

Quick Tips While Using WebEx

- Calling by phone tends to be the most reliable, unless using a mobile/cell in an unreliable area. If the latter, wifi (via computer audio) may be the best choice, but don't expect a perfect audio connection.
- Communicating verbally to the group requires one to unmute their virtual self. Figure 1.0 shows unmuting or unmuted as indicated by the grey background. Muting or muted is indicated by the red/orange colored background on the microphone as in Figure 1.1. Clicking on the microphone button allows you to speak to the group or mute yourself.

Figure 1.0 – Unmuted prompt and indicator allowing participant to speak.

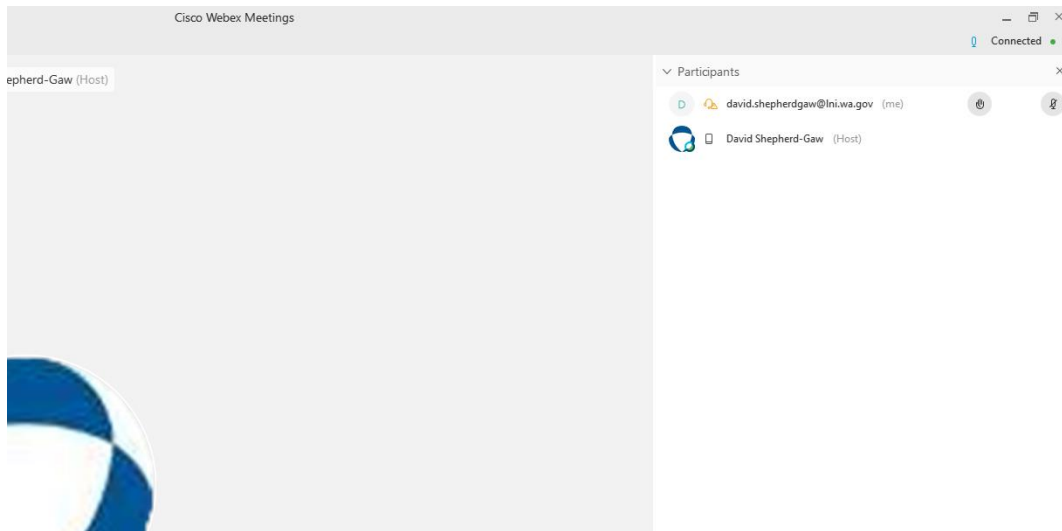
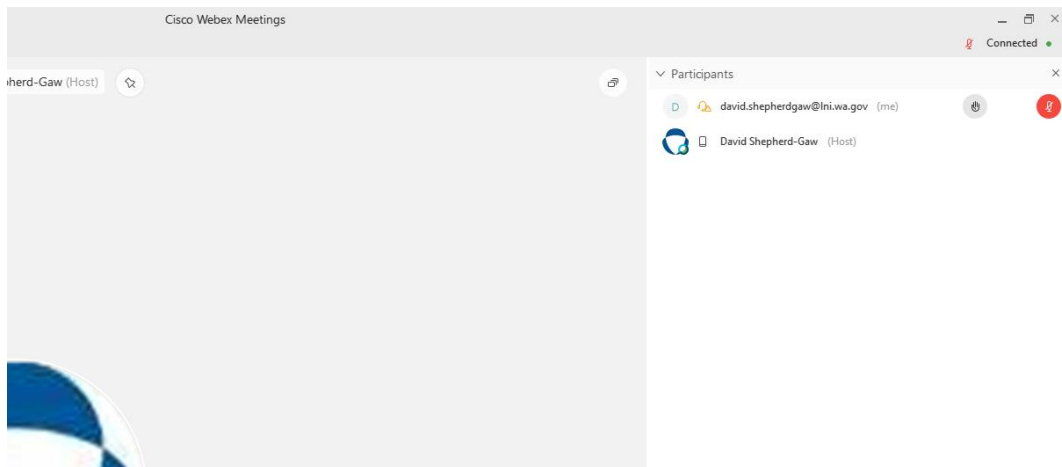


Figure 1.1 – Muted prompt and indicator preventing background noise and speaking.



- Communicating by typing or chatting to the group (everyone) or host and presenter, first click on the screen to show your controls (the circles at the bottom). In Figure 1.2,

we see the controls with the microphone indicator showing that we are muted, like we demonstrated in Figure 1.1 and the participant circle with a light blue background. The participant circle allows you to see everyone on the webinar, shown in the top right of all the Figures. To see and use the chat feature click on the call out or speech balloon circle (like in the comics). The right side of your screen will house the chat feature as shown in Figure 1.3 and the chat circle will have the light blue background.

Figure 1.2 – Control buttons or circles

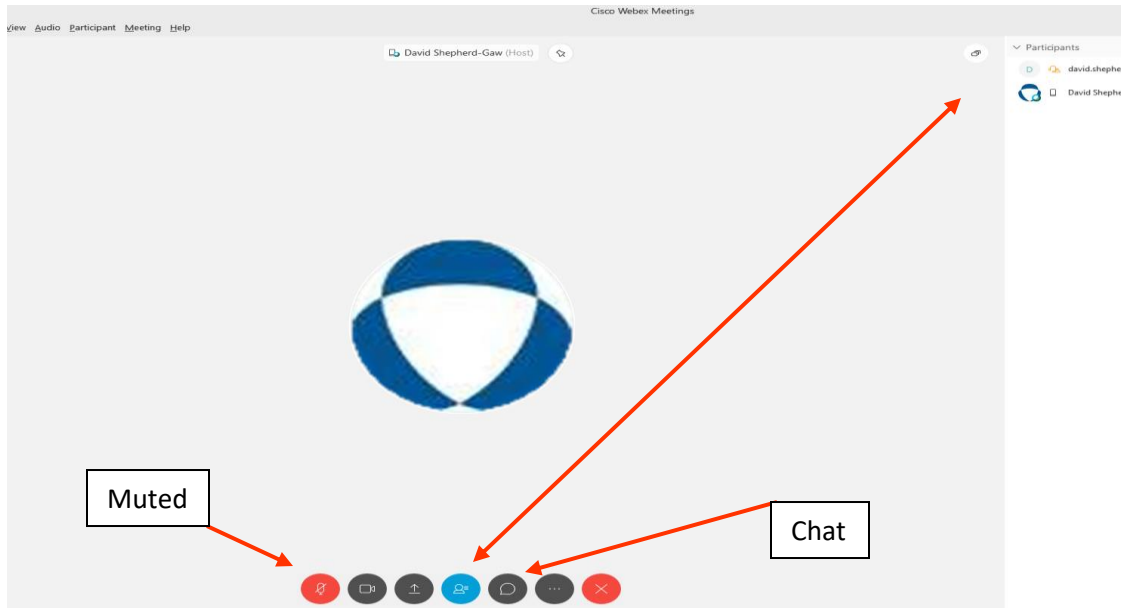


Figure 1.3 – Control buttons or circles with chat engaged or operational

