



Accessibility

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Use Audio CAPTCHA

The CAPTCHA challenge-response test requires that you accurately enter the text that is presented into the text box so that you can access your account. Webex presents you with this security measure when you fail to sign in with the correct user credentials six times or when you choose to reset your password by selecting the **Forgot your password** link. As an alternative to entering what you see in the image, you can enter the text that you hear.



Note Audio CAPTCHA is not supported if your system is configured for SSO or LDAP authentication.

Procedure

- Step 1** Navigate to the **Hear an audio challenge** link using the **Tab** or **Shift+Tab** keys and select **Enter**. The text will be read to you.
 - Step 2** Enter the text that you hear into the text box and select **Enter**.
 - Step 3** To hear the text again, navigate to the **Replay** link using **Shift+Tab** and select **Enter**. After entering the text correctly, you can proceed with signing in to Webex.
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Keyboard Shortcuts

New Meeting Controls Shortcuts

Press	To
Ctrl + Shift + Q	Show or hide the meeting controls

Windows

Press	To
Ctrl + Shift + Q	Show or hide the meeting controls
Esc	Cancel an action, or close an active window, me
F1	Access Webex Meetings Help
F6	Switch between the content area and the panels
Ctrl + Tab	<ul style="list-style-type: none"> • Switch between Panel View • Switch between tabs in the following dialo <ul style="list-style-type: none"> • Invite and Remind • Preferences • Meeting Options • Participant Privileges
Shift + F10	<ul style="list-style-type: none"> • Use right+click menus in the following par <ul style="list-style-type: none"> • Participants panel • Chat panel • Notes panel (Webex Meetings) • Q & A panel (Webex Events) • Closed Captions panel • File Transfer window • Shared whiteboard and file tabs • Work with the participant list • Copy text from the Chat panel
PgUp	During file sharing, use to return to the previous

Press	To
PgDn	During file sharing, use to advance to the next slide
Alt + F4	Close any dialog box
Ctrl + A	Copy text from the Chat panel
Ctrl + Alt + Shift	Show the Meeting Controls panel while sharing
Ctrl + Alt + Shift + H	Hide the Meeting controls, panels, and notifications Hide the Webex Events window (Webex Events only)
Ctrl + M	Mute or unmute your audio
Ctrl + Alt + S	Allow all participants to share
Ctrl + K	Assign privileges to participants
Ctrl + Shift + <	Rotate the page left while sharing a file
Ctrl + Shift + >	Rotate the page right while sharing a file
Ctrl + +	Zoom in during sharing
Ctrl - -	Zoom out during sharing
Ctrl + Shift + W	Adjust the page size to fit the viewer during sharing
Ctrl + Shift + Y	Synchronize the display of a shared page, slide, or whiteboard
Ctrl + Alt + D	Share your screen
Ctrl + Alt + A	Share an application
Ctrl + Alt + O	Share a file or video
Ctrl + Alt + N	Share a whiteboard
Ctrl + O	Browse to open and share a file
Ctrl + W	Close a shared file or whiteboard
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action

Mac

Press	To
Esc	Cancel an action, or close an active window, panel, or dialog box

Press	To
Command + H	Hide the Meeting controls, panels, and notifications Hide the Webex Events window (Webex Events)
Command + R	Lock the meeting or event
Command + Shift + U	Mute all
Command + K	Assign privileges to participants
Command + Shift + L	Rotate the page left while sharing a file
Command + Shift + R	Rotate the page right while sharing a file
Command + >	Zoom in during sharing
Command + <	Zoom out during sharing
Command + Option + 0	Adjust the page size to the available width
Command + 0	Adjust the page size to fit the viewer during sharing
Command + Y	Synchronize the display of a shared page, slide, or video
Option + Command + K	Share your screen
Option + Command + P	Share a file or video
Option + Command + B	Share a web browser
Command + N	Share a whiteboard
Command + O	Browse to open and share a file
Command + W	Close a shared file or whiteboard
Command + Shift + N	Add page while sharing a file
Command + Z	Undo the last action
Command + Shift + Z	Redo the last action
Command + ,	Open preferences
Command + L	End the meeting or event
F6 or Shift + F6 (WBS33.8 and later)	Switch between the main video or sharing area and the meeting controls

