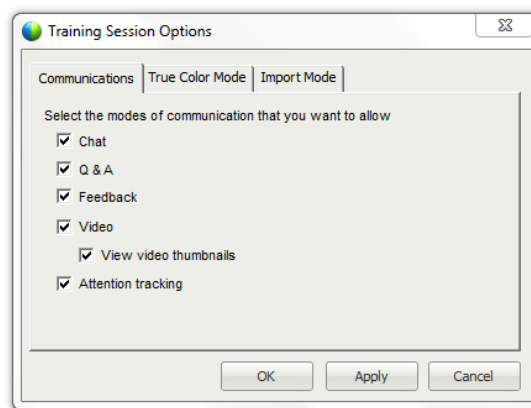
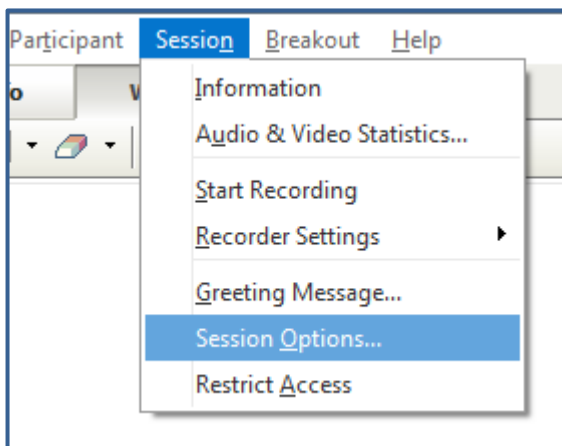


JOB-AID: USING WEBCAMS

Enabling Your Webcam

To share your video feed during the session:

1. Go to the Session menu at the top of your screen
2. Select Session Options
3. Select Video
4. Click Apply

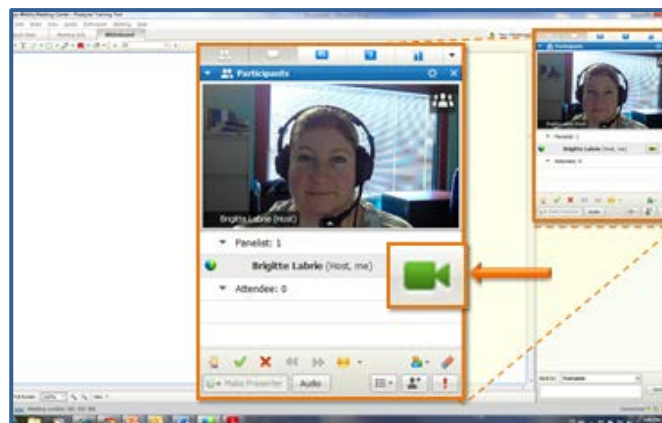


*Note: In WebEx the video option refers to webcams not video files.

Launching Your Webcam

To launch your webcam, click the video camera icon.

Your webcam feed appears at the top of the Participants panel, and the video camera icon turns green.



LEARN NETWORK SUCCEED

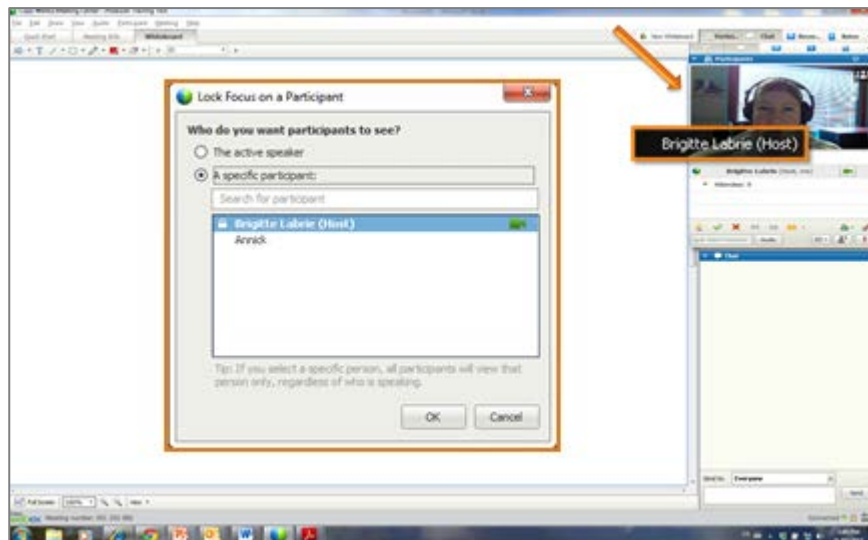
LEARN NETWORK SUCCEED

Lock Video Image

The presenter can lock the video image on a particular participant from standard view or from full-screen mode.

1. Select the Lock box icon in the lower right hand corner of the video screen.
2. Select **A specific participant**.
3. Select the participant whose video you want to lock in the spotlight.
4. Click **OK**.

Video in the Participants panel is locked on the selected Participant until you enable active-speaker mode.



Unlock Video:

1. Double click the participant's name in the active speaker video image.
2. Select **The active speaker**.
3. Click **OK**.

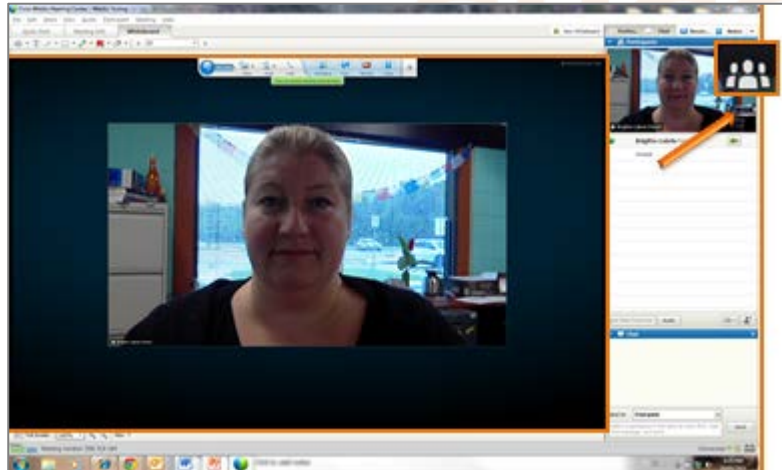
Full Screen Mode

1. You can expand the video image to fill your computer screen by double-clicking the active speaker image at any time.
2. To exit full-screen mode, double-click the active speaker image.

Or,

1. Click on the three-person icon at the top right hand corner of the screen.

To close the expanded view, go to the top right hand corner and click Exit full screen mode.



Troubleshooting

- **Video lags:** The Host needs to disable participant webcams.
 1. Go to the Participant menu
 2. Select Assign Privileges
 3. Uncheck Send Video
- **Wrong webcam selected:** If you want to use a webcam other than your laptop's integrated webcam:
 1. Plug an external webcam into your laptop.
 2. Click on the Settings icon at the top right of the video panel.
 3. Under *Capture device*, select the webcam requested.
 4. Click OK.

