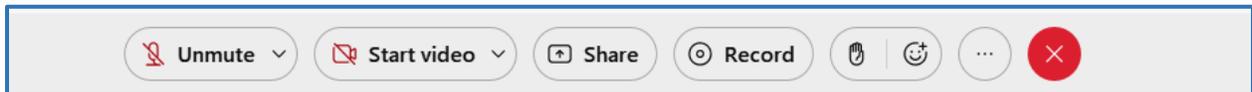


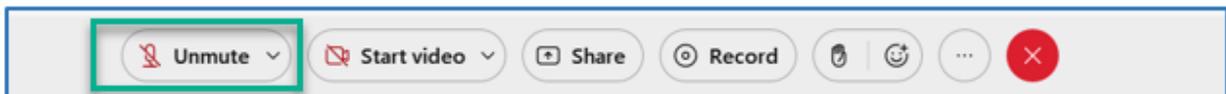
Webex Meetings Tips and Tools

General Tools

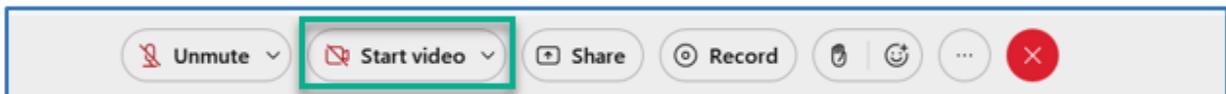
Depending on permissions set for the Webex Meeting, these tools may be available at the bottom of your screen.



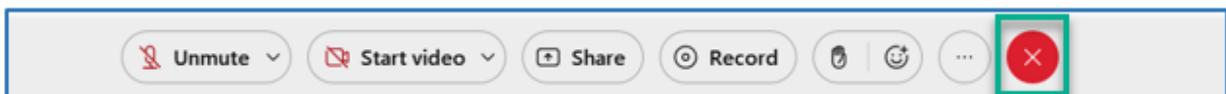
Unmute: Use this setting to mute or unmute your audio during the webinar. At certain times, the audio for participants may be muted by the host of the webinar.



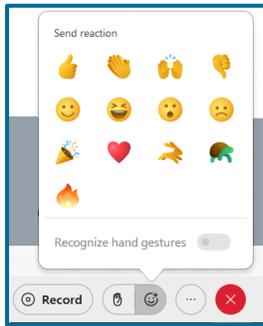
Start video: Select this option to turn on your camera.



Close Meeting: Select this option to leave the webinar.

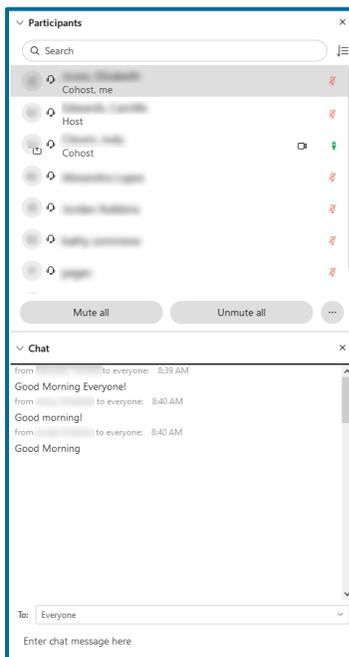


Emoji's can be found by clicking the smiley face.

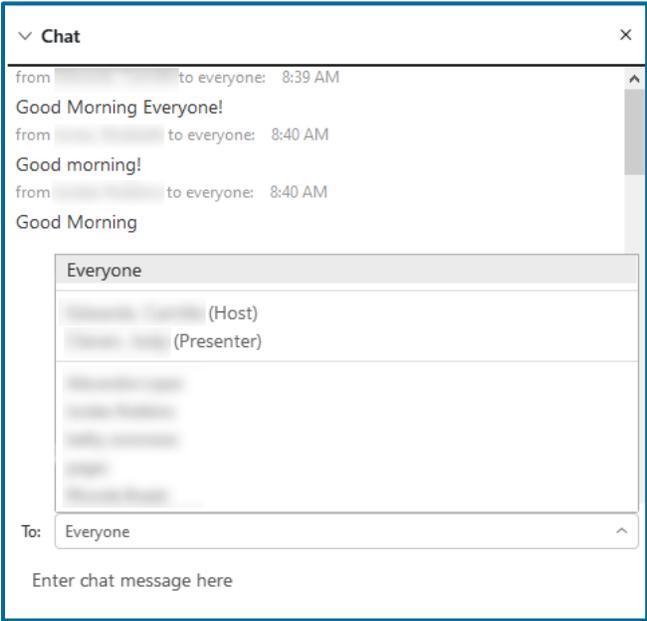


Chat Feature

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.

