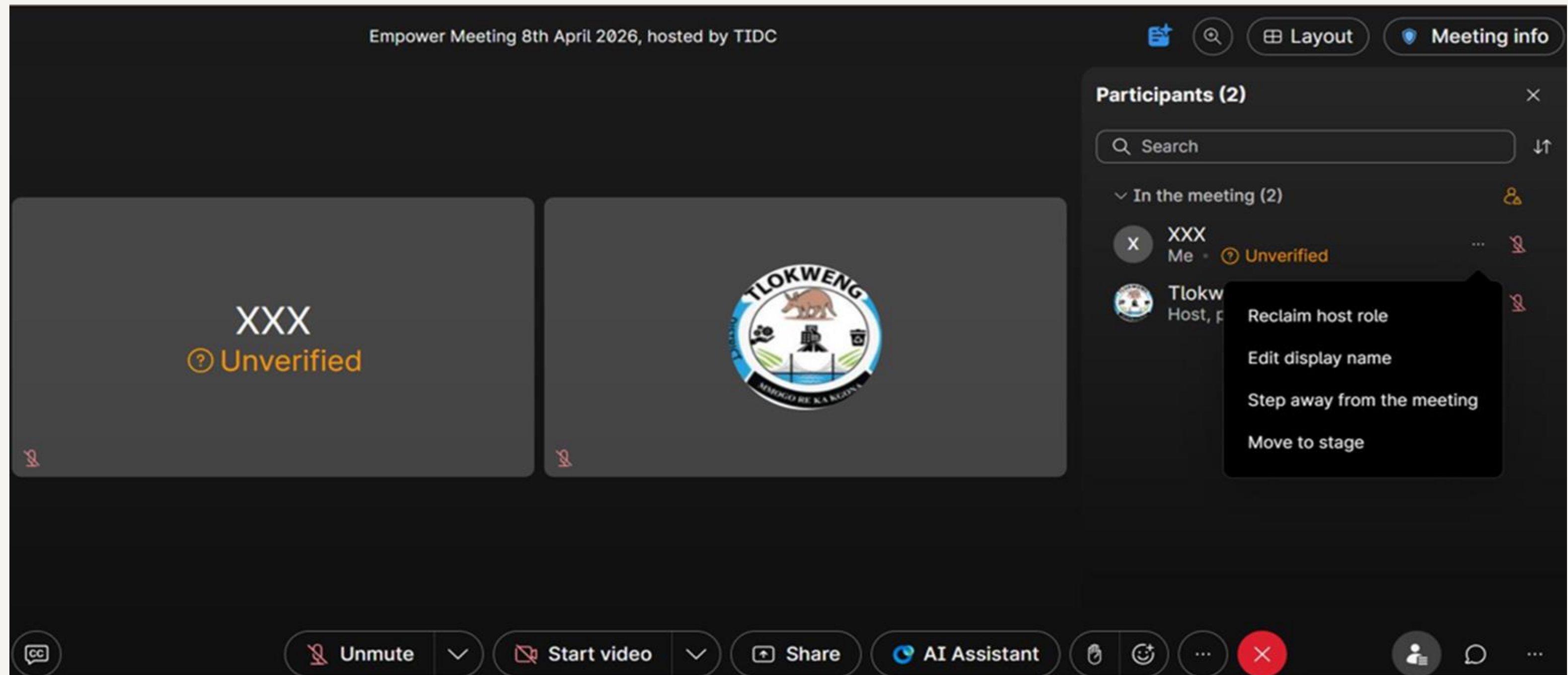
Join meeting

If you're the host or have a Webex account, [sign in](#)

Unmute

Stop video

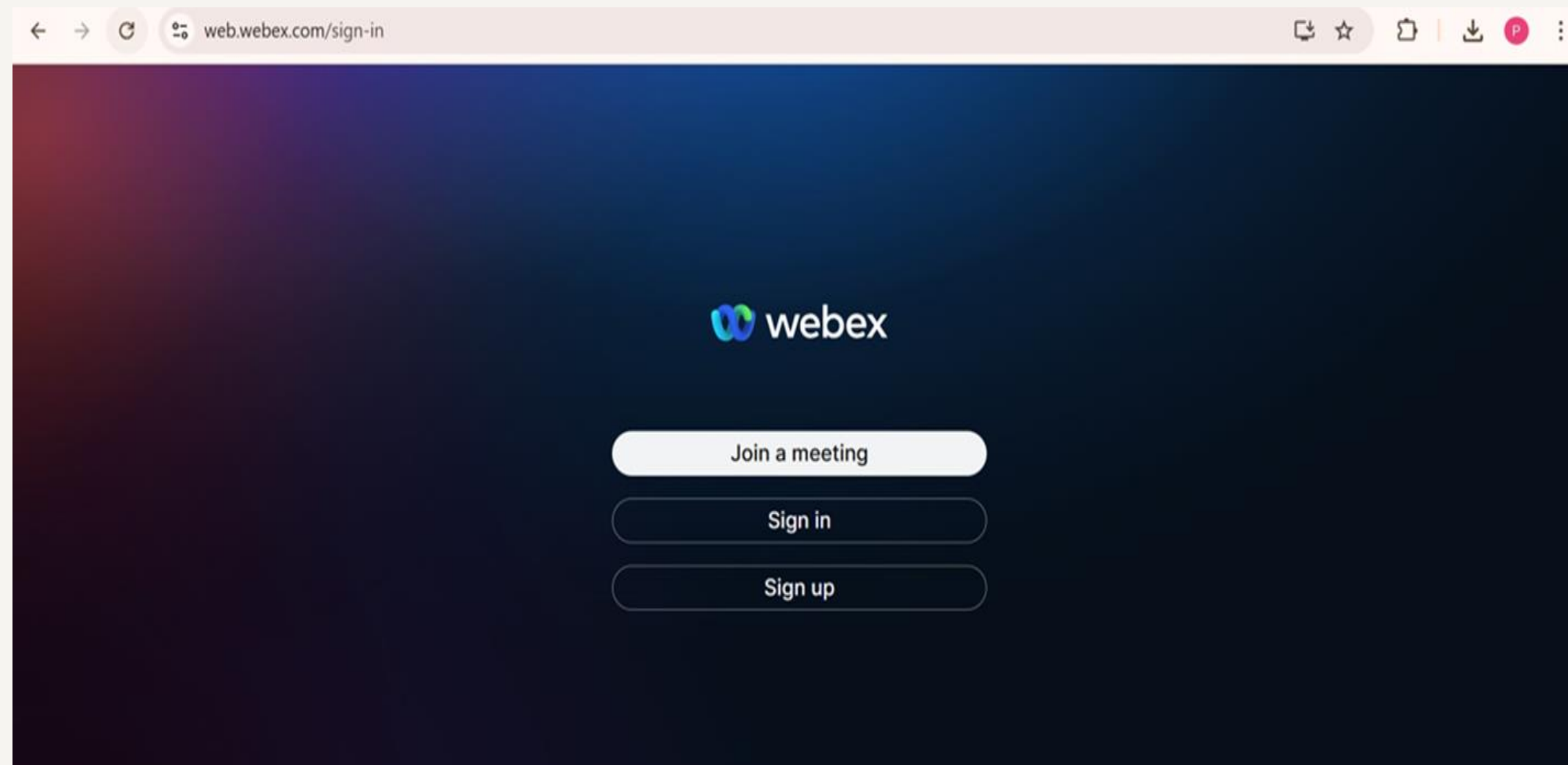
If your screen appear as bellow, You are Logged In. To change your name click that pic of person on the far right, and right click on the your name, you will get options of what you can do.





