



Webex Troubleshooting and Interactive Panels

Troubleshooting Instructions

Webex Meeting Link

Registration approved for Webex webinar: Introduction to Sales and Use Tax

 Erin Martin <messenger@webex.com> on behalf of Erin Martin <erin.martin@state.mn.us>
Required Dombrock, Kara (MDOR)

 Please respond.
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: America/Chicago.
This appointment conflicts with another one on your calendar.

You received a Registration Approved email from Erin Martin <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 click “Join Webinar”. You could also click the “Join from the webinar link” that is below.

Your registration for this Webex webinar has been approved.

Friday, August 12, 2022
8:25 AM | (UTC-05:00) Central Time (US & Canada) | 2 hrs 30 mins

Add to calendar Google · 0365

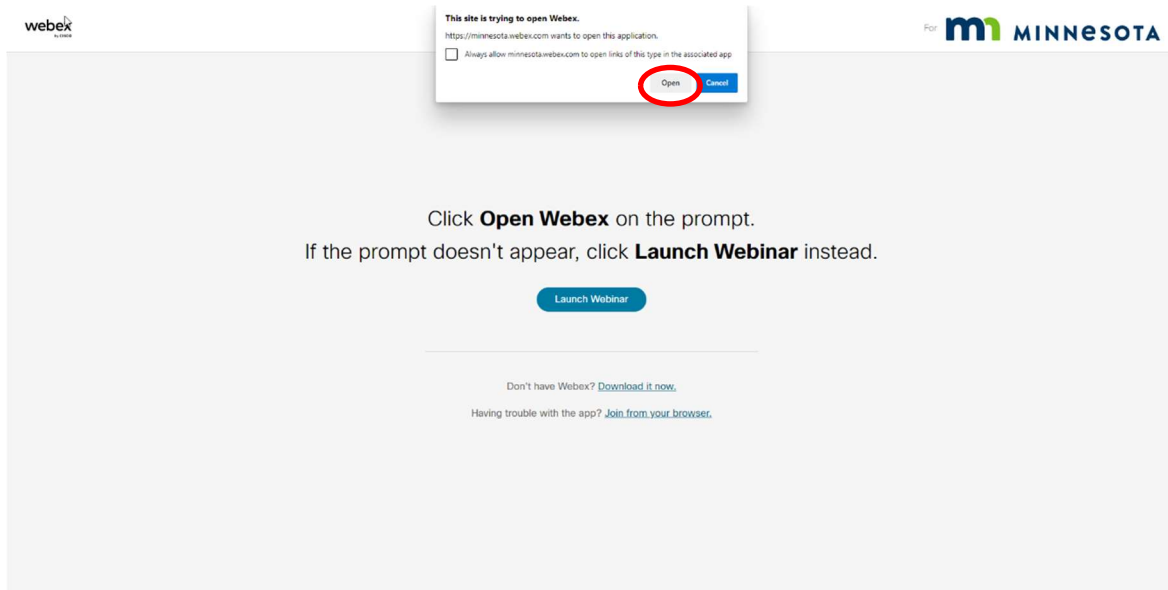


More ways to join:

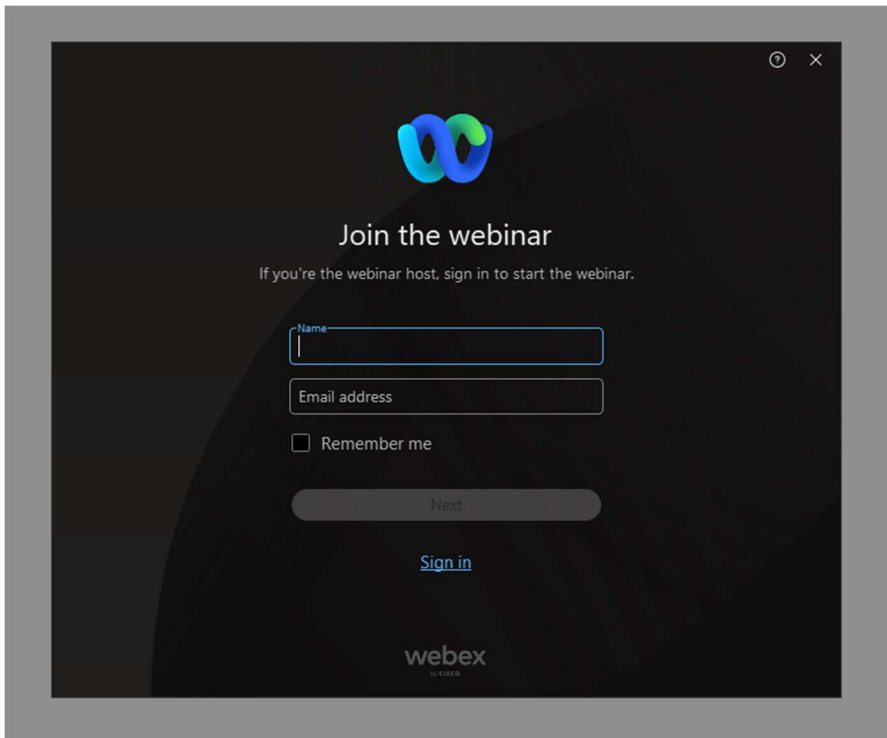
Join from the webinar link

<https://minnesota.webex.com/minnesota/j.php?MTID=mb10aa3b123d289c90700995ea5b71e05>

