WebEx Training Interface for Students

1. **File** – use “Leave Training Session” to exit the session and close WebEx Training
2. **Audio** – click “Speaker/Microphone Audio Test…” to ensure audio devices are working properly
3. **Participant** – Use “Mute” and “Unmute” if you have to speak or not (Only if lecturer has granted microphone privileges to students)
4. **Panelist** –Name(s) of lecturer/presenter/TA
5. **Attendee** – Names of those attending the session
6. **Interactive Feature**  
   a. **Raise Hand** – Beeps the lecturer and indicates your hand is raised  
   b. **Yes/No** – Use the check (yes) and x (no) to respond to general questions from the lecturer
7. **Chat –** Select “Send to” to choose who (Prof., TA, Presenter, etc) you want to message.