Welcome

Instead of losing your audience, you may be more effective if you... (section not visible)

Using WebEx

The use of WebEx allows a seamless integration of video into the meeting. To make the meeting more engaging and effective, you can use WebEx to share your screen, take notes, or interact with the audience.

The WebEx Interface:

- **VIDEO LAYOUT**: Choose where you wish to place participants on your screen.
- **FLOATING PANEL VIEW**: Lets you position any element where you need it by clicking or dragging on it.
- **MEETING INFO**: Shares detailed info about the meeting.
- **MEETING CONTROLS**: Provides options to end the meeting or change the view.

Start the Interview:

1. Start by clicking “Join Meeting”. If it’s an in-person interview, this is where you’d be.
2. Click “Create a Meeting” and add any remote participants.
3. Click “Join Meeting” and enter the meeting ID.

How to Prepare

To succeed, you should prepare for a virtual interview. Follow these steps to ensure a smooth interview:

- **Pre-interview checklist**: Dress up your desk, make sure your audio and video equipment are working, and test the connection.
- **During the Interview**: Interact with the interviewer, keep your body language positive, and avoid distractions.

Good luck!