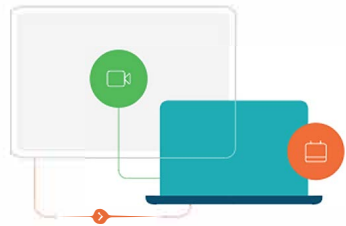


# Go to: uetn-org.webex.com/

## Join a Meeting ⓘ

Enter meeting information



### Cisco Webex Meetings desktop app

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

Download



## Log in to your account

Username:

Password:

Keep me logged in

2

[Forgot your username or password?](#)

Click forgot password if you don't remember.

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

Join a meeting or search for a meeting, recording, or transcript

English | Bruce

**BH** **Bruce Hatch's Personal Room**  
https://uen.webex.com/meet/brhatch

More ways to join

**Start a Meeting** Schedule

- Use desktop app
- Use web app

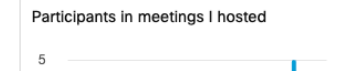
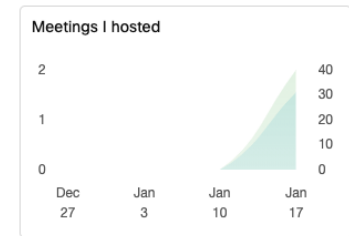
I prefer the web app but you can choose either option.  
Parents should use web app to avoid issues  
trying to download the app.

**New to remote work?**  
View best practices to ensure a great meeting experience.

View

Recent Personal Rooms

Insights



- Webex Training
- Webex Events
- Webex Support

- Home
- Meetings
- Recordings
- Preferences**
- Insights
- Support
- Downloads
- Feedback

Join a meeting or search for a meeting, recording, or transcript

English | Bruce

## Preferences

5

- General
- My Personal Room**
- Audio and Video
- Scheduling
- Recording

Personal Room name: Bruce Hatch's Personal Room

Your Personal Room name must be between 1 and 128 characters

Personal Room link: <https://uen.webex.com/meet/brhatch>

Don't change the link.

Host PIN: 5624

Your host PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

Automatic lock:  Automatically lock my meeting 0 minutes after the meeting starts.

Check this box

Make sure it is set to zero

Notification:  Notify me by email when someone enters my Personal Room lobby while I am away

Cohosts:  Allow cohosts for my Personal Room meetings

Video devices:  Video conferencing systems in my organization can start and join meetings without a prompt

Mute attendees:  Allow attendees to unmute themselves in the meeting  
 Always mute attendees when they join the meeting

Share content:  Anyone can share content in my Personal Room

Cancel

**Save**

Save if changes were made

- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback



### Bruce Hatch's Personal Room

https://uen.webex.com/meet/brhatch

More ways to join

7

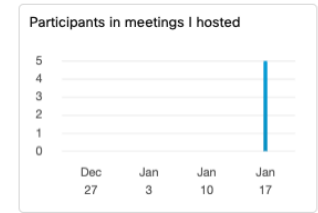
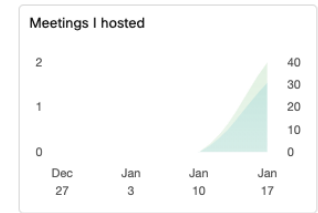
Start a Meeting

Schedule

**New to remote work?**  
View best practices to ensure a great meeting experience.

[View →](#)

#### Recent Personal Rooms



[View more](#)

uen.webex.com wants to

- Use your microphone
- Use your camera

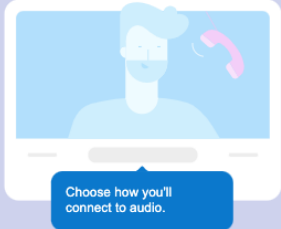
8

Block Allow

## Bruce Hatch's Personal Room

### Preview your settings before you join

Set up your audio and video before you join the meeting.



Got it

Use video system

Audio: Use computer audio

Test speaker and microphone

Mute

Stop video

Start meeting

# Bruce Hatch's Personal Room

Show demo Send problem report

My preview



Use video system

Audio: Use computer audio

Test speaker and microphone

Mute

Stop video

Start meeting

9

The image shows a Zoom meeting interface with several key elements and annotations:

- Top Left:** A "Participants" button.
- Top Center:** A name tag for "Bruce Hatch (Host)".
- Center:** A large grey circle containing the initials "BH".
- Bottom Left:** A toolbar with icons for "Mute", "Start video", "Share", "Record", and other controls.
- Bottom Right:** A control bar with "Unmute All", "Participants", "Chat", and other options.
- Right Panel:** A "Participants (1)" sidebar showing a search bar and a list of participants. The first entry is "Test Student (Guest)" with a status "waiting in the lobby" and "Admit" and "Remove" buttons.

