WebEx Basics
Welcome to our Webinar!

Plug in your headphones and click YES to get started!

We’ll get started in just a minute!
Audio Issues – Headsets and Microphones...

- Check your cables and connections: are they secure?
- Check your volume controls on your headset and/or on your PC.
- If you have an extra headset (or can borrow one) that’s a good thing to check as well.
- Call WebEx Tech Support:
  - 1-866-229-3239
Menus and Buttons

Depending on what you’re doing, these items can also look like this...you just need to expand them.

Click the arrows or buttons to open them.
Full Screen Controls

Sometimes we will go to Full Screen when we are showing you a big document or a program...

And if we go fullscreen, these items can also look like this...

This button will take you out of Full Screen

Click on them to open them
Do Things Look Wrong?

- The screen will change while we’re moving things around on our end! Don’t worry about that!

You can always select this arrow and then RESTORE DEFAULTS to get back to the original setup.
Participants...and talk-back tools

- Raise Your Hand!
- Yes/No Poll
- Faster or Slower!
- Emoticons
- Polls
Chatting with the Host

Just type in your message and Send! Q&A also works this way!

Select the recipient in the drop-down menu labeled “Send to:”
Polls

And this is what one of our polls looks like!
Thanks...

For any other issues, call WebEx Tech Support:

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