

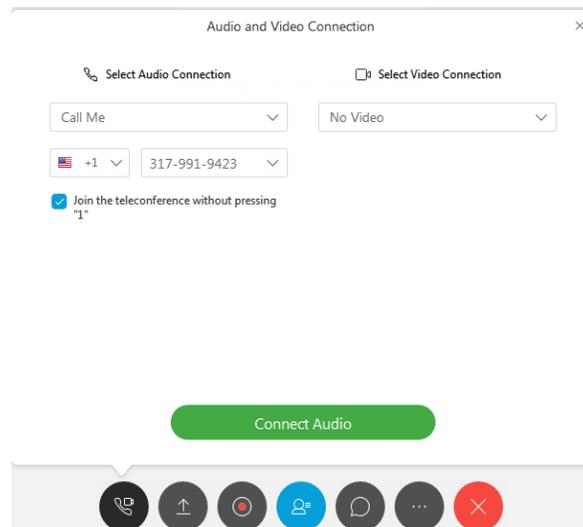
WEBEX MEETINGS: DISABLING VIDEO

This sheet will demonstrate how to disable your own video along with how to disable your participants from using their video. These instructions apply to users holding meetings on indiana.webex.com OR indianaenanced.webex.com.

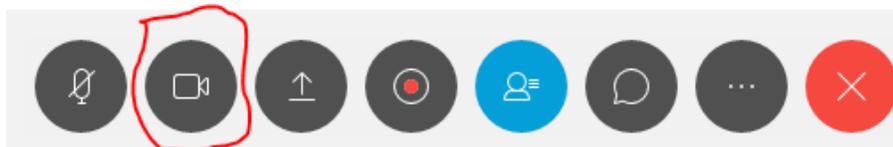
If you have additional questions, please contact Mike Hicks at mhicks@iot.in.gov, or Gary Flynn at gflynn@iot.in.gov.

HOW TO DISABLE YOUR OWN VIDEO

When you start your meeting, the following pop-up will appear. It will allow you to pick two options: No video OR HP HD camera. Depending on what option you choose, it will either enable or disable your video.

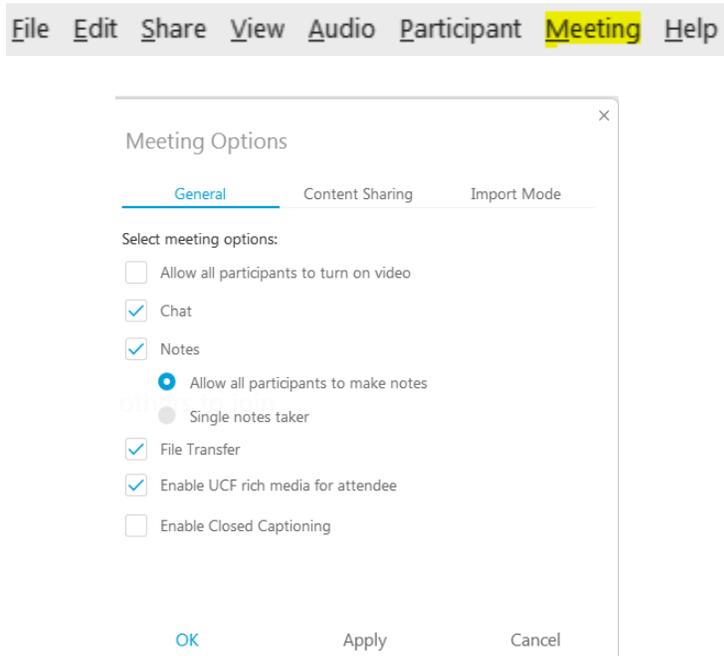


Regardless of your choice, you can enable or disable your video at any point by using the floating icon tray and selecting the video icon (shown below). The same options will be presented and you can choose what camera you want to use to enable video, or disable your video.



HOW TO DISABLE YOUR PARTICIPANTS VIDEO

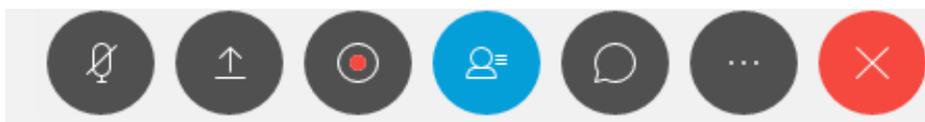
Once you've logged into your meeting, go to the menu bar and select Meeting > Options > General and uncheck the box that states "Allow all participants to turn on video." Once you uncheck this, hit "Apply" and then "OK." This should disable all participants from using their video.



NOTE: Once you uncheck the box that prohibits the use of video, the video icon from the floating tray bar will disappear (see below).



Enabled Video



Disabled Video