To Start a Meeting:

1. Login into WebEx and select **My WebEx**
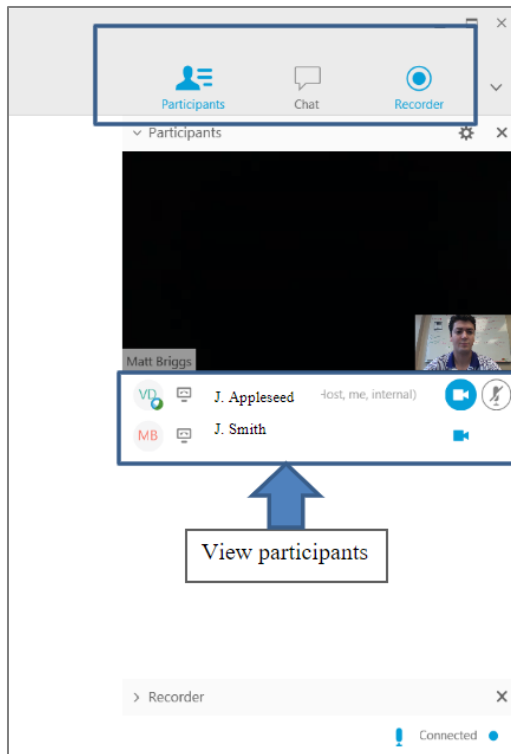2. Select **Start Meeting**
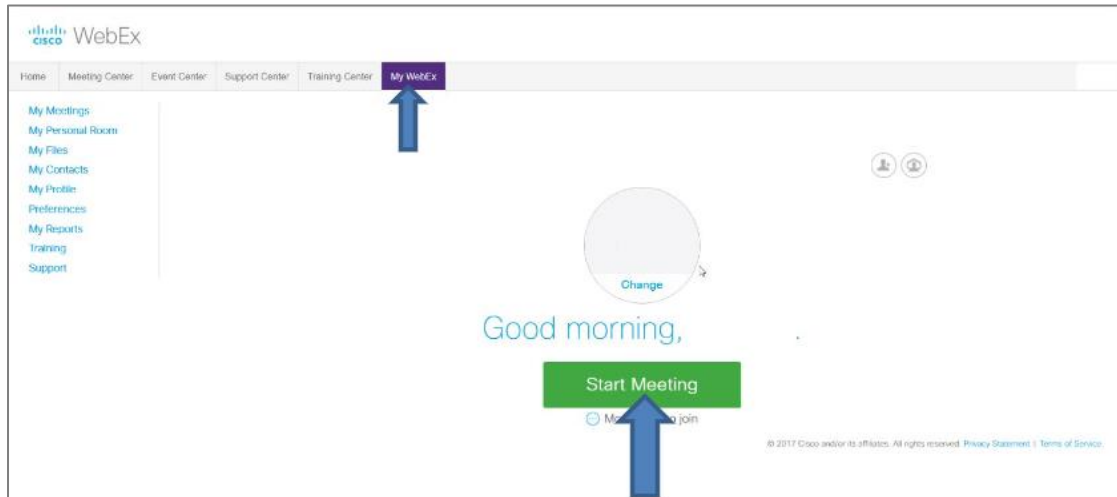
3. Set up your webcam and microphone
   - Be sure the preview shows the correct display and audio
4. Select **Call Using Computer** under *Select Audio Connection*
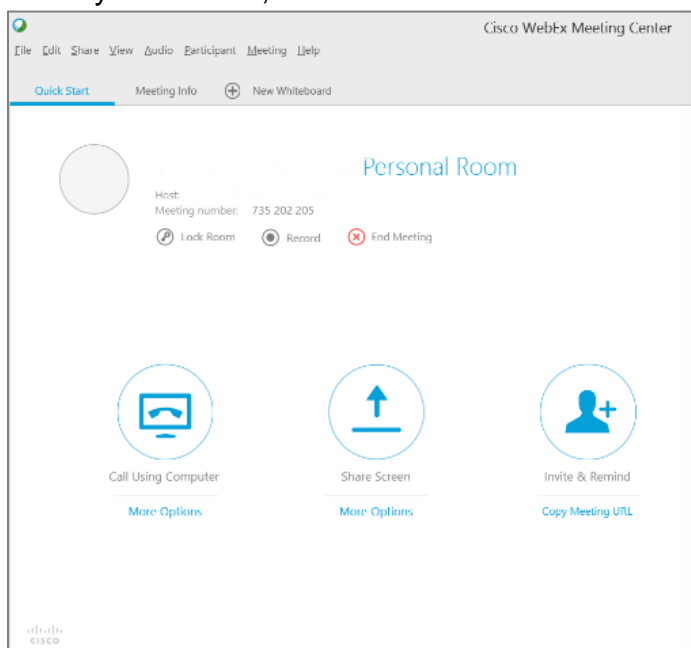5. Select **Integrated Webcam** under *Select Video Connection*
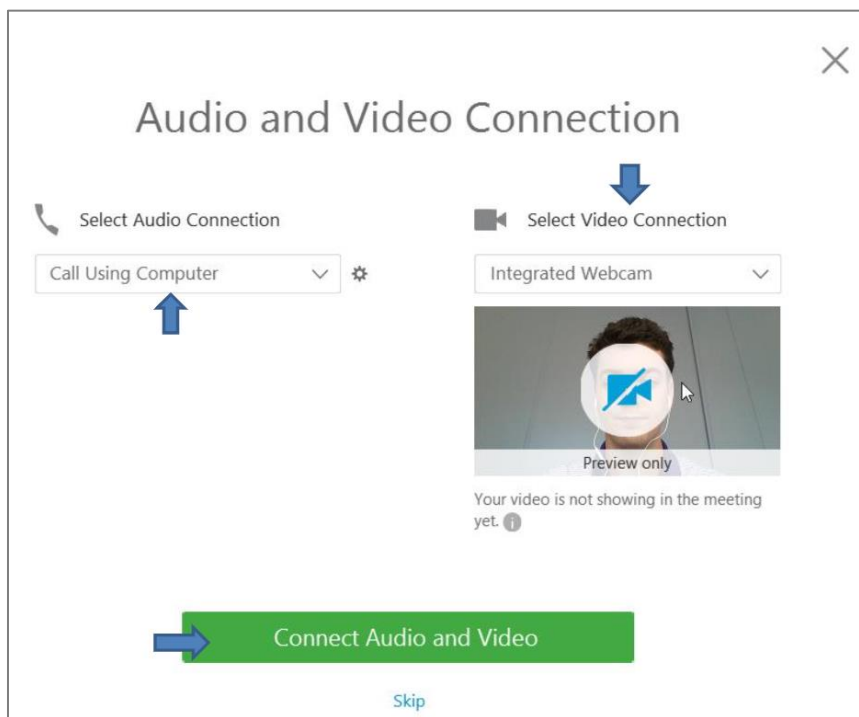
WebEx Meeting Center:

1. On the right side of the screen, you can view and chat with participants, record the meeting, and take notes.

View participants

2. On the left side of the screen, you can call other participants to the meeting, share your screen, and invite and remind others about the meeting.

3. To interact with participants, use the Whiteboard tool by selecting the Whiteboard Tab
   - This allows you to add shapes, text, illustrations, annotation, etc to interact and collaborate with others.