



**Course:** Facilitating with Cisco Webex 101

**Duration:** 60 minutes

**For more information or to register, please contact:**

info@skyline-ats.com or 800.375.9546

Please provide your name, email, department name, and the date to assist with your inquiry.

## Course Overview

In this interactive course, you will experience how to schedule and facilitate engaging virtual classrooms with fundamental capabilities, such as breakout sessions.

## Course Description

Facilitating with Cisco Webex 101 is an introductory course. Skyline ATS delivers an hour-long session with a maximum seat capacity of 25 attendees per session. Each session is designed to cover fundamental features, capabilities, and considerations to prepare for, schedule, and facilitate a remote Cisco Webex meeting. Instructors provide participants with engaging, interactive, in-depth presentations, demonstrations, and real-world application opportunities for specialized situations and challenges. In addition to learning how to schedule meetings and manage registration, this session enables participants to manage attendee access, privileges, communications, optimization, configuration settings, and more.

## Course Outline

This course will provide a comprehensive introduction to Webex Meetings and covers how to:

- Schedule, edit, and cancel meeting
- Manage registration for meeting
- Start and join meeting
- Invite and remind attendees to attend after meeting starts
- Manage access to meeting after meeting starts
- Manage privileges of attendees during meeting
- Manage audio and video camera settings during meeting
- Chat with attendees and answer questions during meeting
- Optimize the sharing of content during meeting
- Poll attendees during meeting
- Incorporate annotation during meeting