

Webex Troubleshooting and Interactive Panels

Troubleshooting Instructions

Webex Meeting Link

You received a Registration Approved email from Salesuse.edu <messenger@webex.com> when you registered for the class. You also received a reminder email approximately 24 hours before the start of the webinar.

From the registration email, or calendar invite, select “Join Webinar”. You could also select the “Join from the webinar link” that is below.

Registration approved for Webex webinar: Sales and Use Tax for Retailers



Salesuse Edu <messenger@webex.com> on behalf of Salesuse Edu <salesuse.edu@state.mn.us>
Required  Gideon Mirhalla (MNOR)



Your registration for this Webex webinar has been approved.

Wednesday, March 20, 2024

2:00 PM | (UTC-05:00) Central Time (US & Canada) | 2 hrs

Add to calendar Google · O365

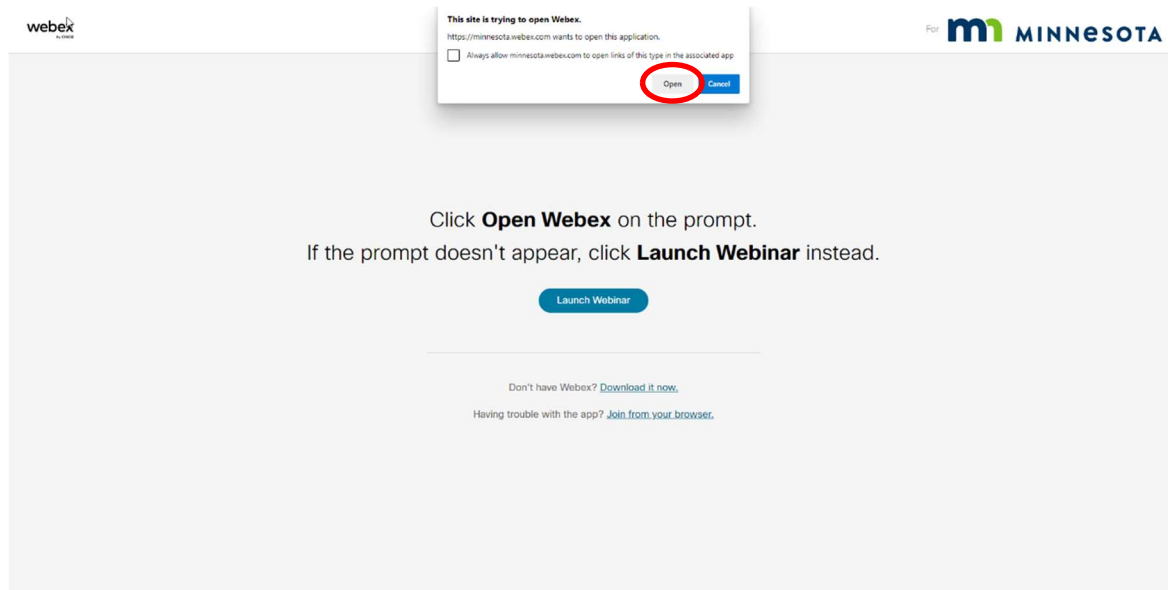
Join webinar

More ways to join:

