



Course: Facilitating with Cisco Webex 301

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

Building upon Webex 101, you will experience how to benefit from more advanced options, such as attendance reporting and sharing recorded sessions.

Course Description

Facilitating with Cisco Webex 201 is designed to provide participants with an understanding and working knowledge of facilitating remote meetings with Cisco Webex. Skyline ATS delivers an hour-long session with a maximum seat capacity of 25 attendees per session. Each session is designed to focus on skills for successful facilitation of Cisco Webex meetings. Instructors provide participants with engaging, interactive, in-depth presentations, demonstrations, and real-world application opportunities for specialized situations and challenges. Participants learn how to use the Cisco Webex Dashboard to customize their meetings, generate and export reports, retrieve and share recordings, manage attendee privileges, transfer files, leverage mobile devices, and more.

Course Outline

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

- Add invitation to calendar
- How to generate and export attendance reports
- How to retrieve and share recordings
- Manage ability of attendees to chat privately with one another
- Transfer files to attendees
- Leverage mobile devices
- Share multimedia
- Display attendee attendees in different ways (e.g., Grid View)
- Interact with browser login
- Incorporate annotation during meeting