# See the source imageWebEx Participant Quick Guide

# 

# Launch Audio:

After you join the meeting, there will be a drop down menu at the bottom center of the screen with a set of audio options. **CALL ME** works best and will avoid any long distance charges:

* **Call Me** – Enter a phone number, select Call Me. You will receive a call and may be prompted to press 1 to connect. This is the preferred method for users. Using the call me feature will avoid any long distance charges.
* **Call in**-Dial the phone number shown on your screen. When prompted, use your phone keypad to enter the access code, and the Attendee ID shown on your screen. You may be charged long distances fees.
* **Use Computer for Audio**- Choose this option to connect to audio using VoIP. To the right hand side, select the options for your speakers and microphone. If you use computer for audio you do NOT need to call in on your phone as this will cause feedback.

# How do I find the Global Dial In Numbers?

* Go to your calendar meeting invitation.
* Under the section to join by phone (audio only), click on the link next to “Additional call-in numbers”. You may be charged long distance fees.

# How do I turn my video camera off/on?

* By default, your video camera is turned on when you join a meeting.
* To turn off, click the video icon. When the icon turns red, your camera has been turned off.
* To turn camera back on, click the video icon. A dark gray video icon means your camera is on.

**How do I Mute Myself?**

* Click the Microphone icon in the meeting controls bar.

**Note:** If you hear feedback, you may be connected to your computers audio and your phone audio. Click mute to resolve this issue.

**How do I Raise my Hand?**

* From the participant panel, click on the hand image to the right of your name to “raise hand”. When the hand icon turns blue, your hand has been raised.

**Note:**

1. *Host and/or presenters cannot lower a participants hand once it is raised, the participant must lower their own hand.*
2. *Raised hands do not automatically go to the top of the participant list, and do not show in the order in which the hand was raised first.*

**How do I send a chat message?**

* Click the chat icon in the meeting controls bar.
* The chat panel will appear on the right hand side of the screen.
* By default, when sending a message, it will go to all participants. To send private messages to individual participants, select the dropdown labeled **To:** and choosing the participant's name

**How do I Vote in a Poll?**

* The presenter will create a poll, shown on the right hand of the screen.
* Depending on the answer type, select a multiple choice or type your short answer.
* Click **Submit.**

# How do I leave a meeting?

* Click **File** menu item in the upper left corner and select **Leave Meeting.**