Press	To
<p>Tab or Shift + Tab (WBS33.8 and later)</p>	<p>Switch between the visible buttons in the following panels:</p> <ul style="list-style-type: none"> • Participants panel • Chat panel • Notes panel (Webex Meetings) • Closed Captions panel • Multimedia Viewer panel • Q & A panel (Webex Events) • Polling panel

Screen reader support

We test Webex Meetings to ensure compatibility with the latest version of the Freedom Scientific JAWS screen reader.

- All keyboard shortcuts for the Meetings desktop app work with screen readers.
- Screen readers can't read content from shared presentations, shared applications, and shared desktops.

You can manage which notifications you want to have your screen reader announce. For more information, see [Manage which notifications your screen reader announces](#).

Low vision support

Webex has limited support for low vision accessibility features that apply across our desktop and web apps.

- The application supports the high contrast scheme of the Windows OS.
- The application supports the zoom functionality of the OS.

Accessibility Standards and Improvements

Take a look at the [Webex Meetings Voluntary Product Accessibility Templates](#) to get details about accessibility conformance in Webex Training.

For more info on the accessibility improvements being made to Webex services, see the [Cisco Webex Meetings Suite Accessibility Improvements](#).

Manage Participants

The Participants panel provides a right-click menu that allows you to act upon a participant depending on your role in the meeting:

- If you are the host or presenter, you can make someone else the presenter or mute another participant's microphone if it is too noisy.
- If you are not the host or presenter, you can ask to become the presenter and mute your own microphone.

Procedure

- Step 1** Press **F6** on your keyboard to navigate from the contents area to the **Participants** panel.
- Step 2** Navigate to the appropriate participant by using the up and down arrow keys.
- Step 3** Select **Shift+F10** to open the right-click menu on the specific participant.
- Step 4** Use the up and down arrow keys to navigate between the available options.
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Copy Text from the Chat Panel

The **Chat** panel provides a right-click menu that allows you to copy text from the Chat history area.

Before you begin

Make sure that you are in the correct portion of the meeting window by doing the following:

- Press **F6** to move from the contents area to the panels area of the meeting window.
- Press **Ctrl+Tab** to navigate between panels until you are in the **Chat** panel.
- Press **Tab** until you are in the Chat history area.

Procedure

- Step 1** With the focus on the Chat history area, select **Shift+F10** to open the right-click menu.
- Step 2** Use the up and down arrows to copy text or to select all text.

Tip Alternatively, you can use **Ctrl+A** to select all the chat text.

To select only a portion of the text, move your cursor with the arrow keys and then use **Shift- [Arrow]** to highlight text.

Enter Text in an Input Box

Note the following tips to enter text in an input box.

Procedure

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- Step 1** If the window includes questions, navigate between questions using the **Tab** key.
 - Step 2** If the window includes options, move between the options using the up and down arrow keys.
 - Step 3** Move the cursor to focus on the text input area and use the **Spacebar** or **Enter** key so you can type your answer.
 - Step 4** Press **Enter** or **Esc** to finish editing.
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Access the Meeting Controls Panel During Sharing

During sharing, the Meeting Controls panel is partially hidden at the top of your screen. Perform the following steps to display the panel during sharing.

Procedure

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- Step 1** Enter **Ctrl+Alt+Shift** to show the panel.
After the panel appears, the initial focus is on the Participants icon.
 - Step 2** Do the following:

Press	To
Tab	Change focus
Enter	Activate a feature
Alt+Tab	Return to the sharing area from the Meeting Controls panel <ul style="list-style-type: none"> • If you are sharing a file, select the Webex ball to return to the sharing area. • If you are sharing an application, select the application to return focus to it. • If you are sharing your desktop, select the application you want to share.

Note To switch from the Meeting Controls panel to another open panel, such as the Participants list, press **F6**.