Option 1:join Via Meeting Id

1. Go to Meeting link:
<https://govbw.webex.com/govbw/j.php?MTID=m83d7efea20eef9c3bc1a2fffe212de20>
2. Click 'Join a Meeting'
3. Enter Meeting ID and your name/email address





Enter Meeting Number And Password Provided

Step 1

Join a meeting

Meeting number or link *

24056541016

Next

If you are the host or have a Webex account

Sign in

Step 2

ack

Enter the meeting password

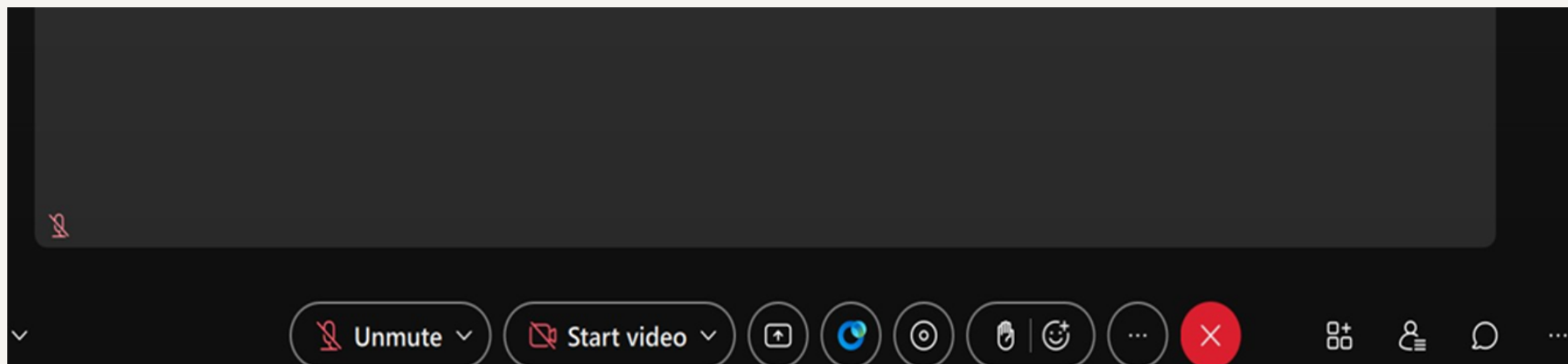
Empower8April

Next



Basic Controls

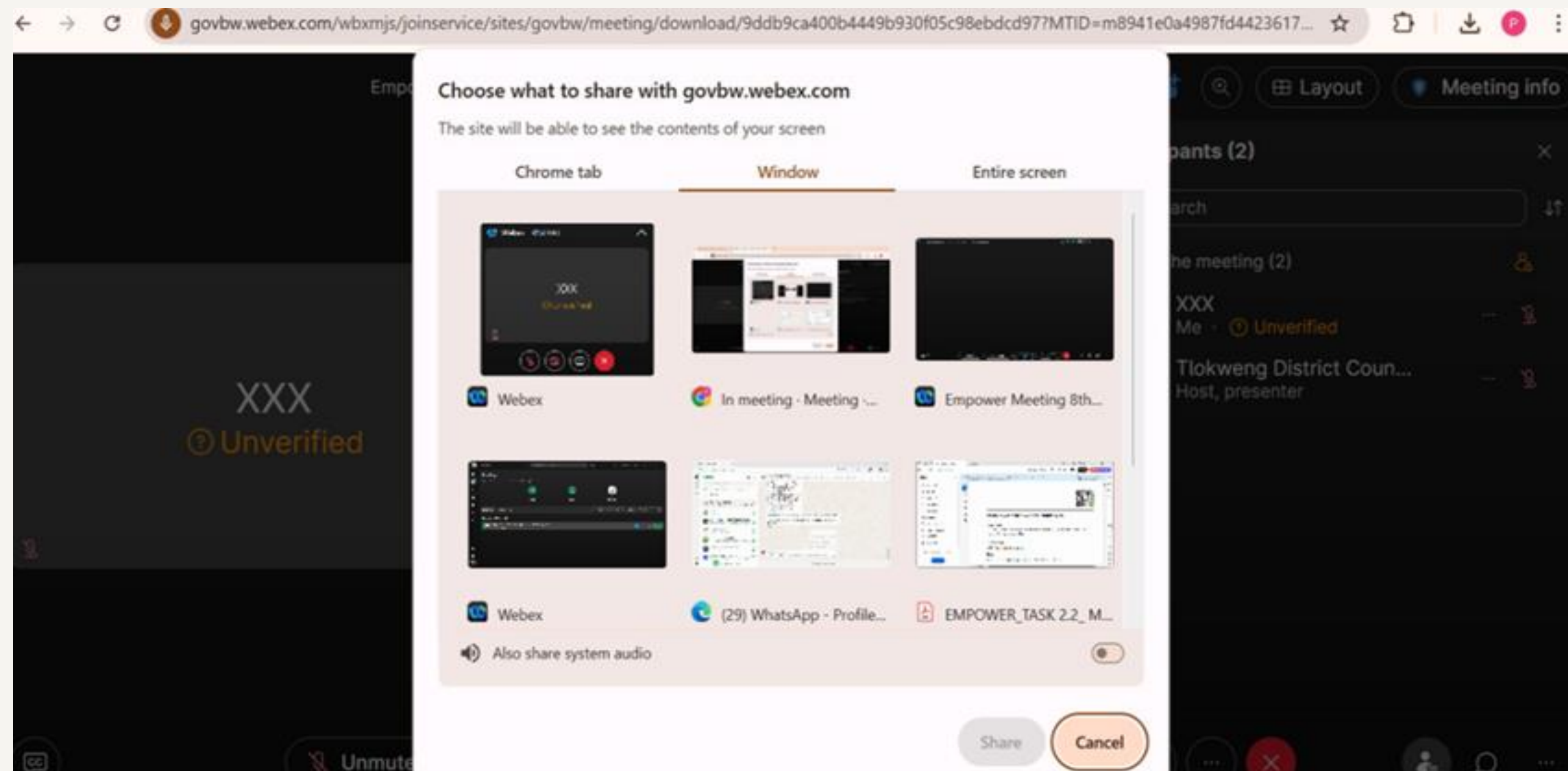
- **Most controls are sitting on the bottom taskbar of the Meeting Platform.**
 - Micro phone (self mute/Unmute)
 - Video Camera (Start/Stop, turn webcam on or off)
 - Share screen (the one with an arrow pointing upwards, for content sharing, i.e screen, open applications or white board)
 - Record (one with white circles, allows host to record meetings to computer or cloud)
 - Reactions (to raise hand click on the hand, to show a reaction click on the round face and select your preferred reaction)
 - 3 dots (open secondary settings (lock room, copy meeting link e.tc)
 - Leave meeting (Red circle with X, click when you want to exit meeting)
 - Participant list (click on the half body button to see all participants)
 - Chat (opens massaging panel to chat with group or specific individuals)





