There are several meetings available only to the meeting host. You can access several different features during the meeting.

Note: This guide only shows the desktop app version of WebEx. Some features may not be available in the web browser version of WebEx.

Your meeting's controls are present at the bottom of the screen (Figure 1).
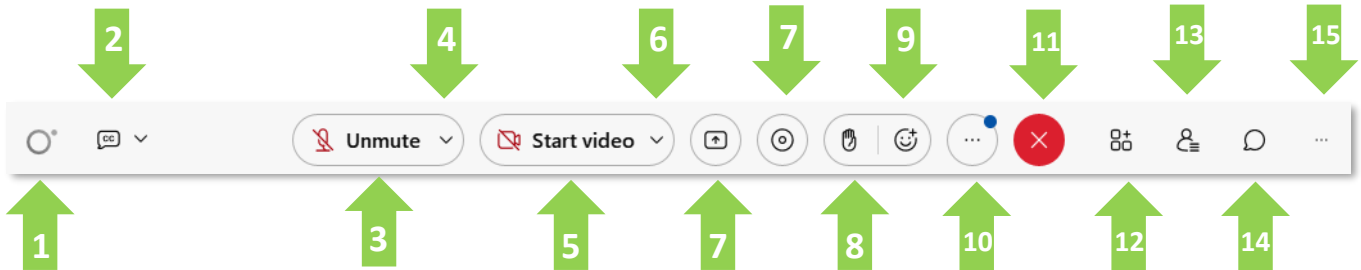

FIGURE 1

1. **WebEx Assistant**: A virtual assistant for WebEx. You can learn more about it here.
2. **Closed Captions**: Click here to turn on automatic captions. This is useful to help students more easily follow along with your presentation. It is highly suggested that you turn this on if you have any hard of hearing students in your class. Please note that it may misinterpret your speech, so make sure to clarify whenever needed.
3. **Mute/Unmute**: Click here to either unmute or mute your microphone.
4. **Audio Settings**: Click the arrow next to the mute/unmute button to access your audio settings. If your students can't hear you or you can't hear your students, try changing your speaker/microphone.
5. **Start/Stop video**: Click to show or hide your video stream to your participants.
6. **Video Settings**: Similarly to audio settings, click the arrow to access your video settings. If you have multiple webcams, you can switch between them here.
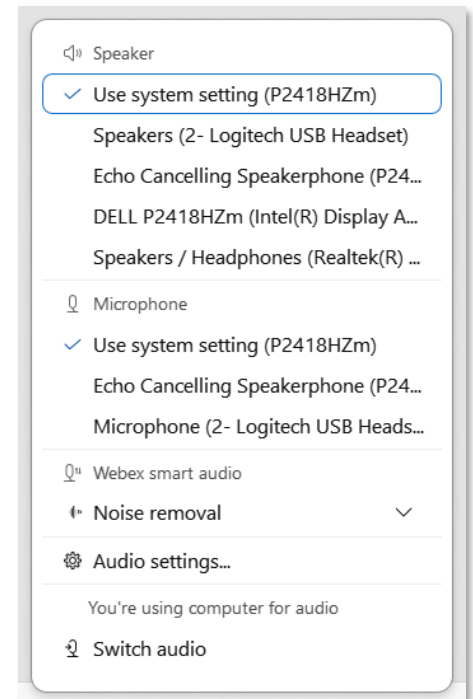

FIGURE 2

![CTI Center for Teaching & Innovation logo]

WebEx Host Controls

7. **Share Content**: Click here to share your screen, an application, a file, a whiteboard, or a camera (Figure 3).
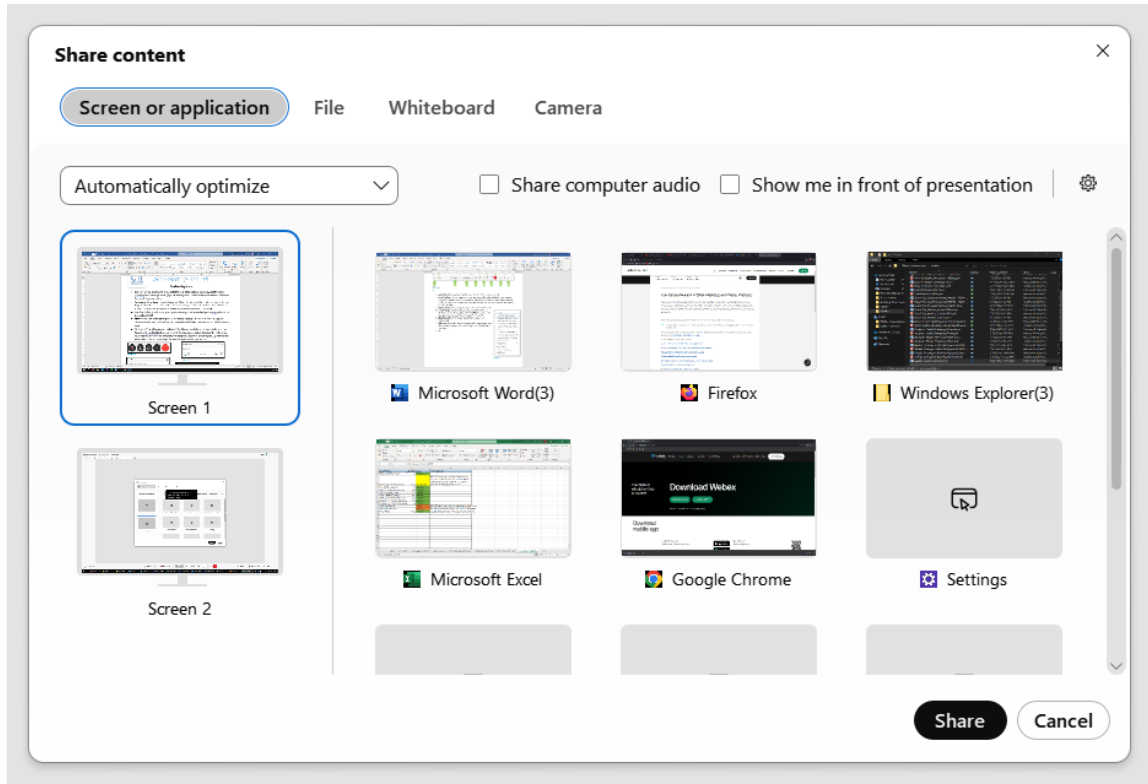
- Click on an **application** or a **screen** to allow your participants to view its contents.
- Click on the **File** button at the top to select a file to show to participants.
- Click on the **Whiteboard** button to create a virtual whiteboard which you can draw on.
- Click on **Camera** to select a camera to share.

8. **Raise Hand**: Allows you to raise your hand to get attention. This is mostly intended for students to use rather than the instructor.
9. **Reactions**: Allows sending emoji reactions.
10. **More Options**: Opens a menu to select other options.
11. **End Meeting**: Ends the meeting. Note that everyone will be forced to leave the meeting if you do this. Make sure nobody has any questions before you click this button.
12. **Apps**: Allows you to open WebEx specific apps such a timer.
13. **Participant List**: Opens the participant panel, where you can see a list of users currently in the meeting.
14. **Chat**: Opens the chat panel, where you can see messages sent by participants. Check this regularly to see if anyone has any questions.
15. **Panel Options**: Allows you to open miscellaneous panels.