



## Webex - Info for Participants

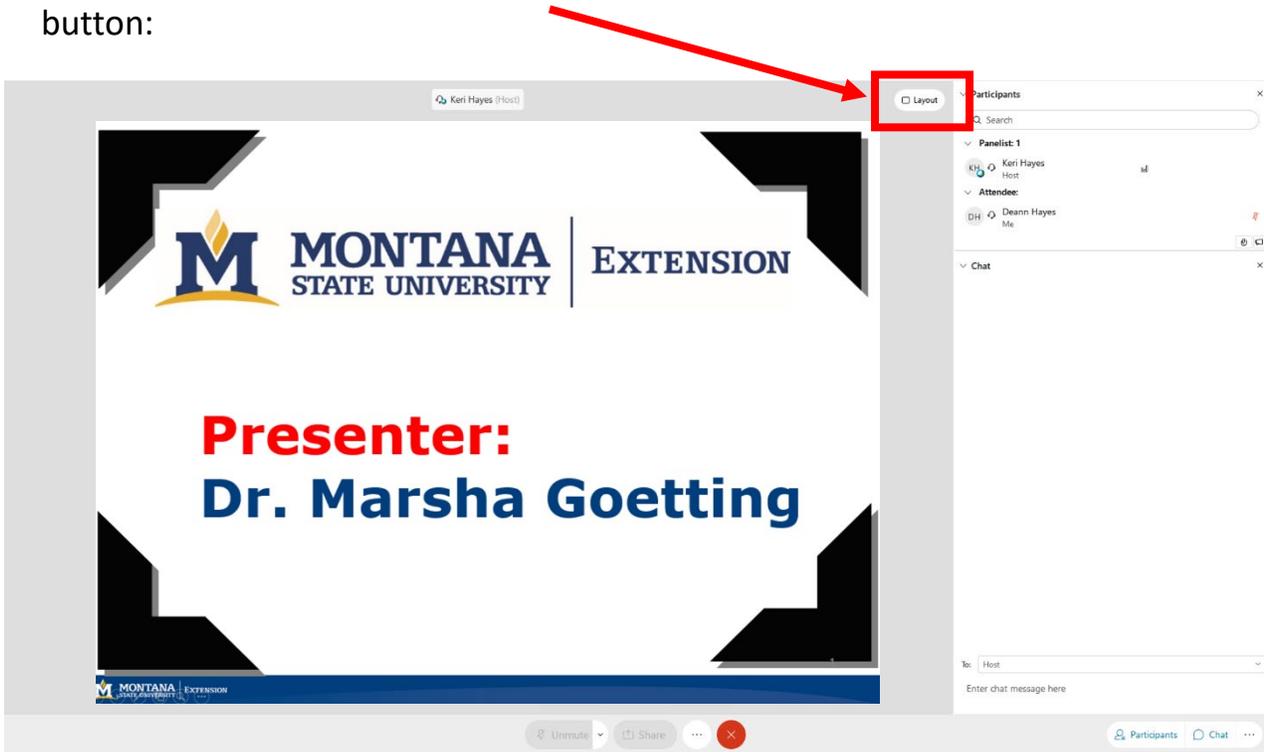
### Changing Layout on your Computer

**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.

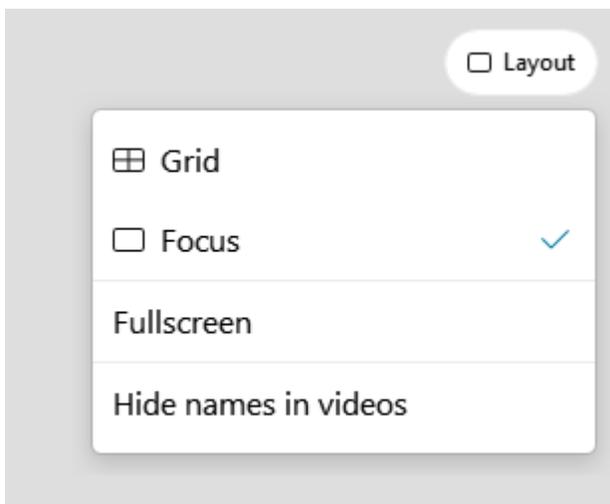
1. When you first login, your screen will look similar to the one below:

A screenshot of a Webex meeting interface. The main area displays a presentation slide with the Montana State University Extension logo and the text 'Presenter: Dr. Marsha Goetting'. A small video window in the top left shows the presenter, Dr. Marsha Goetting, with a red arrow pointing to it from a text box. The text box contains the text: 'You could see video of the presenter talking here or just a picture of the presenter.' The interface also shows a 'Participants' panel on the right with a search bar and a list of participants, and a chat window at the bottom right with a 'To: Host' dropdown and a text input field. At the bottom of the screen, there are controls for 'Unmute', 'Share', and a red 'X' button.

