Webex - Info for Participants

Changing Layout on your Computer

Instructions: Webex allows you to change the size of the presentation slides and the presenter. This sheet shows you how to have the size that works best for you.
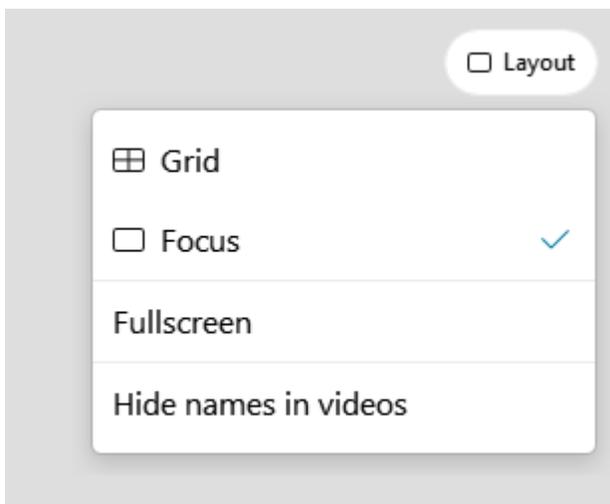
1. When you first login, your screen will look similar to the one below:

You could see video of the presenter talking here or just a picture of the presenter.
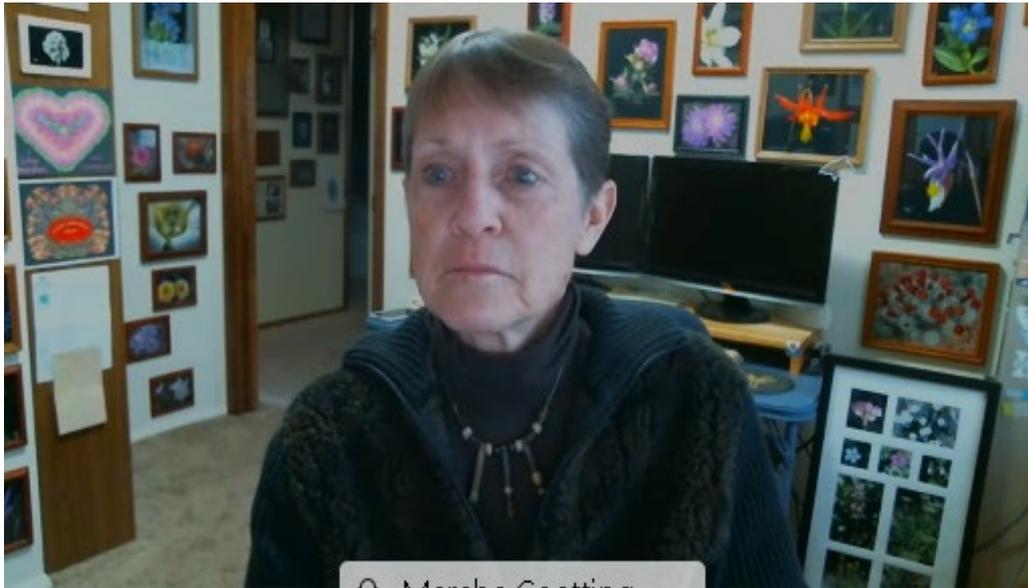
2. You can change layout to make the screen larger or smaller, click the layout button:
