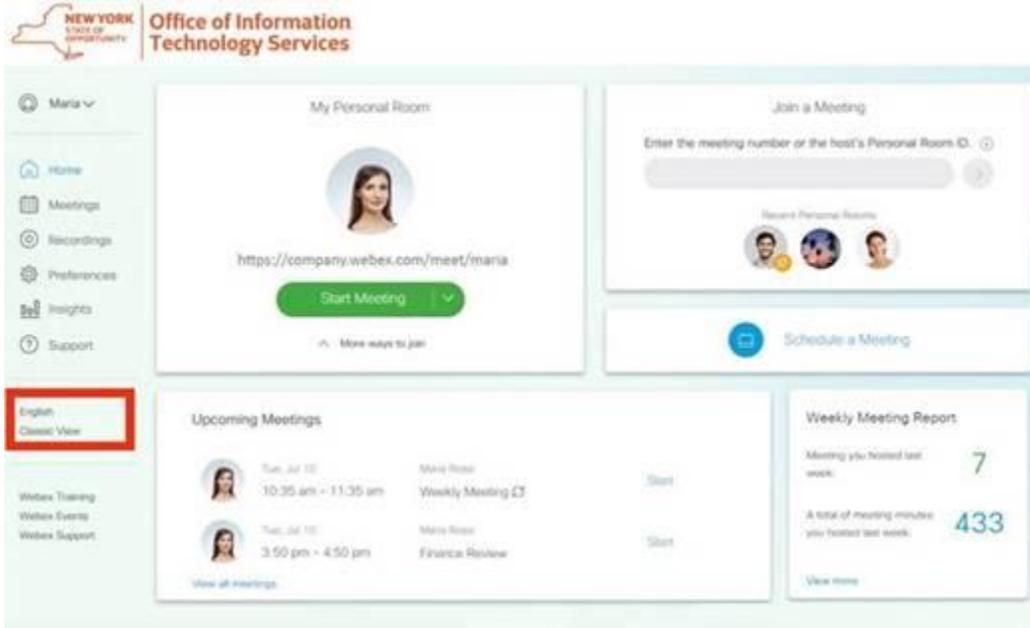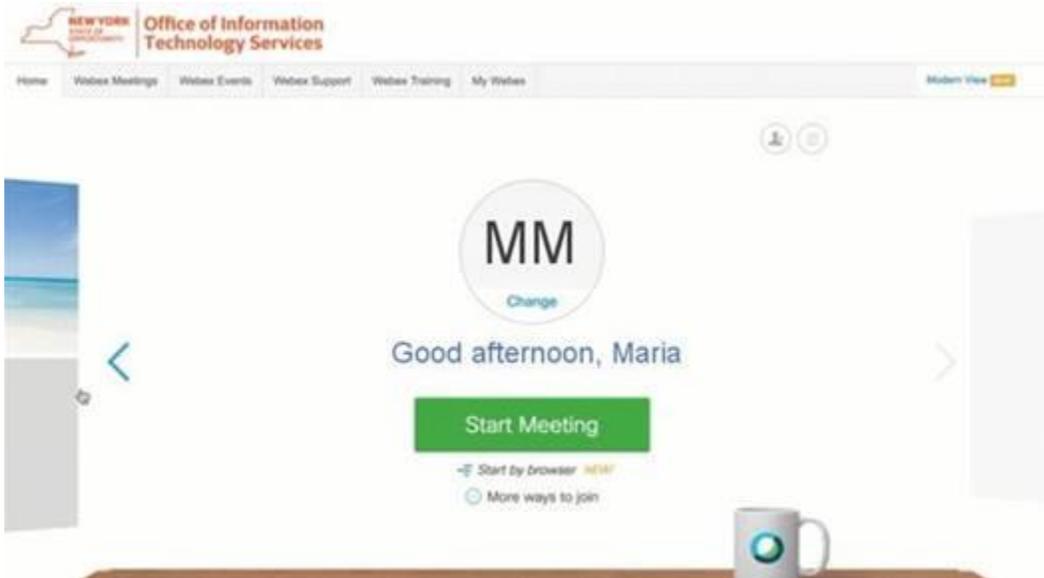## Navigating the New "Modern" WebEx Home Page View

New "Modern" View

Standard "Classic" View

Meeting Controls Within Your Control

The new, centralized WebEx control bar brings all the essential meeting tools together in one easy-to-find place, so everything you need is at your fingertips. The control bar automatically hides when you don't need it, so that you can get back to your meeting. Just move your cursor to make the controls reappear. This puts the technology out of the way and lets you just focus on the meeting. Once in a meeting, the icons below are shown along the bottom of the meeting window to allow you to control the following settings:

- **Audio and Video Connections** - audio and video connection options/settings
- **Share Content** - share your screen, windows or files
- **Record Meeting** - record audio and/or video
- **Participants** - list meeting participants
- **Chat** - display meeting chat
- **Additional options**:
    - **Notes** - take meeting notes within WebEx
    - **Lock meeting** - lock meeting to prevent additional participants from joining
    - **Invite and Remind** - send invitations or reminders directly from the meeting
    - **Copy Meeting Link** - copy meeting link for sharing
- **End Meeting** - end the meeting for all participants and stop any recording/sharing