Share Your Screen Or Content

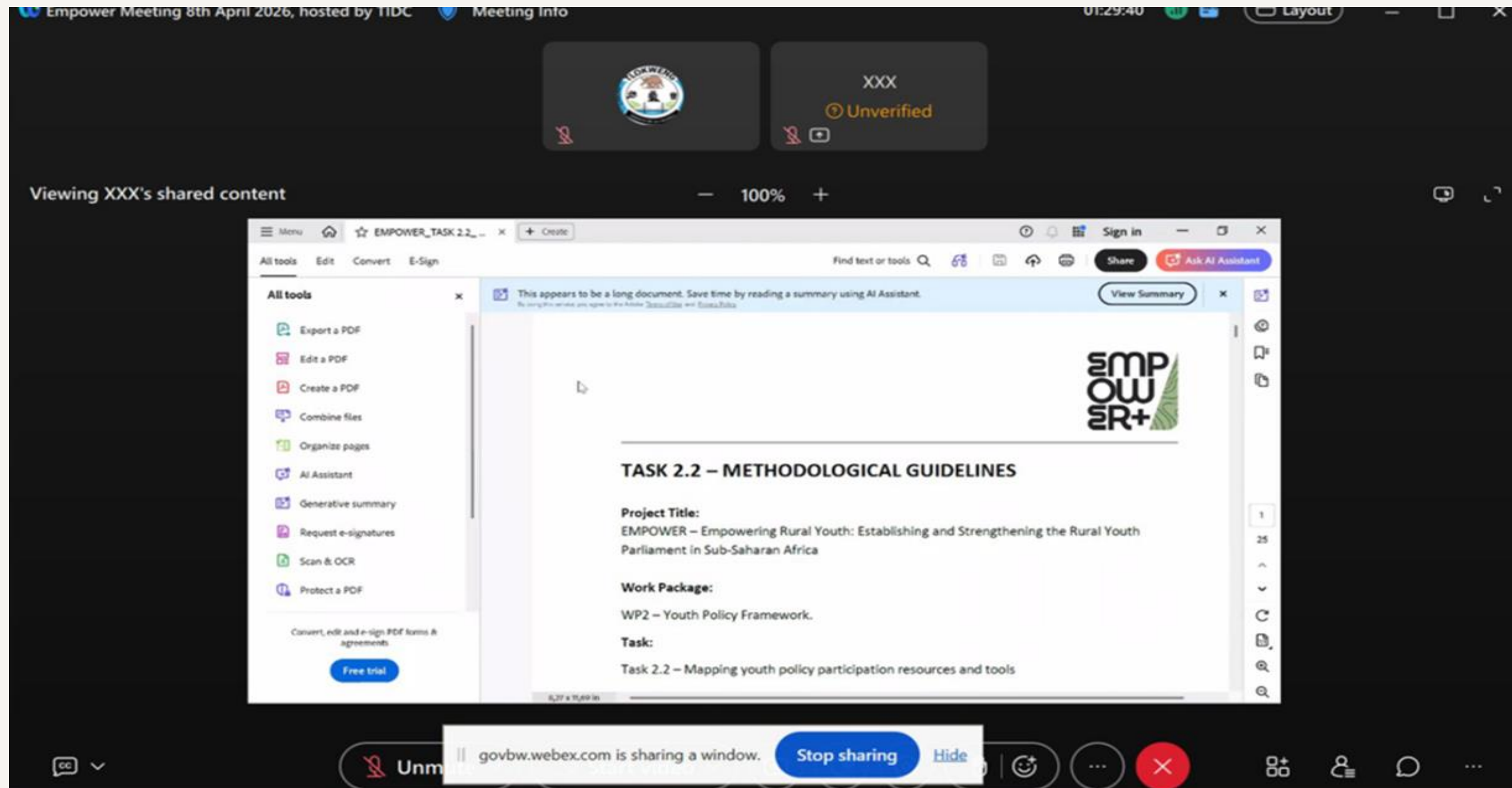
- When you click share , You share the already open applications in the background
- Click share
- Choose the application you want to share and click share





