

# WEBEX TIP SHEET: CONNECTIVITY

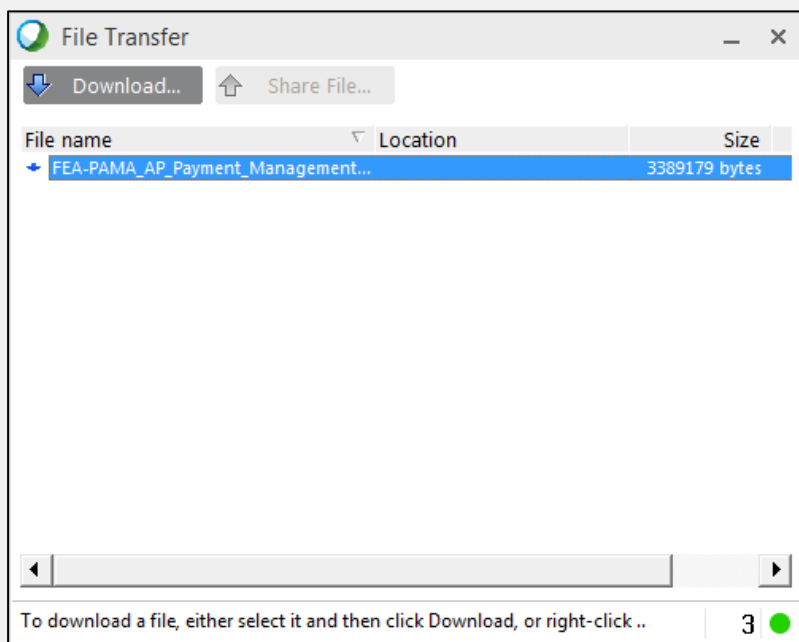


## TROUBLESHOOT AUDIO

1. Click **Audio** on the menu bar
2. Select **Integrated Voice Conference**
3. Click **Join Conference**

## STILL STUCK?

- Email [TrainingHelp@Blackbaud.com](mailto:TrainingHelp@Blackbaud.com)
- Call 800-443-9441 Option 3
- Chat <https://www.blackbaud.com/chat>

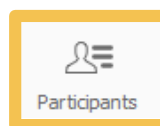
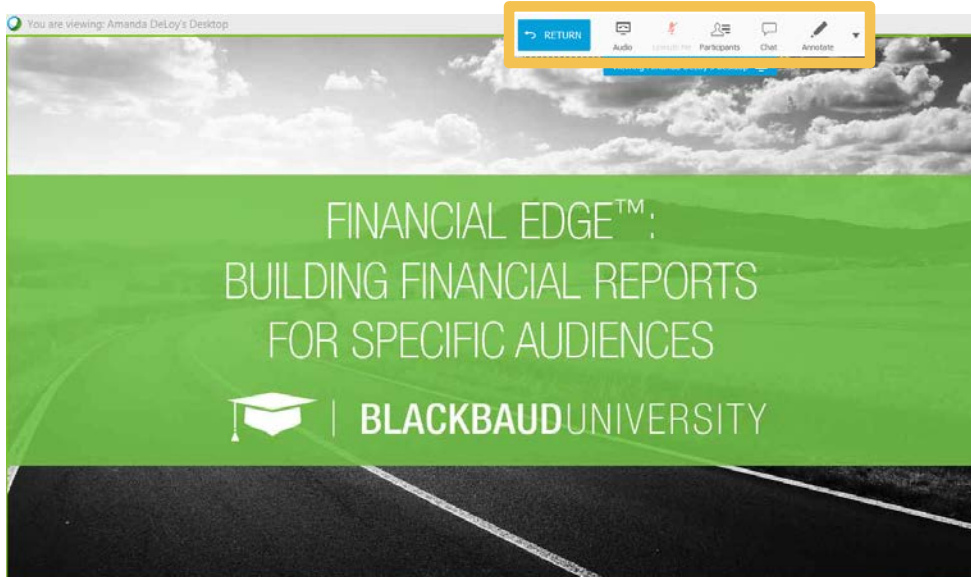


## FILE TRANSFER

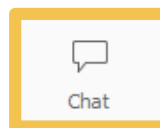
1. Click **File** on the menu bar
2. Select **Download**
3. Highlight the appropriate file
4. Click **Download**

TIP: Save the file to your desktop for easy access

## ACCESSING THE WEBEX TOOLBAR DURING SCREENSHARE



Displays  
Participants Panel



Displays  
Chat Tool

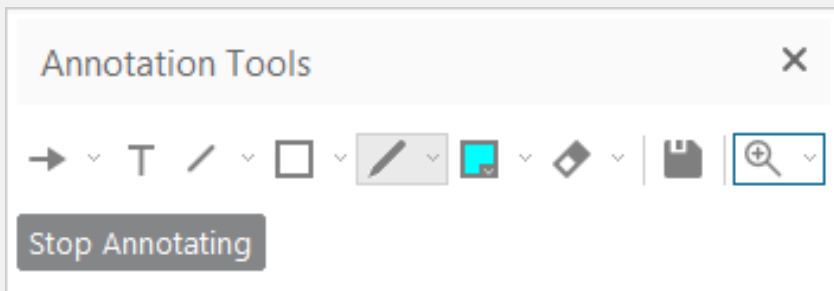


Displays  
Annotation Tools

# WEBEX TIP SHEET: INTERACTIVITY



## ANNOTATION TOOLS



 Claim your spot

 Type

 Draw

 Mark

**NOTE:** Be sure to click the screen after typing a response



## INTERACTIVE BUTTONS

 Raise your hand

 Respond Yes

 Respond No

 Show emotion

 Show you are away



## CHAT

**HOST** – Private message to the instructor

**ALL PARTICIPANTS** – Public message to the class

