Quick Reference Card

**Menu Bar:**
Use the menu bar to access Training.

**Share Buttons:**
Click a share button to quick share that item (presenters only).

**Session Number, Teleconference Connected Indicators:**
Display the session number and indicates if you are connected to the teleconference.

**View Menu:**
Used to control your view of the presentation.

**Participant Panel:**
Contains the list of participants and feedback buttons.

**Tabs:**
If allowed, select which document, presentation, or whiteboard to view.

**Panel Buttons:**
Click to open a panel. Use the dropdown to find additional panels.

**Whiteboard/Presentation Area:**
Slides and documents will be displayed here.

**Annotation Tools:**
If enabled allows you to draw or type on documents, presentations, and whiteboards.

- **Use to place your pointer on the screen.**
- **Use to type text.**
- **Use to draw shapes.**
- **Use to highlight items, draw freehand shapes, and lines.**
- **Use to select the color of your annotations.**

**Connected, Secure Indicators:**
Indicate if you are connected to the network (session) and if the session is secure. All WebEx sessions are secure.
THE CHAT PANEL

Chat from other users appears here.

Send chat messages
1. Type message in the message box.
2. Select recipients.
3. Click Send.

Type chat here.

Click Send to send the message

Select who to send the chat to. Your choices will be limited based on the permissions the host has granted.

VIDEO PANEL

Sample Video

Floating the video panel gives you more control over your view.

FULL SCREEN

FLOAT VIDEO PANEL

Zoom

Freeze

SNAPSHOT