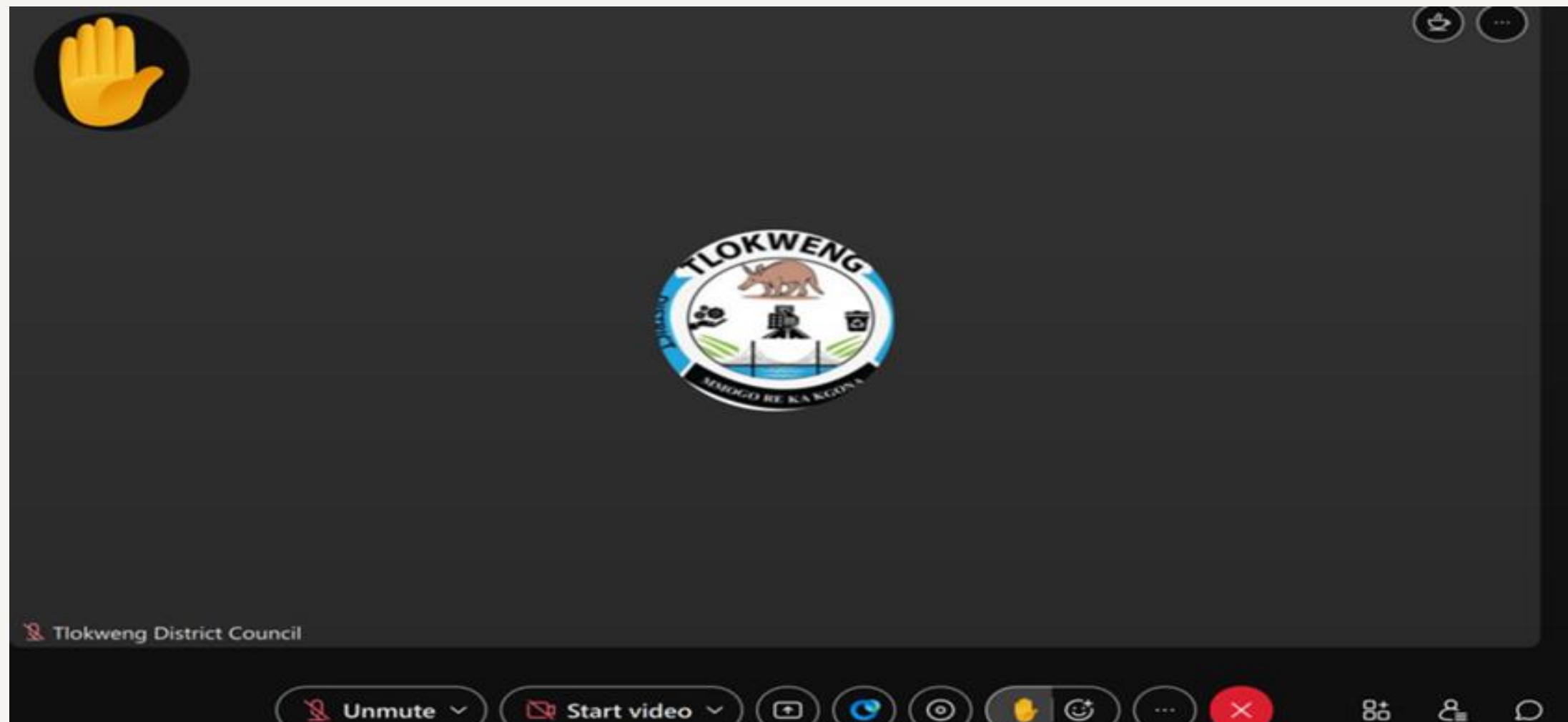
A shared Example

- This is how it will appear on other participants screens.



Raise Hand

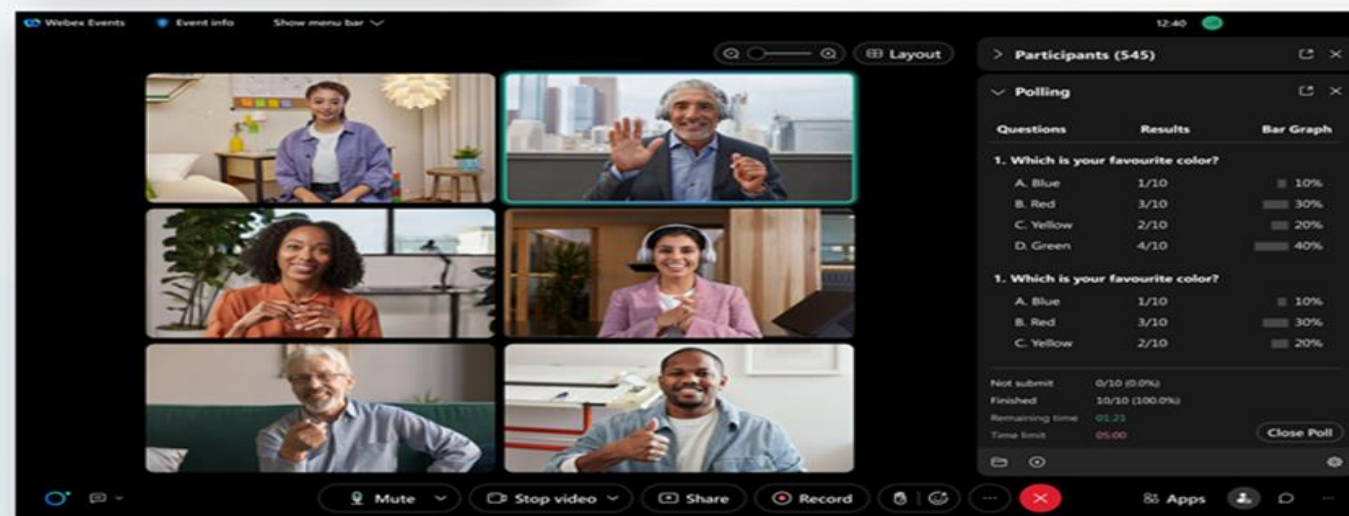
- Raise Hand for the Presenter or Host to give you permission to speak.
- This is for management of interruption in the meeting session
- Click the palm icon on the bottom task bar to raise hand and re click the same Icon to lower your hand .



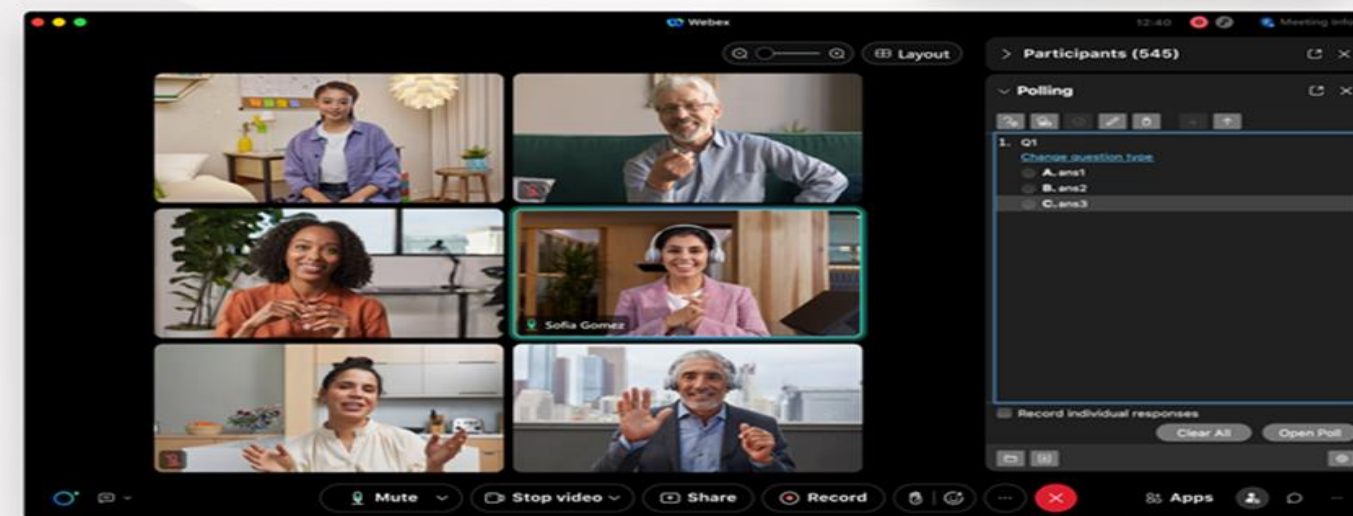
Live Debates and Polling Sessions

- To use polls in your meeting or webinar, turn polling on in Advanced options > Scheduling options > Meeting options or Advanced options > Scheduling options > Webinar options