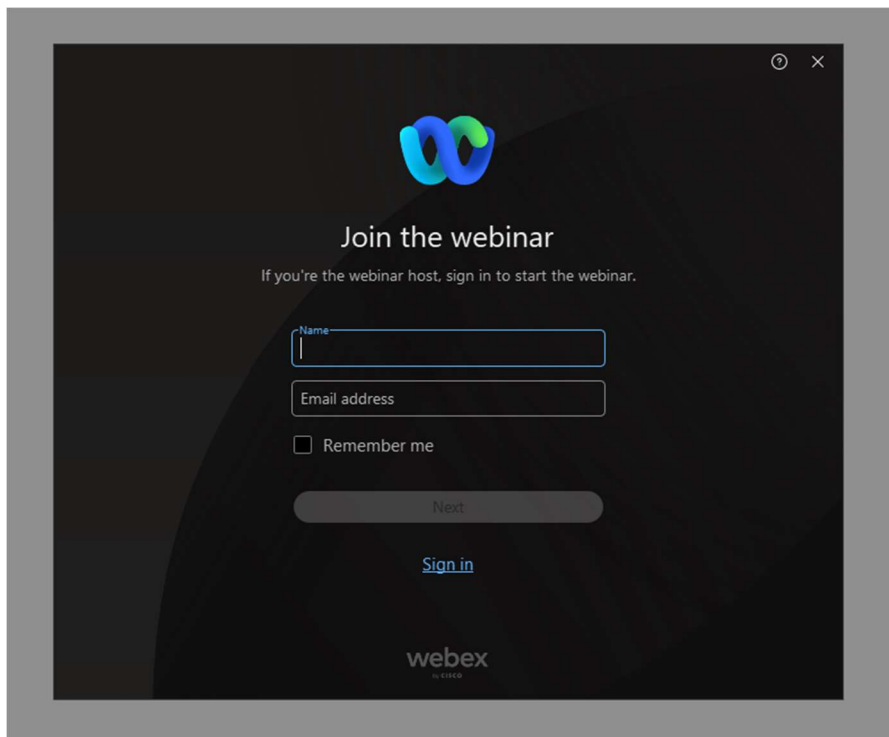
Join from the webinar link

<https://minnesota.webex.com/minnesota/j.php?MTID=m6325667e38d43cfb4d12af1b612f0d97>

This is what you will see:



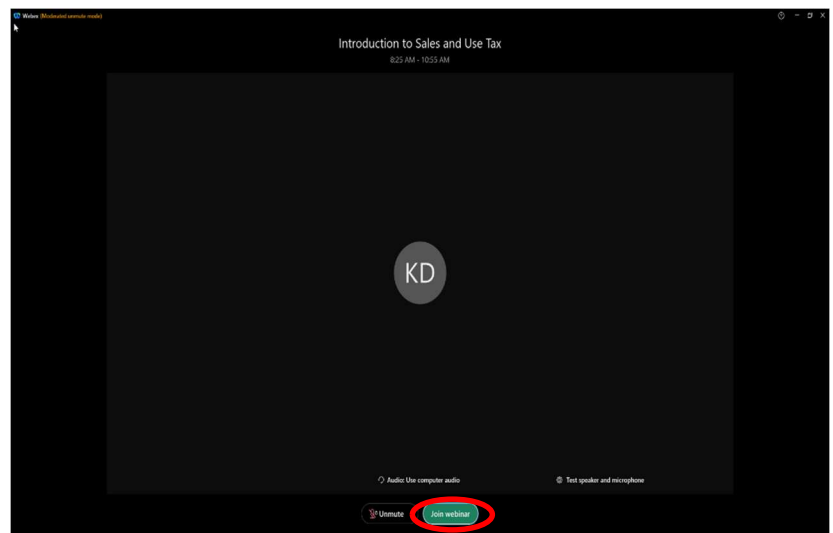
Here you can select “open” on the popup window or “Launch Webinar” below. We do not recommend that you download Webex unless you plan on using it often.



Once you are joined to the webinar, you will see this screen:

Enter your name and email address in the spaces provided. Then select “Sign in”.

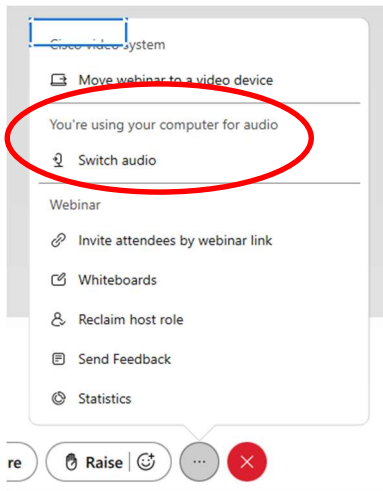
Next screen you will see is to the right. Your initials will appear in the middle of the screen. At the bottom of this screen, select “Join Webinar” and you will be connected to the webinar.



