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# WebEx Basics



# Welcome to our Webinar!

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

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

A dialog box titled "Join Integrated VoIP" is displayed in the center, 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 side of the interface shows a "Participants" list with the following entries:

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

Below the participants list is a "Chat" section with various icons for interaction.



*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 list and a toolbar. The participants list is titled "Participants" and shows two participants: "John Flynn (Host)" and "Bob TestStudent". The toolbar contains several icons for interaction, including a hand, a checkmark, a red X, a bar chart, a hand with a lightning bolt, a smiley face, and a bar chart with a pencil.

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

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:"



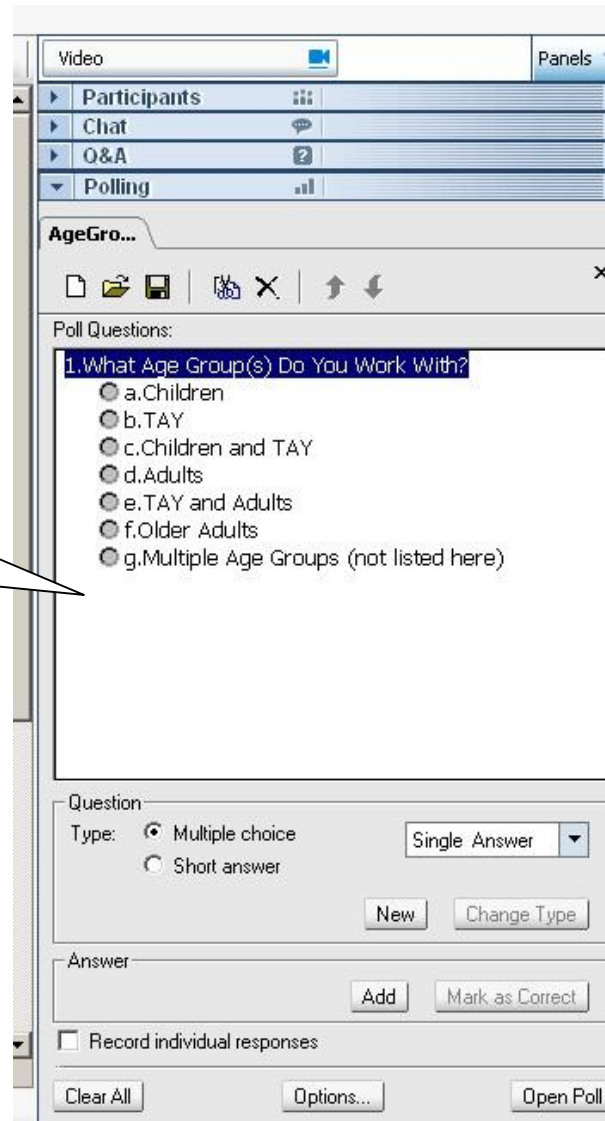
The image shows a screenshot of a chat window. The window title bar is labeled "Chat" and includes a speech bubble icon and a close button. The main area of the window is empty. At the bottom, there is a text input field with the placeholder text "Type chat message here...." and a "Send" button to its 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 displays a poll titled 'AgeGro...' with the following content:

Video [icon] Panels ▾

- Participants [icon]
- Chat [icon]
- O&A [icon]
- ▼ Polling [icon]

AgeGro... [close]

Poll Questions:

1. What Age Group(s) Do You Work With?

- a.Children
- b.TAY
- c.Children and TAY
- d.Adults
- e.TAY and Adults
- f.Older Adults
- g.Multiple Age Groups (not listed here)

Question

Type:  Multiple choice  Short answer [Single Answer ▾]

[New] [Change Type]

Answer

[Add] [Mark as Correct]

Record individual responses

[Clear All] [Options...] [Open Poll]



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**Thanks...**

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

**1-866-229-3239**