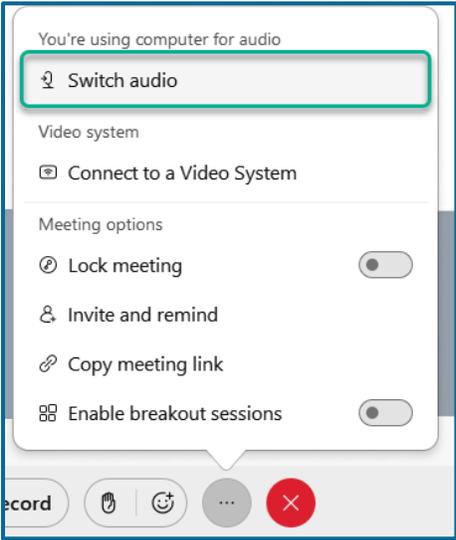


Messages can be sent privately to the host, presenter, or another webinar participant. When asking questions during the webinar, choose the "Everyone" option.

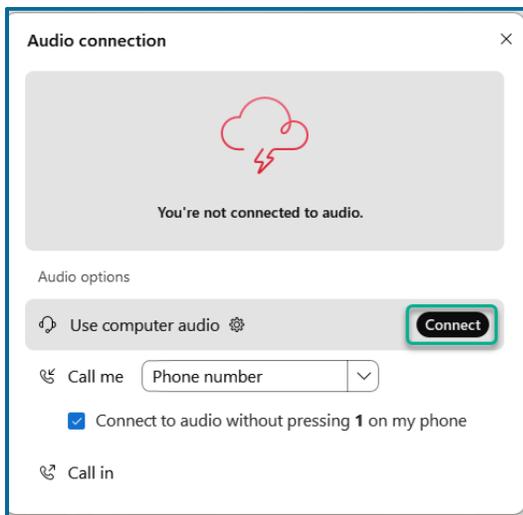
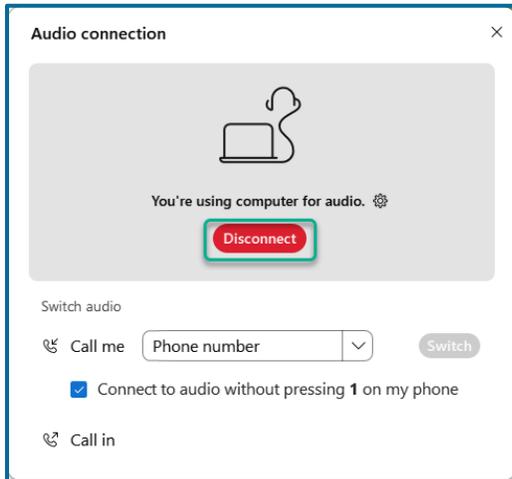


Audio Connection Issues

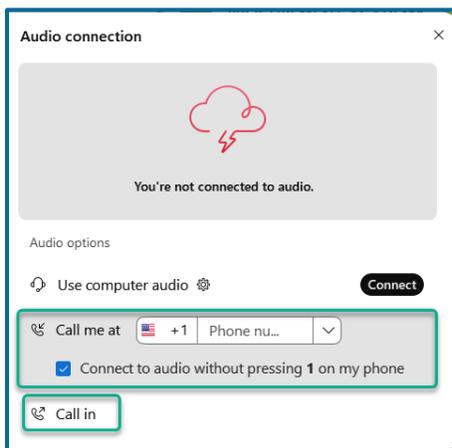
To troubleshoot audio issues, select the "..." icon and then choose the "Switch audio" option.



Disconnecting and reconnecting audio will sometimes fix the issue.



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



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