Two red annotations are present:

- Annotation 11:** A red box highlights the "Test Student" entry in the participants list. The text "11 Parents will be displayed here" is written in red to the left of the box. The "Admit" button is also highlighted with a black box, and the text "Click Admit" is written in red above it.
- Annotation 10:** A red box highlights the "Participants" button in the bottom right control bar. The text "10 Click here to view parents in waiting room" is written in red to the left of the box, with a red arrow pointing to the button.



Bruce Hatch's Personal Room

Show demo Send problem report



Participants (2)

Search

- BH Bruce Hatch  
Host, me
- TS Test Student

Parent is now in the meeting.



Mute All Unmute All

Mute Start video Share Record

Participants Chat



Participants (2)

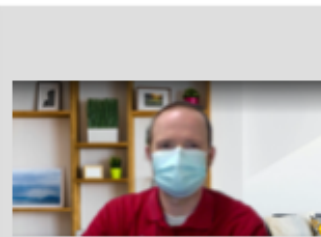
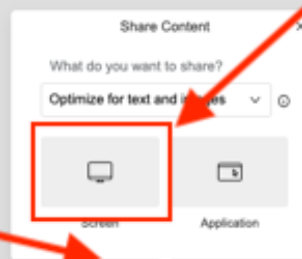
- Search
- BH Bruce Hatch Host, me
- TS Test Student

13

Then click here.

12

Click here to share your screen



Mute Start video Share Record

Participants Chat

14

Choose how you would like to share.

I have chosen Entire Screen

Share your screen  
uen.webex.com wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen    Application Window    Chrome Tab