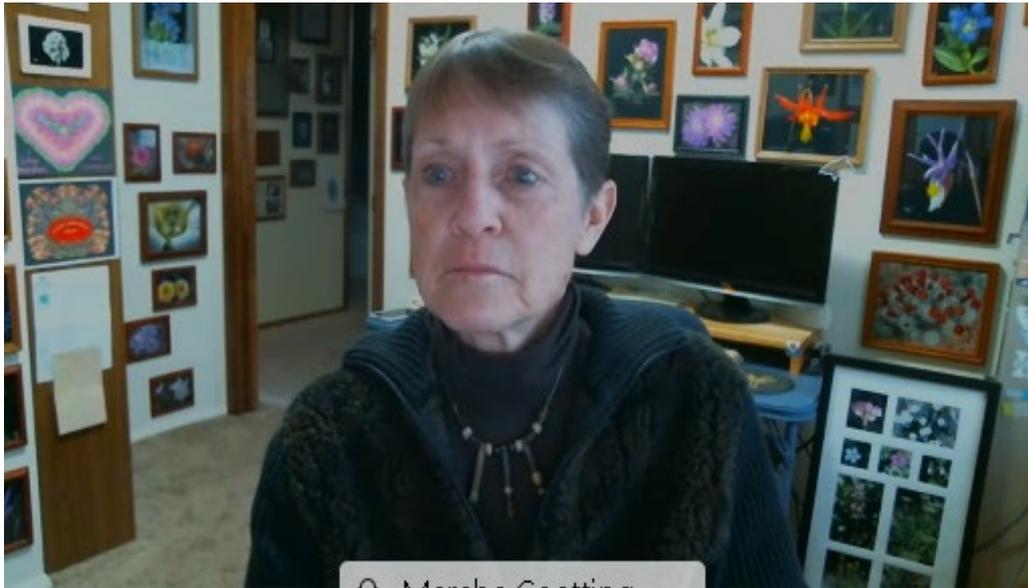
2. You can change layout to make the screen larger or smaller, click the layout button:



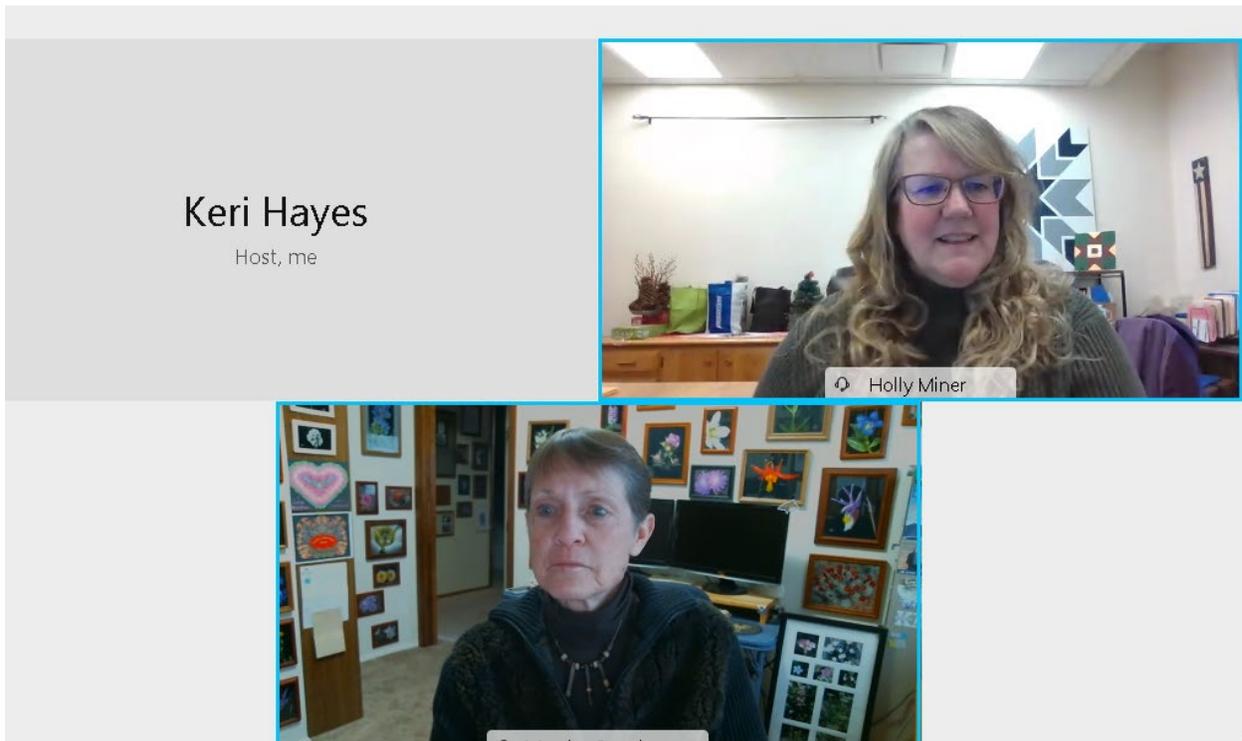
3. A drop down menu will appear (the default is Focus):



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.