

Purchase and Contract

Webex Meetings Tips and Tools

General Tools

Depending on permissions set for the Webex Meeting, these tools may be available at the bottom of your screen.

Unmute: Use this setting to mute or unmute your audio during the webinar. At certain times, the audio for participants may be muted by the host of the webinar.



Start video: Select this option to turn on your camera.

🗏 Unmute 🗸 🔯 Start video 🗸 💌 Share 💿 Record 🔞 🕼 … 🗙	
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Close Meeting: Select this option to leave the webinar.

Emoji's can be found by clicking the smiley face.



Chat Feature

The Chat feature can be found on bottom right side of your screen. You may need to click on "Chat" to open the chat window.

Mute all	Unmute all
	La Participants

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Messages can be sent privately to the host, presenter, or another webinar participant. When asking questions during the webinar, choose the "Everyone" option.

∨ Chat	×
from to everyone: 8:39 AM	^
Good Morning Everyone!	
from to everyone: 8:40 AM	
Good morning!	
from to everyone: 8:40 AM	
Good Morning	
Everyone	
(Host)	
(Presenter)	
Manual Manual Annual	
and the second sec	
To: Everyone	^
Enter chat message here	

Audio Connection Issues

To troubleshoot audio issues, select the "..." icon and then choose the "Switch audio" option.

You're using computer for audio	
외 Switch audio	
Video system	
Connect to a Video System	
Meeting options	
② Lock meeting	
දී Invite and remind	
<i>P</i> Copy meeting link	
🔠 Enable breakout sessions	
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Disconnecting and reconnecting audio will sometimes fix the issue.

Audio connection X
You're using computer for audio. (@)
Switch audio Image: Switch audio
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Audio connection ×
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Audio connection × Audio connection You're not connected to audio. Audio options Subse computer audio Connect Conne

Calling in to the meeting or selecting "Call me at" are other options.

Audio connection	×
You're not connected to audio.	
Audio options	
😢 Call me at 🔳 +1 Phone nu 🗸	
Connect to audio without pressing 1 on my phone	
ଏ Call in	

Leaving the Webex meeting and rejoining is another option when experiencing audio issues.