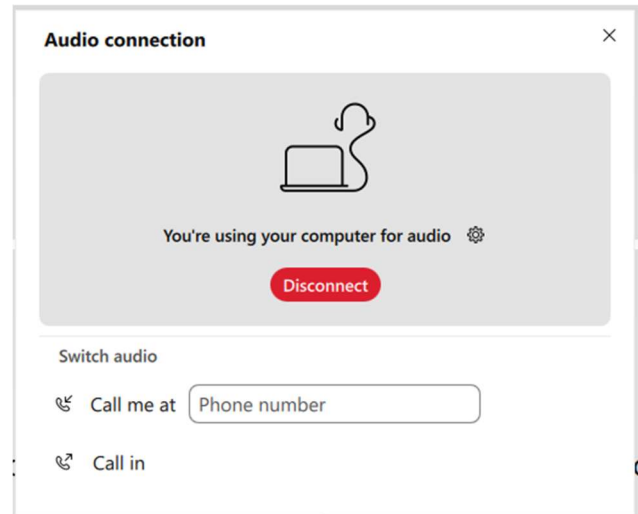
Audio Issues

If you have audio issues while connected via computer, please:

- Make sure your speakers are turned on
- Check the volume on the speakers
- Make sure your speakers are not on mute
- If you are listening through headphones, check the connection to the computer
- Try leaving the webinar and signing back in through the link in your email



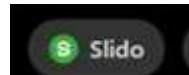
Verifying your audio connections: Select the ellipsis  along the bottom of the webinar screen to verify your audio settings.



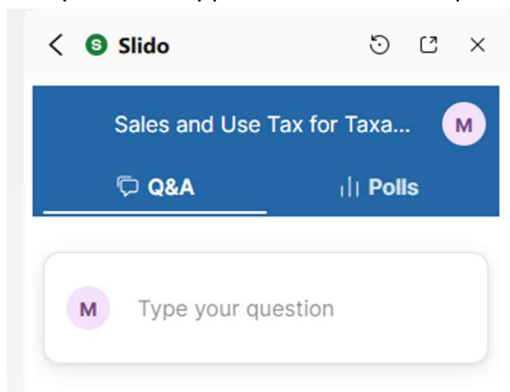
Review and verify your audio settings from this popup.

Questions and Answers (Q & A Panel)

Select the Slido icon along the bottom of your screen.



This panel will appear. Use the Q & A panel to ask questions throughout the class.



Polling Questions

We use the Polling Question interactive feature during some of our webinars. The poll panel automatically appears on your screen when the instructor opens it. If it does not appear, select the Slido icon along the bottom of your screen. You will see the question and the optional answers (multiple choice, true/false, or short answer).

The presenter opens the poll and allows roughly one minute to answer. They will close the poll, explain the answer, and share the poll results.



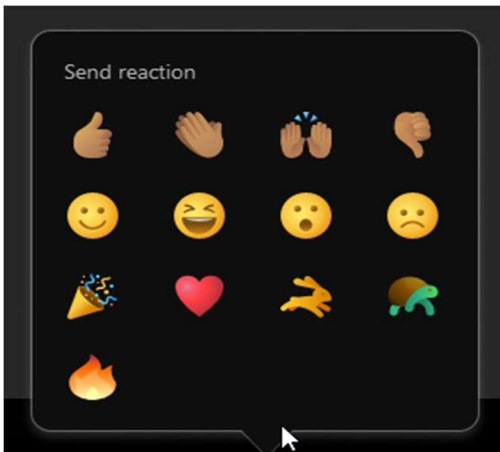
Other checks for understanding and interactive feedback

At the bottom of the Participants panel you should see this toolbar:



The presenter may ask you to raise your hand to check for understanding, you can simply select the hand button above. To put your hand down select the hand icon again.

If you select the smiley face with the plus sign, you will get more emojis. The rabbit indicates for us to speed up and the turtle indicates to slow down.



Once the presenter has moved on to the next topic, select the indicator again to turn it off.