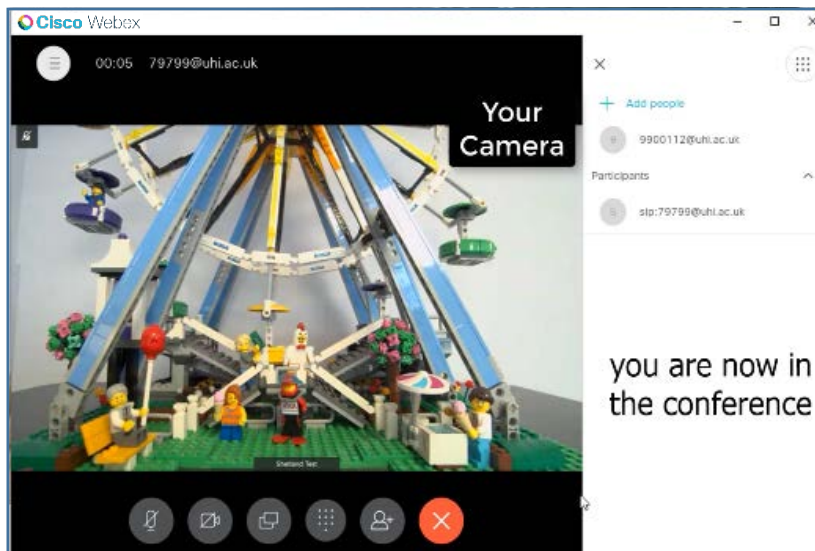
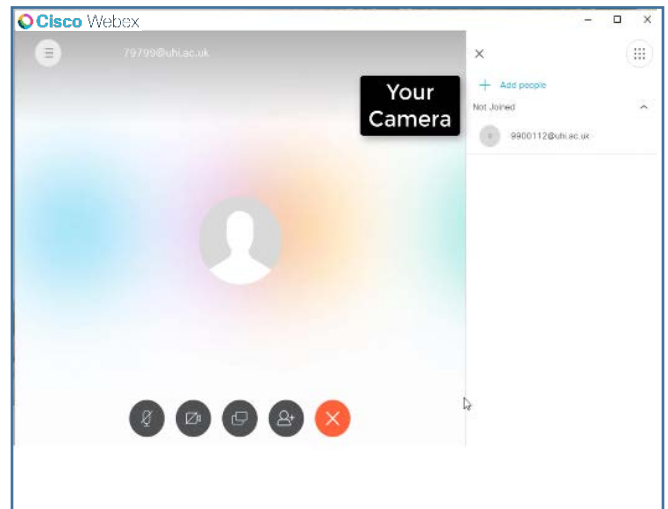
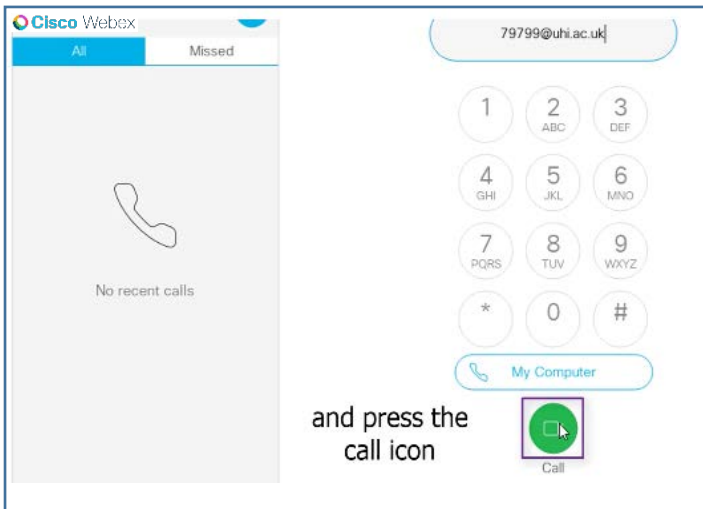
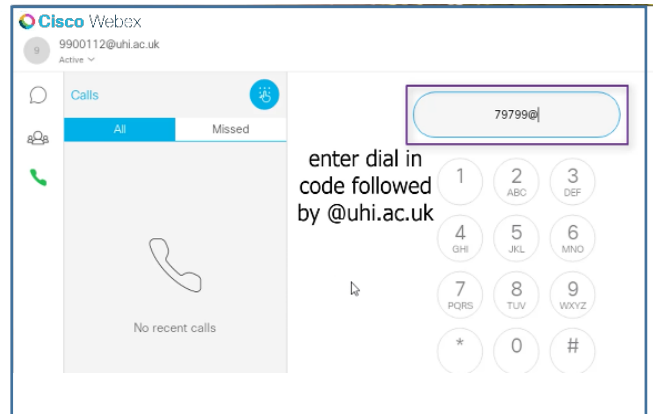
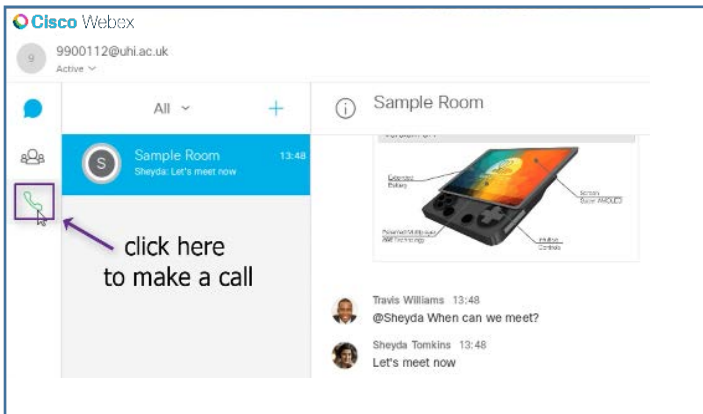
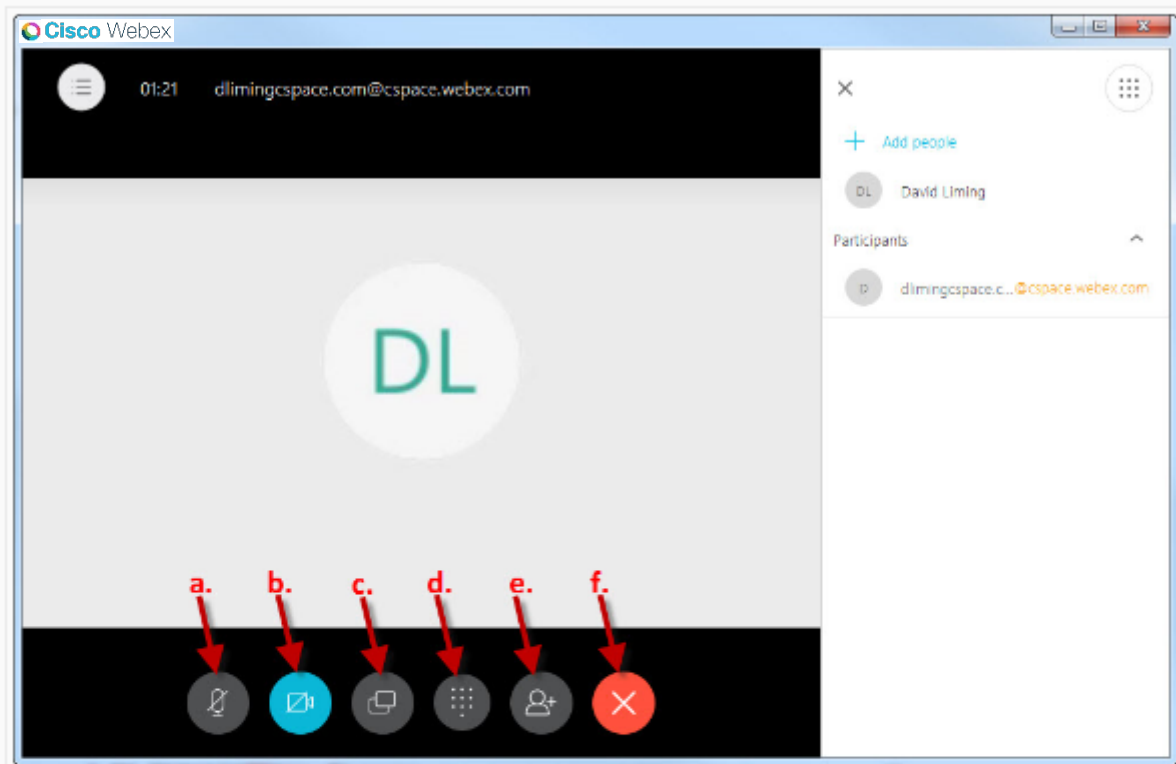


# Cisco Webex Quick User Guide



## Managing a Call



1. Click here to mute your microphone while on a call.
2. Click here to turn off your video during a call.
3. Click here to start sharing your screen while on a WebEx or Spark call.
4. Click here to bring up the dial pad.
5. Click here to add a 2nd person to the call, turning the call into a conference call.
6. Click here to end the call.

Need more help?



University of the  
Highlands and Islands  
Oilthigh na Gàidhealtachd  
agus nan Eilean

Servicedesk  
Deasg-seirbheis

- @ servicedesk@uhi.ac.uk
- 📧 helpdesk.uhi.ac.uk
- 🌐 www.uhi.ac.uk/servicedesk
- ☎️ 01463 279 150 or Int 150