Polling on Windows

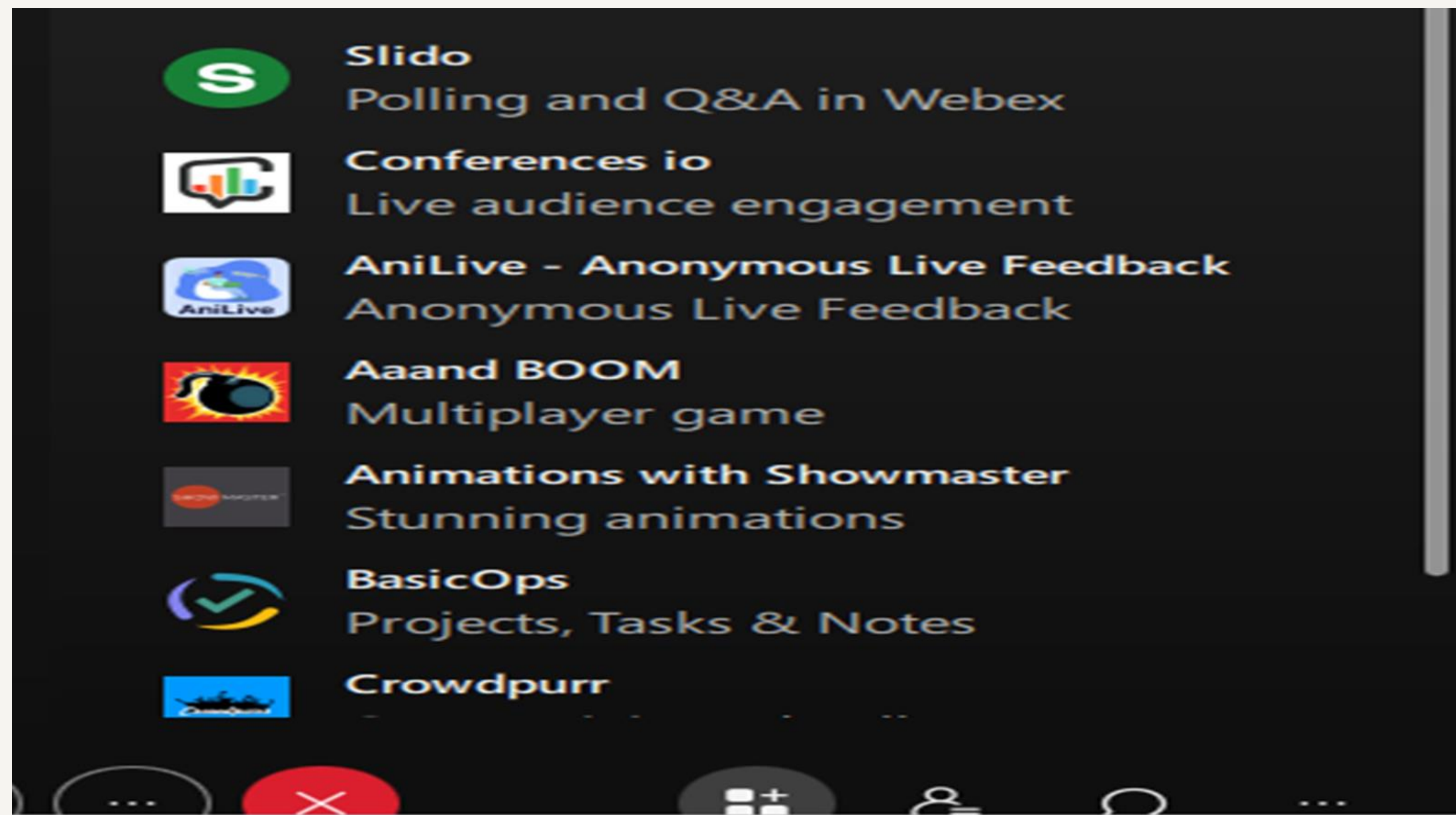


Polling on Mac

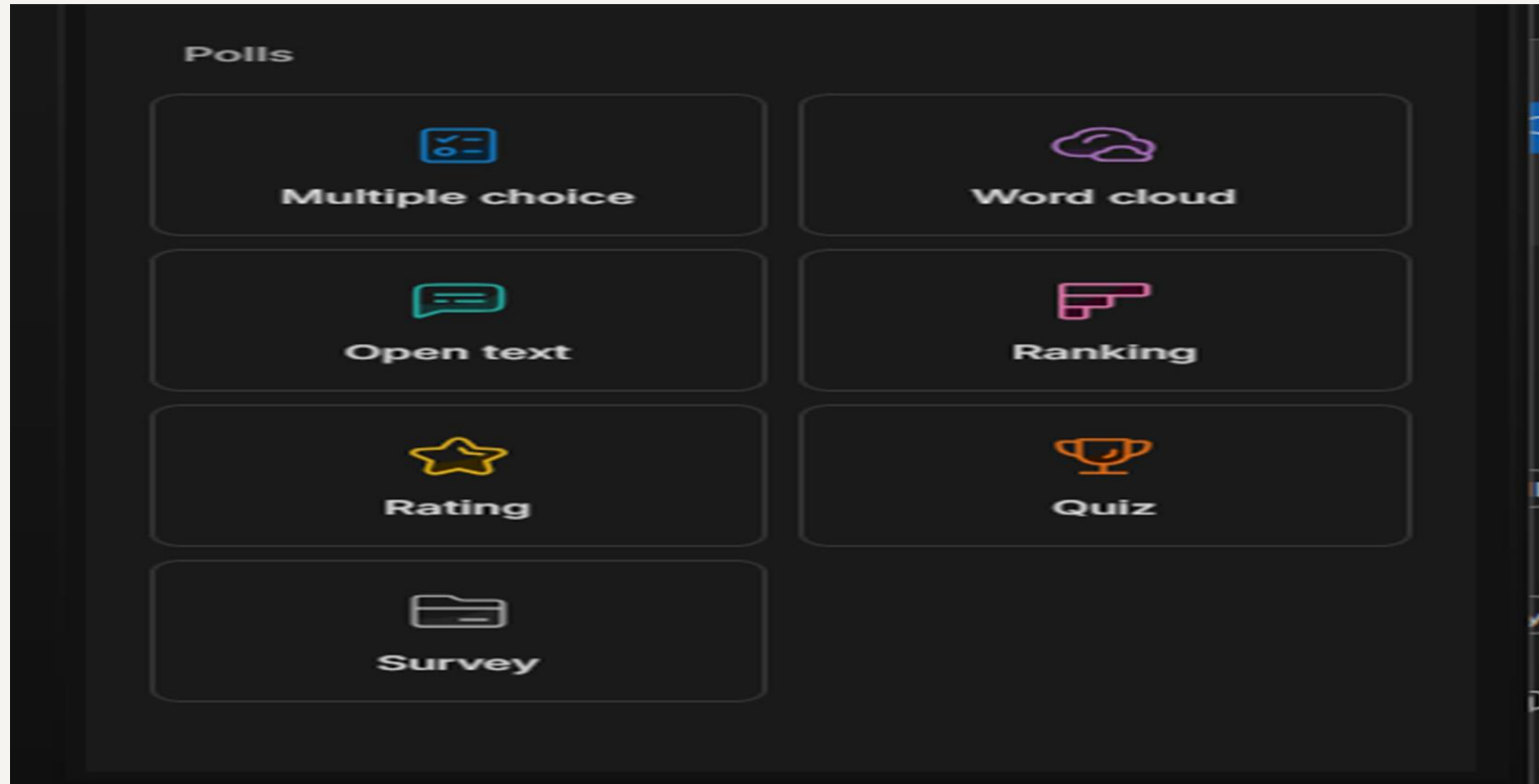


Voting Mechanisms(polls)

- Open Apps(...)and select slido polling



Choose The Poll You Want To Use





Example For A Ranking Poll

- In the ranking click Add a question/edit under what would you like to ask, then add options

Ranking 0 votes

