Cisco WebEx Events

Troubleshooting audio, meeting controls & other functions
This presentation will include the following:

- Troubleshooting Audio
- Meeting Controls
- Chat
- Raising Your Hand
If you are having audio issues, you can have the meeting call you on your phone.

1. At the top of the screen, select the Communicate tab, then → Audio Connection.

2. This will bring up a small screen as shown below. Enter your telephone number and then click Switch.
To send a chat message:
1. Open the Chat panel.
2. In the To: drop-down list, select the recipient of the message (Lara Klibansky is selected in this example).
3. Enter your message in the chat text box.
4. Depending on the operating system you use, follow this step: Windows: Click Send. Mac: Select enter on your keyboard.
5. Also, if you go to the participants panel and click on a participants name to highlight it, a chat bubble icon will appear, and their name will now appear in the “To:” field in the chat box.
6. You may have to hover over the bottom of the screen to make the icons appear.

To resize Chat box:
Hover over the chat box bar and a double-ended arrow will appear which will allow you to enlarge or minimize the size of the chat box.

Chat messages will appear here.
Type message here. Message will only go to the person or group selected in the To: box above.
Select message recipient: To select a person or group for a chat message, click the arrow to select a participant or group.
How to Raise your Hand:
Sometimes the host of the meeting will ask participants to "Raise their hand" to indicate their preferences or feedback on a question. This is done by clicking on the hand icon at the bottom right of the participants panel.

When you've been called on or to withdraw your request to speak lower your hand by clicking on the same button.