Screen 1    Screen 2

Cancel    Share

15

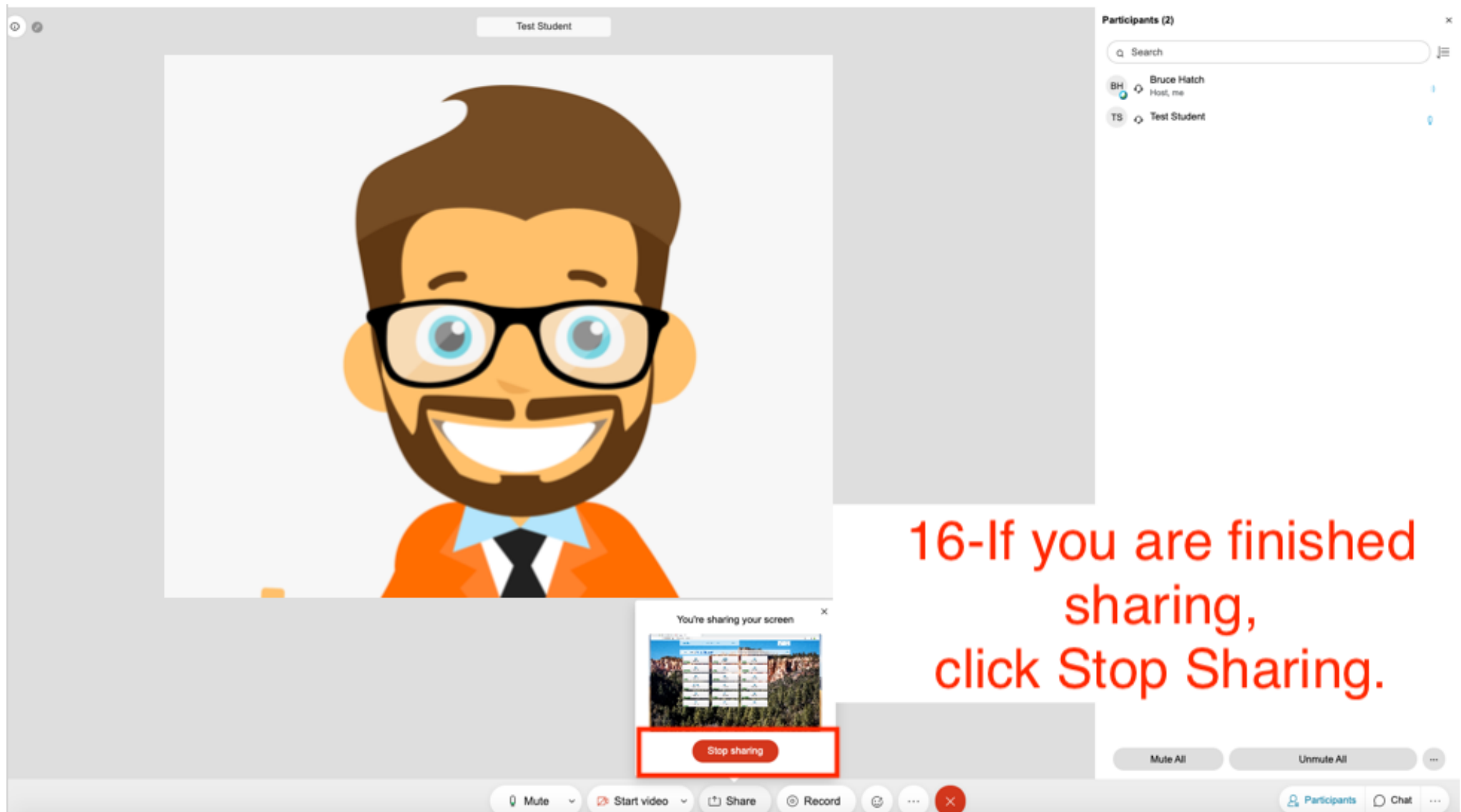
Then Share

Participants (2)

- BH Bruce Hatch  
Host, me
- TS Test Student

Share Content

Connecting...



16-If you are finished sharing, click Stop Sharing.

17. When you are finished with meeting, click on the 3 dots to the far right of the parent in the meeting and click Expel.

The image shows a Zoom meeting interface. On the left, a large grey circle contains the letters 'TS'. The top of the meeting window shows a name tag for 'Test Student'. On the right, the 'Participants (2)' panel is open, displaying a list of participants: 'Bruce Hatch' (Host, me) and 'Test Student'. A red arrow points from the text to the three-dot menu icon next to 'Test Student'. Another red arrow points from the text to the 'Expel' option in the dropdown menu that appears. The bottom of the screen shows the Zoom control bar with buttons for Mute, Start video, Share, Record, and a red 'X' button. The 'Participants' and 'Chat' buttons are also visible in the bottom right corner.

The image shows a Zoom meeting interface. In the center, a dialog box titled "Expel" asks, "Do you want to expel Test Student from this meeting?". The "OK" button is highlighted with a red box. Above the dialog box, a white box contains the text "18. Click OK". In the background, a large "TS" watermark is visible. On the right side, the "Participants (2)" panel is open, showing a list of participants: "Next Parent (Guest)" and "Test Student". The "Test Student" participant is highlighted. At the bottom of the screen, the Zoom control bar is visible, including buttons for Mute, Start video, Share, Record, and a red 'X' button.

18. Click OK

**Expel** ✕

Do you want to expel Test Student from this meeting?

Participants (2) ✕

Next Parent (Guest) is waiting in the lobby.

Search

- BH  Bruce Hatch  
Host, me
- TS  Test Student

Bruce Hatch (Host)

19. Now you can Admit the next parent.

Participants (1)

Next Parent (Guest) is waiting in the lobby. Admit Remove

Q Search

BH Bruce Hatch  
Host, me

Mute All Unmute All

Mute Start video Share Record ...

Participants Chat

The image shows a Zoom meeting interface. At the top left, there are icons for mute and video. The top center shows the host's name, "Bruce Hatch (Host)". A red text box in the upper right quadrant contains the instruction "19. Now you can Admit the next parent." On the right side, a "Participants (1)" panel is open, featuring a red-bordered notification box that says "Next Parent (Guest) is waiting in the lobby." with "Admit" and "Remove" buttons. Below this is a search bar and a list of participants, currently showing only "BH Bruce Hatch" as the host. At the bottom, there is a toolbar with buttons for "Mute", "Start video", "Share", "Record", and a red close button. On the right side of the bottom toolbar, there are "Mute All" and "Unmute All" buttons, and a "Participants" button.