What would you like to ask?

1. Option 1 0.00

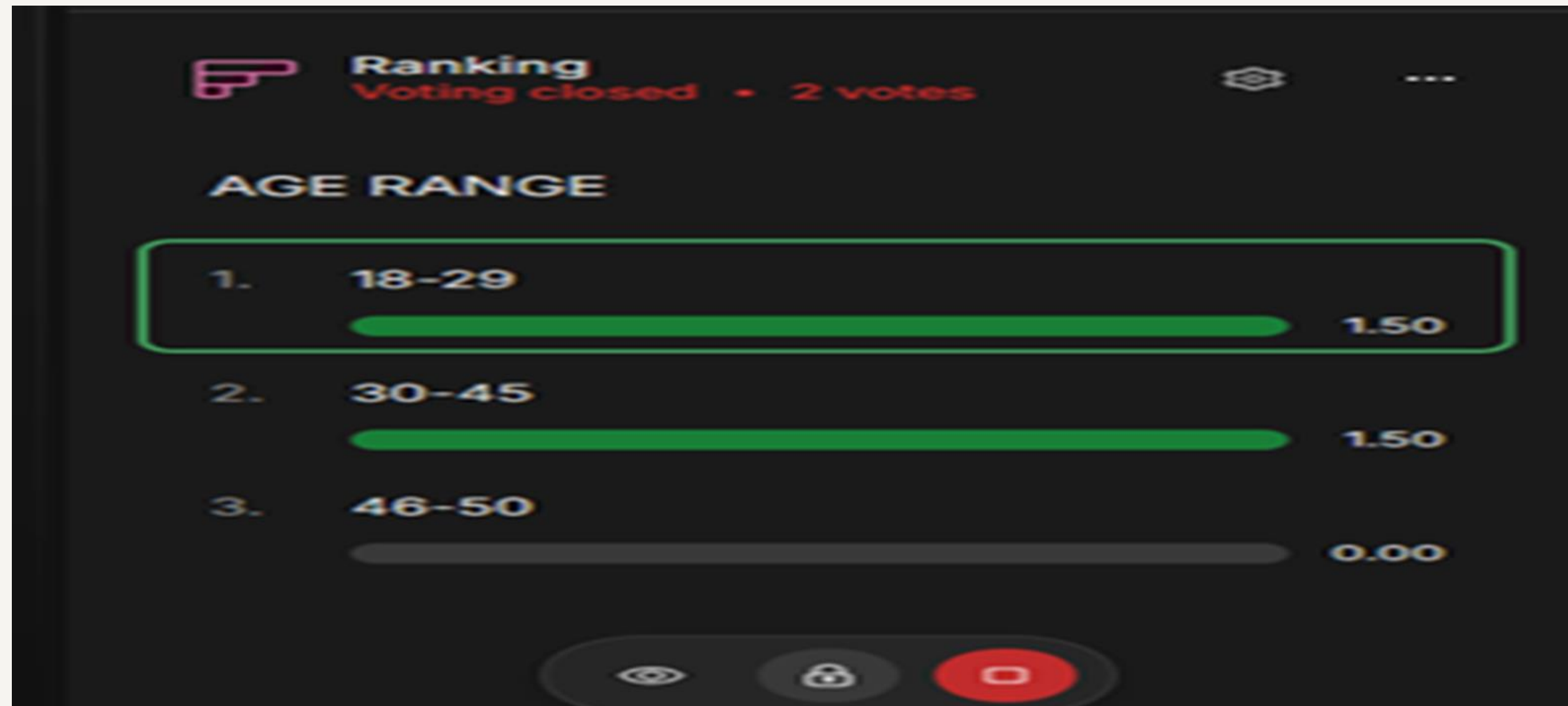
2. Option 2 0.00

+ Add option

Launch

Example of Ranking Poll Cont'D

- After editing click launch, the ranking poll will appear on the participants side so that they vote.
- Results will show after voting.
- click stop ranking poll to go back to the meeting.



