



Meeting Panels

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Panels

When you start or join a meeting, your meeting window opens with the Quick Start area on the left and a panel area on the right. Nearly everything you want to accomplish in a meeting can be done from these areas.

The panel area initially displays with some default panels. Other panels are available from the icons at the top of the panels area.

Each panel provides a menu of commands related to the panel. Depending on what operating system you are using, you can access the commands for a panel by following these steps:

- Windows—Right-click the panel title bar to see a menu of commands related to the panel.
- Mac—Select **ctrl** and then click to see a menu of commands related to the panel.

Panel Alerts

You will see an orange alert if a panel is collapsed or closed and requires your attention.

Manage Panels

Procedure

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| Step 1 | On the Panels tray, click the More options button. |
| Step 2 | Choose Manage Panels . |
| Step 3 | Select which panels you want to add or remove and the order in which they are displayed. |
| Step 4 | Click OK . |
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Overview of the Meeting Controls Panel

While you are viewing or remotely controlling a shared application, screen, or Web browser, or viewing a shared remote computer, the presenter can switch between a standard window and full-screen view.

In full-screen view, you can access the panels from the **Meeting Controls Panel** located at the top of your screen.

Resizing the Content Viewer and Panels Area

When you are sharing a document or presentation, you can control the size of the content viewer by making the panel area narrower or wider.

Select the dividing line between the content viewer and the panels.

- Drag the line to the left to make the area devoted to the panels wider.
- Drag the line to the right to make the content viewer larger.