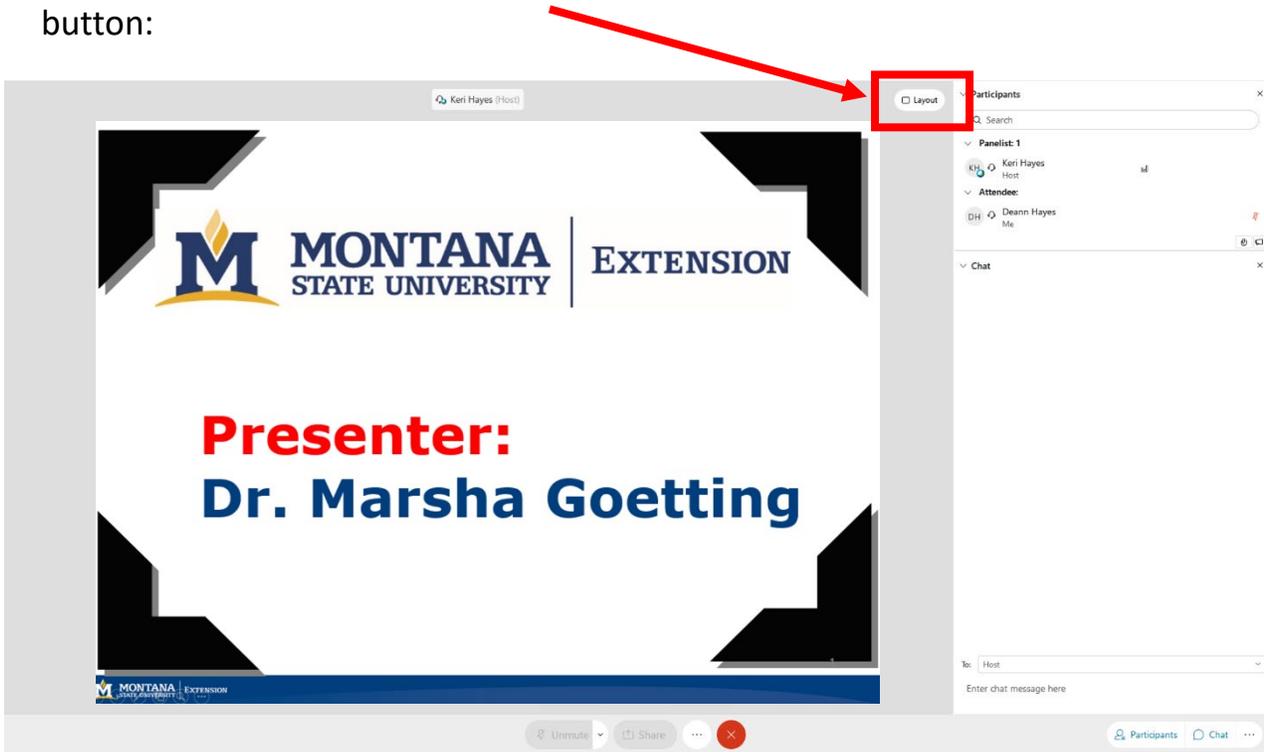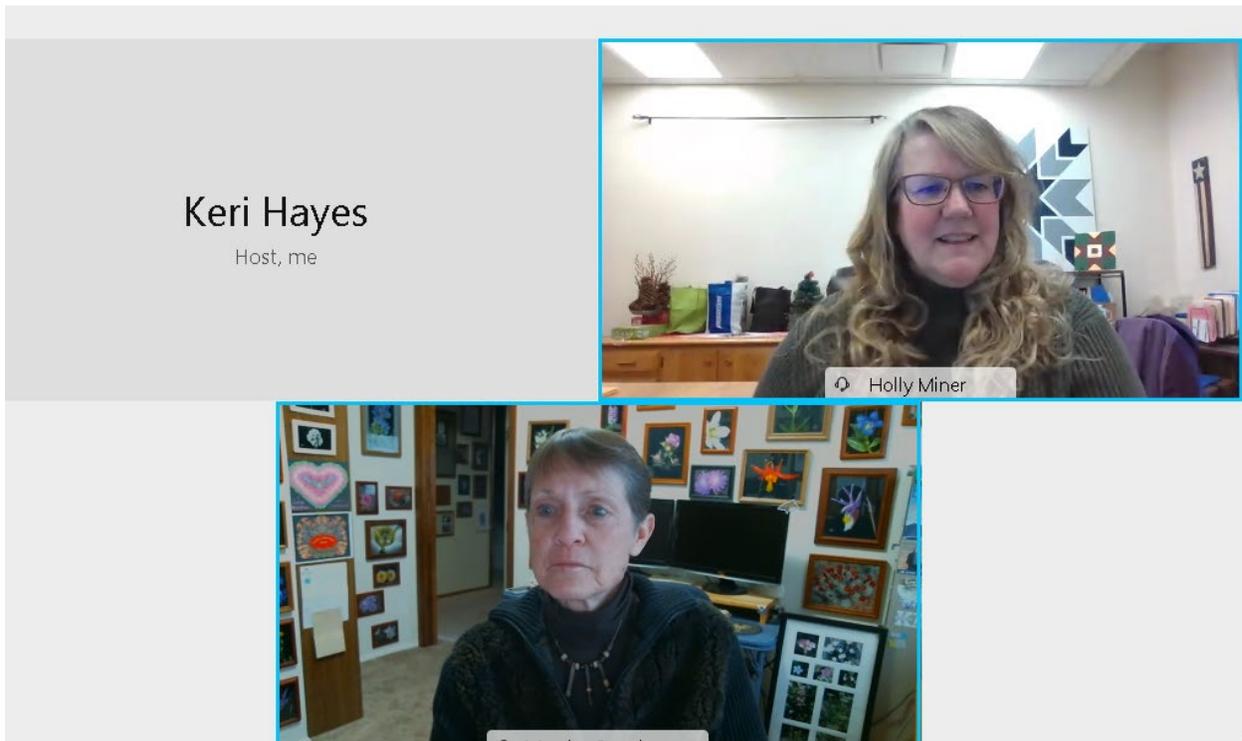

3. A drop down menu will appear (the default is Focus):

4. Example of Full Screen (the video of the presenter may show up on some screens, but others it may not)

5. Example of Grid Screen (presenters videos screens show side by side):

6. On the layout drop down menu you can change to full screen to see the PowerPoint slide and video at a higher resolution.
    - Click Fullscreen

    - Click Layout again, then and uncheck full screen to go back to regular layout.