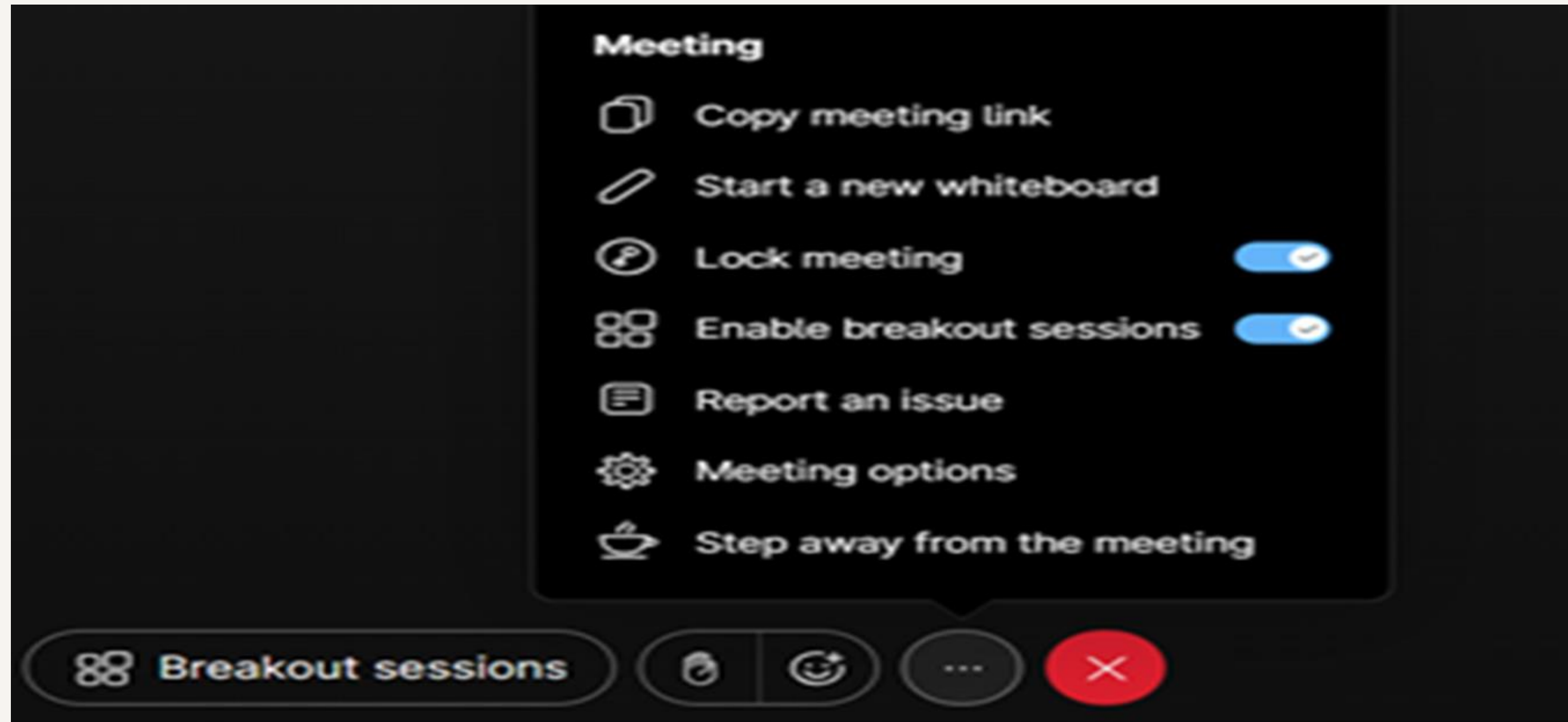


BREAKOUT SESSIONS

- Breakout sessions are smaller meeting rooms created inside a Webex meeting.
 - They allow participants to:
 - Work in small groups
 - Discuss topics privately
 - Collaborate on activities
 - Brainstorm ideas
 - Complete team exercises
- Youth Parliament members split into smaller groups or committees to discuss topics and present outcomes.

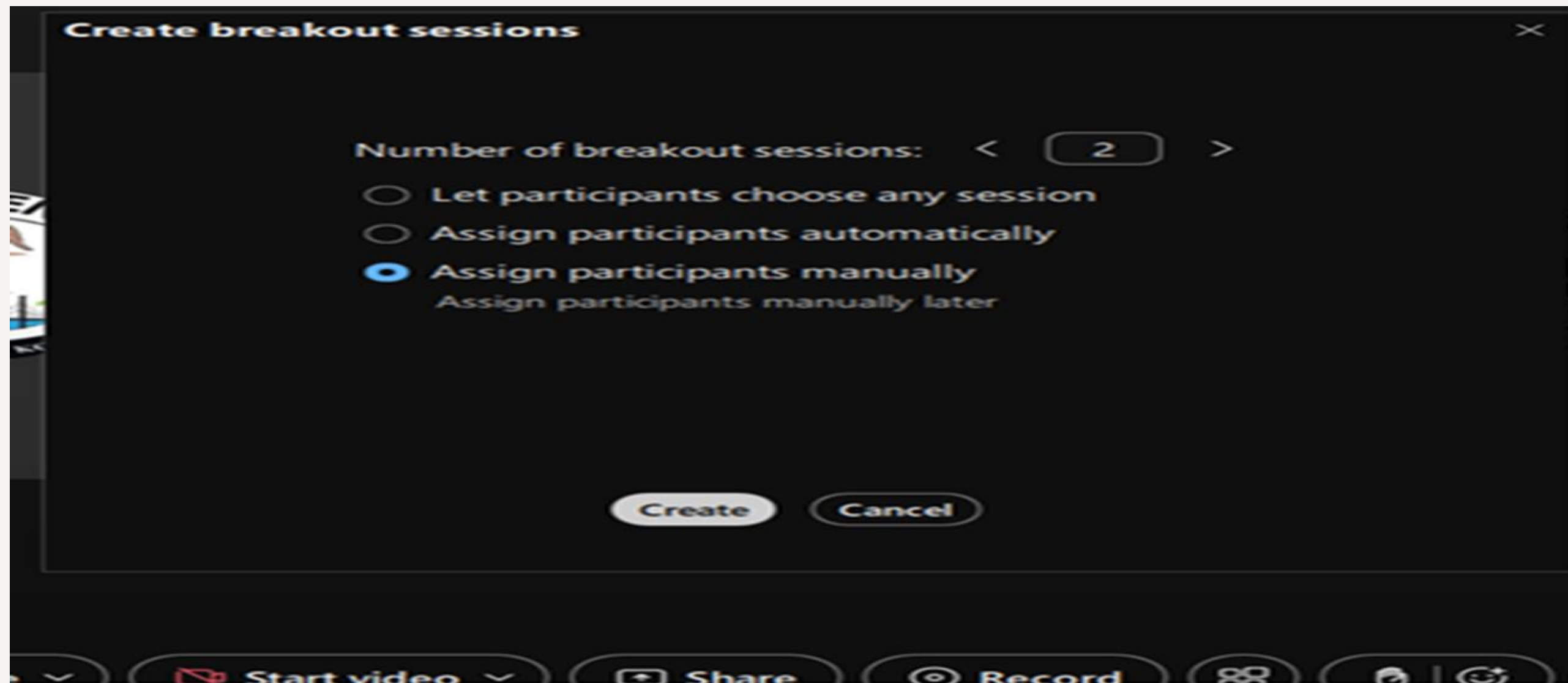
OPEN BREAKOUT SESSION

- During the meeting click more options(...)
- Select breakout sessions



Create Breakout Rooms

- Choose the number of breakout rooms
- Select how you want to assign participants rooms by clicking your preferred option





Assign participants and start breakout sessions

The screenshot shows a Webex meeting interface. The main video feed displays a woman, Emily Nakagawa, smiling and giving a thumbs-up. The top bar includes 'Webex', 'Meeting info', and 'Show menu bar'. The bottom bar contains controls for 'Mute', 'Stop video', 'Share', 'Record', and 'Breakout sessions'. A callout box highlights the 'Breakout sessions' button. To the right, a 'Participants (12)' panel is open, showing a list of participants assigned to three breakout groups: Group A (2/3), Group B (2/3), and Group C (3/3). Each group has a 'Join' button next to it.

