



Webex Breakout Sessions

Attendee Cheat Sheet

- Join using the **Desktop or Mobile Devices** link.
 - For your audio connection, use **Computer Audio** or **Call Me**. If you must use **Call In**, make sure you enter your [attendee ID](#) when prompted.
 - If using the Webex Meetings app on iOS or Android, make sure the app is updated to version 40.9 or later.
 - Don't connect from a VC room as you won't be able to participate in the breakout sessions.
- Open the **Participants** panel (right of screen) – this will allow you to see breakout session information later.
- The Host will configure the breakout sessions for you.
- When it's time to join your allocated session, simply click **Join Now** when prompted. Your audio and video will automatically be switched across.
- While in the breakout session:
 - You can see and hear other attendees.
 - Use the chat feature (to save chats, click **File -> Save As -> Chat**).
 - Share your screen; whiteboarding is not yet available.
 - See broadcast messages sent by the Host.
 - If you're having difficulty with anything, click **Ask for Help** located at the top of the **Participants** panel. The Host or a Cohost will then drop in to lend a hand.
- When the Host ends the breakout sessions, you will be automatically returned to the main meeting. Note that your microphone will be muted upon re-entry to prevent background noise.

For more information:

https://conferencing.csiro.au/working-from-home/webex-meetings.php?ref=breakout_rooms