



Cisco

WebEx Events

Troubleshooting audio, meeting controls & other functions

This presentation will include the following:

- Troubleshooting Audio
- Meeting Controls
- Chat
- Raising Your Hand

TROUBLESHOOTING AUDIO

Audio Connection...
Speaker, Microphone, and Camera...

1

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.*

Audio Connection

You're using computer for audio. ⚙️

Disconnect

Switch audio

Call me at +1 252-808 Switch

Call in Switch

2

Participants (2)

Search

Panelist: 2

- Jane Doe Me
- Dana Gillikin Host

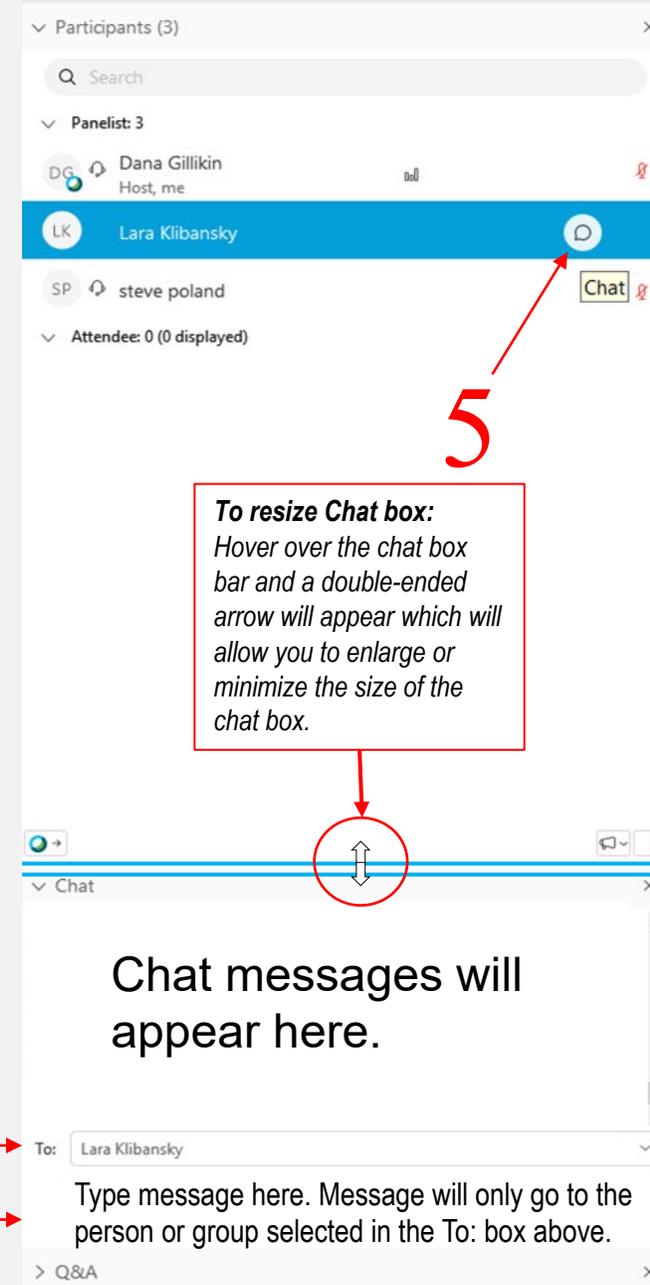
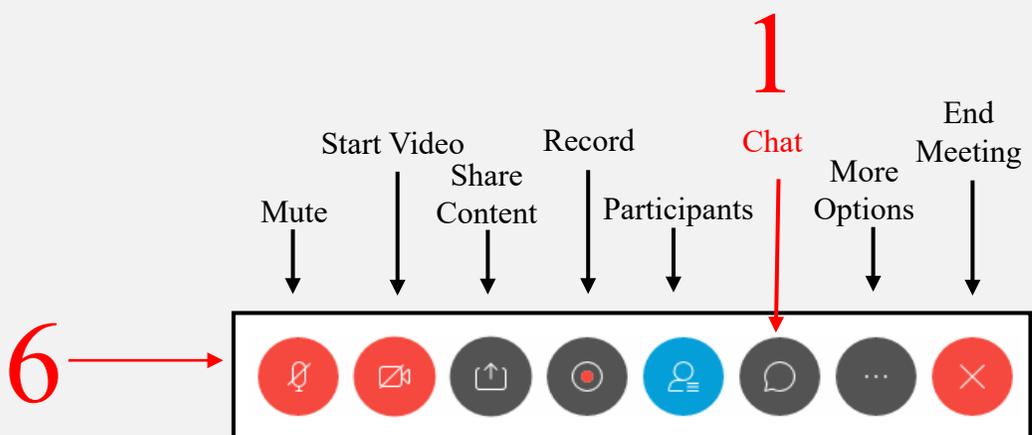
Attendee: 0 (0 displayed)

Q&A

MEETING CONTROLS & CHAT

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.



MEETING CONTROLS & CHAT

Jane Doe



Participants (2)

Search

Panelist: 2

- DG Dana Gillikin Host, me
- JD Jane Doe

Attendee: 0 (0 displayed)

Chat

Select message recipient:
To select a person or group for a chat message, click the arrow to select a participant or group

- Host
- Presenter
- Host & Presenter
- All Attendees
- All Panelists
- Jane Doe
- All Participants
- Select an Attendee...

To: Jane Doe

Enter chat message here

Q&A

RAISING YOUR HAND

Dana Gillikin (Host)



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.

Participants (2)

Search

Panelist: 2

- JD Jane Doe Me
- DG Dana Gillikin Host

Attendee: 0 (0 displayed)



> Q&A

Lower Hand



Dana Gillikin
Commission Office
Division of Marine Fisheries
NC Department of Environmental Quality

with special thanks to Rahatul Ashique of DAQ