Breakout sessions

Participants (12)

Main meeting Breakout sessions

Search

> Group A (2/3)

- Umar Patel
- Sofia Gomez Guest

> Group B (2/3)

- Matthew Baker
- Marise Torres Guest

> Group C (3/3)

- Austen Jones
- Isabella Brenan
- Murad Higgins Guest

Join

Join

Join

Assign Participants And Start Breakout Sessions Cont'd



In meetings, hosts and co-hosts create breakout sessions, assign participants, and start the sessions when they're ready.

- Attendees can share content and use collaboration tools such as chat to collaborate in smaller, more focused discussion groups.
- **Hosts can broadcast announcements such as:**
 - “5 minutes remaining”
 - “Return to main room soon”
- **How:**
 - Open breakout controls
 - Click Broadcast Message
 - Type message and Send

END BREAKOUT SESSIONS

- Click End All Sessions
- Participants return to the main meeting automatically



Chat and Q&A in Discussions

- Participants use chat to raise questions.
- Moderators manage questions to ensure fairness.



Tracking Participation

- Attendance and engagement reports are generated.
 - This reports are useful for accountability, reporting and future reference .



Security and Moderation

- Password-protected meetings
- Host controlled meetings
- Secure access to meetings
- Data protected



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- Host controlled meetings
- Secure access to meetings
- Data protected



Best Practices for Facilitators

- Share agenda beforehand
- Assign moderators
- Encourage participation
- Use polls to solicit consensus
- Use reactions to show your response e.g if a presenter shares a joke click the laughing emoji rather than switch on the microphone to openly laugh which might cause disturbance to others.

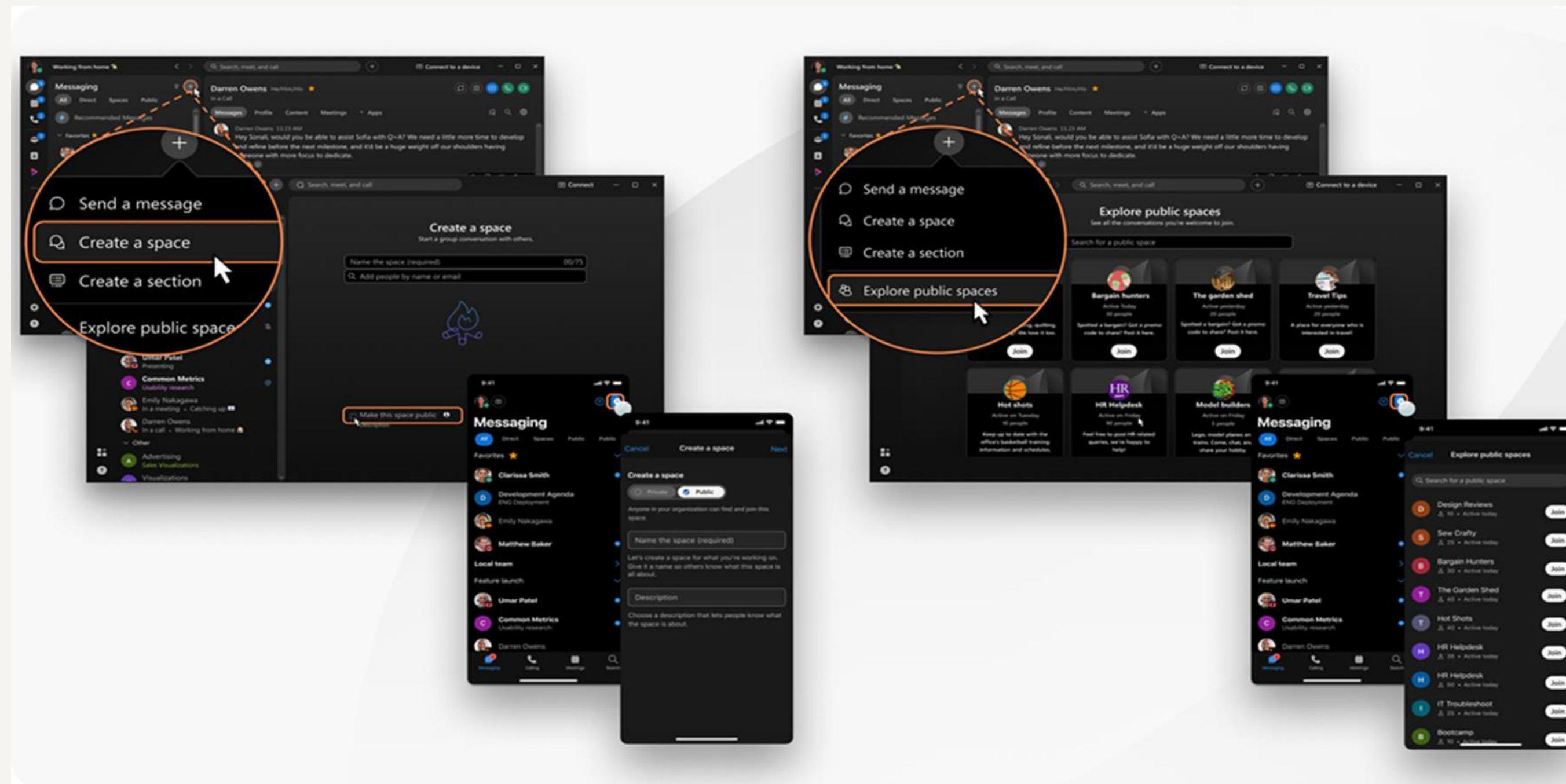


Cisco Webex Spaces

- A space is where you can share ideas for a specific topic with other people. The space could be for a new project, an upcoming event, or just somewhere to share fun ideas. As you send messages or share files, everyone in the space can take part in the space.
- Anyone in your organization can find a public space that you create. If you change your mind, you can make a public space private again at any time. This a permanent digital collaboration room where conversations, documents, and decisions live over time



Cisco Webex Spaces





Benefits of Using Cisco Webex

- Increased accessibility.
- Youth digital skills development.
- Effective civic engagement.
- It removes distance barrier by enabling the youth to learn and meet and work from anywhere through the internet.
- Reduces meeting logistical costs e.g conference rooms, travel, meals e.t.c



TIPS FOR A GOOD EXPERIENCE

- Use a stable internet connection
- Join early to ensure all is OK
- Mute when not speaking
- Use headphones if possible
- Raise hand to be given permission to speak



Conclusion

Cisco Webex will enhance Youth Parliament discussions by providing a secure, interactive, and inclusive digital platform.

A large, stylized topographic map pattern in shades of green is positioned on the left side of the slide, extending from the top to the bottom. It features a solid dark green vertical band on the far left, with lighter green wavy lines representing contour lines or terrain features extending to the right.

Thank You

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