
WebEx Basics



Welcome to our Webinar!

The screenshot displays the Cisco WebEx Training Center interface for a session titled "FCCS Test 2". The main content area shows the following details:


- Topic:** FCCS Test 2
- Host:** John Flynn
- Training session number:** 923 442 085

A dialog box titled "Join Integrated VoIP" is overlaid on the screen, asking: "Your Presenter has started an Integrated VoIP session. Do you want to participate?" with "Yes" and "No" buttons. A callout box points to the "Yes" button with the text: "Plug in your headphones and click YES to get started!"

The right-hand sidebar shows the "Participants" list:

- Panelists: 1
- John Flynn (Host)
- Attendees: 1
- Bob TestStudent

Below the participants list are icons for hand, checkmark, X, and a person icon, and a "Chat" section.



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

The screenshot shows a meeting interface with a 'Participants' window. The window title is 'Participants' and it shows '2 of 2 ready' and a 'Feedback' button. The participants list is as follows:

Name	Status	Feedback
Panelists: 1		
John Flynn (Host)	Ready	Feedback
Attendees: 1		
Bob TestStudent	Ready	Feedback

Below the participants list is a toolbar with several buttons: 'Mute', 'Pass Mic', and a '+ Person' button. Below the toolbar is a row of icons for interaction tools: a hand icon, a green checkmark, a red X, a bar chart, a hand with a lightning bolt, a yellow smiley face, and a bar chart with a red exclamation mark.

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:"

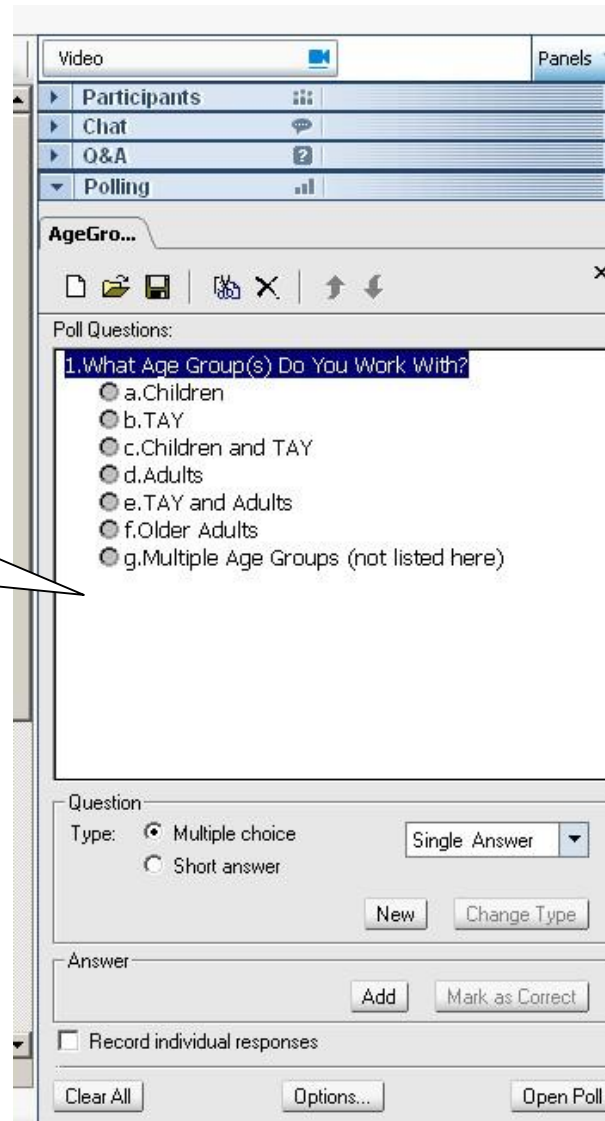


The image shows a screenshot of a chat window. The window title bar is labeled "Chat" and includes a speech bubble icon and a close button. The main area of the window is empty. At the bottom, there is a text input field with the placeholder text "Type chat message here...." and a "Send" button to its right. Below the input field is a "Send to:" label followed by a drop-down menu currently displaying "All Participants".



Polls

And this is what one of our polls looks like!



The screenshot shows a software interface with a sidebar on the left containing a 'Polling' section. The main window, titled 'AgeGro...', displays a poll question: '1. What Age Group(s) Do You Work With?'. Below the question are seven radio button options: 'a. Children', 'b. TAY', 'c. Children and TAY', 'd. Adults', 'e. TAY and Adults', 'f. Older Adults', and 'g. Multiple Age Groups (not listed here)'. The 'Question' section below the poll shows 'Type: Multiple choice' selected, with a 'Single Answer' dropdown menu. There are 'New' and 'Change Type' buttons. The 'Answer' section has 'Add' and 'Mark as Correct' buttons. At the bottom, there are 'Clear All', 'Options...', and 'Open Poll' buttons. A 'Record individual responses' checkbox is also present.



Thanks...

**For any other issues, call
WebEx Tech Support:**

1-866-229-3239

