Webex Roundup
a monthly look at what's new and what's coming

Tips & Tricks

Managing Q&A

Ever get overwhelmed with the number of questions that are submitted during a meeting? Check out the tips below to help better manage Q&A!

Bring Backup
Consider having a few cohosts that are knowledgeable in the topics you are presenting so they can help answer questions.
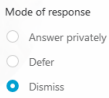
Assign Questions
Assign relevant questions to cohosts by right clicking on a question. Once questions have been assigned, they will show in the My Questions tab within the Q&A panel.
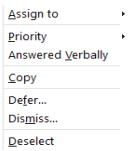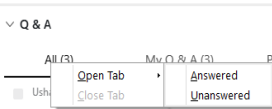

Defer & Dismiss
Defer questions that will be answered later in the session or dismiss questions that are irrelevant to the meeting.

Show Unanswered Tab
Right click on the tabs at the top of the Q&A panel to see a separate section for unanswered questions to know which questions to focus on.

Don't Forget to Save
There are times when you may not be able to answer all questions or may want to share the Q&A after the session. Make sure to click File > Save As > Questions and Answers.

Learn More

Highlights in this Release

Export Registration Report for Meetings

Hosts can now download a copy of the registration report for Webex Meetings by navigating to the Manage Registration page.

TIP Need a use case for this feature? Registration lets you gather information about Webex Meetings attendees ahead of time. Maybe you want to get more insight on what people are expecting to learn from your upcoming meeting. This information could help ensure you touch on topics that are most important to your attendees.
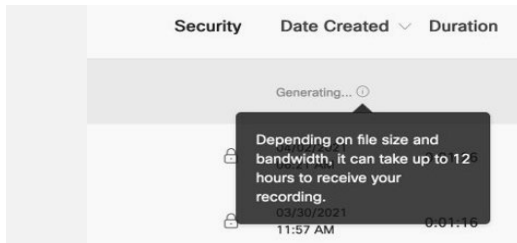
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What registration questions are available? There is a standard list of questions available for use, but you can also choose to add custom questions that are more relevant to your meeting or audience. You also have a variety of formats to choose from like text box, radio buttons, checkbox and drop down.

Learn More
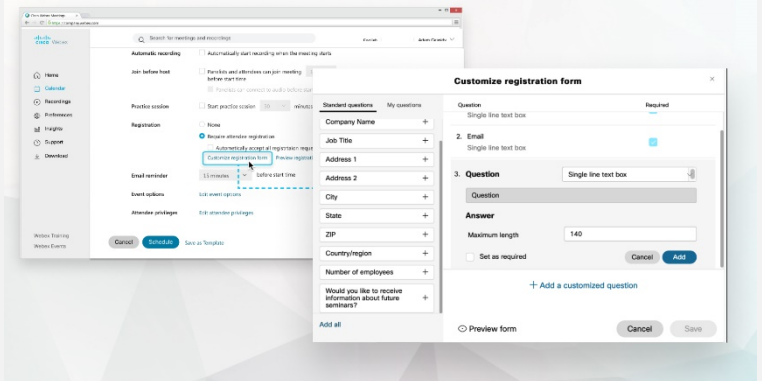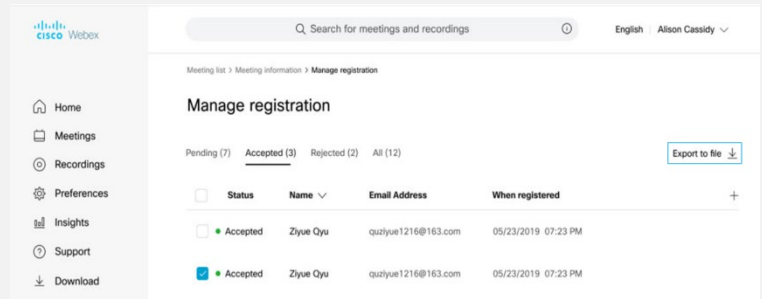
Recording Availability Indicator Icon

Ever wonder how long it takes for recordings to generate? Typically, recordings are available within 12 hours depending on file size and bandwidth. This information has been added to the My Recorded Meetings page for you to reference when checking your recordings.

Resources

Webex Help Center
One-stop shop for all your Webex questions. Just search for a keyword and see related help articles.

Online Classes
Sign up for live and interactive instructor-led trainings. Or check out a library of recorded classes.

Keep Reading!
Want to know more about how Webex is taking on the changing face of collaboration? Take a coffee break with the Webex Blog.