This is what you'll see:



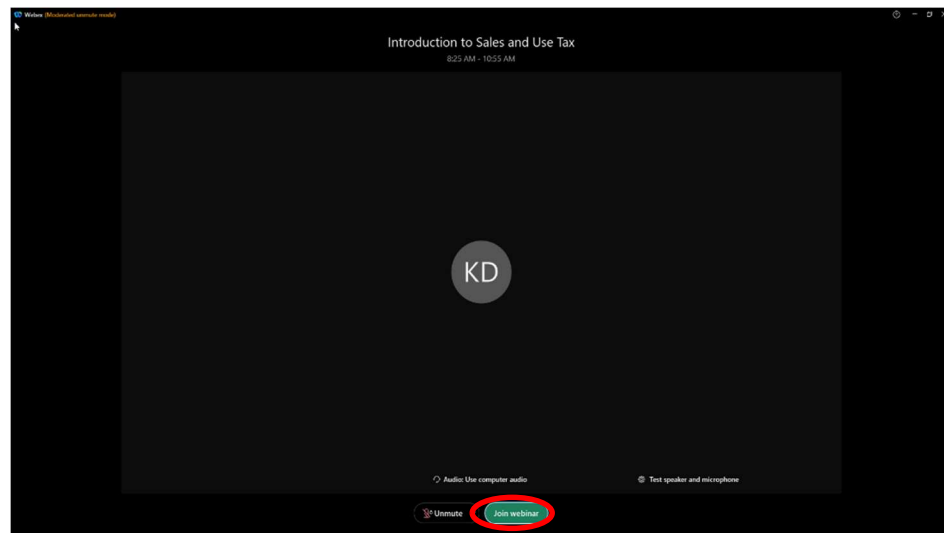
Here you can click “open” on the popup window or “Launch Webinar” below. We do not recommend that you download Webex unless you plan on using it often.



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

Enter your name and email address in the spaces provided. Then click "Sign in".

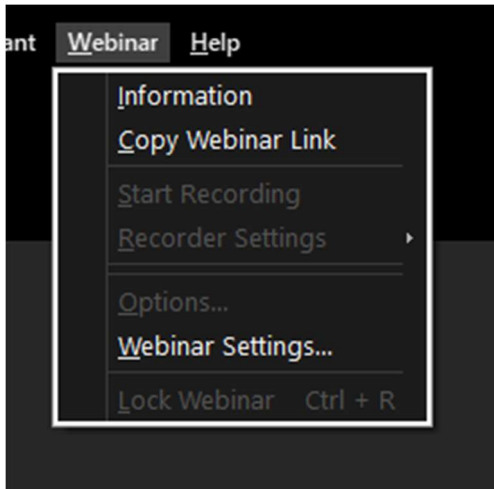
Next screen you will see is to the right. Your initials will appear in the middle of the screen. At the bottom of this screen, click "Join Webinar" and you will be connected to the webinar.



Audio Issues

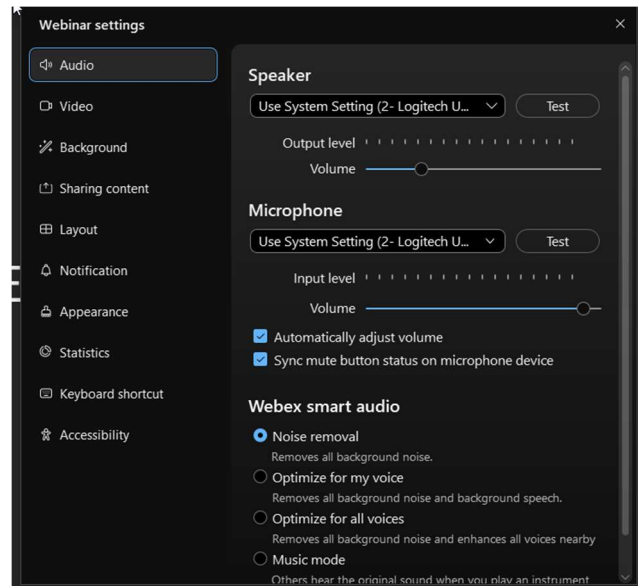
If you have audio issues while connected via computer, please:

- 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. Along the top of the webinar you will see “Webinar” click that for the drop down menu and choose “Webinar Settings”

Review and verify your audio settings from this popup.

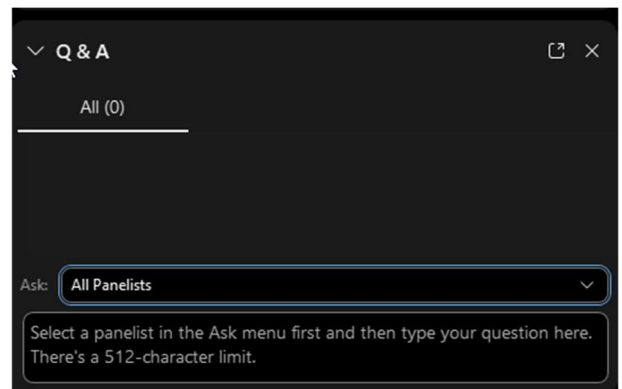


Questions and Answers (Q & A Panel)



Click the Q & A icon along the bottom of your screen.

This panel will appear. Use the Q & A panel to ask questions throughout the class. Be sure that you have it set to “All Panelists”.



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. You'll 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

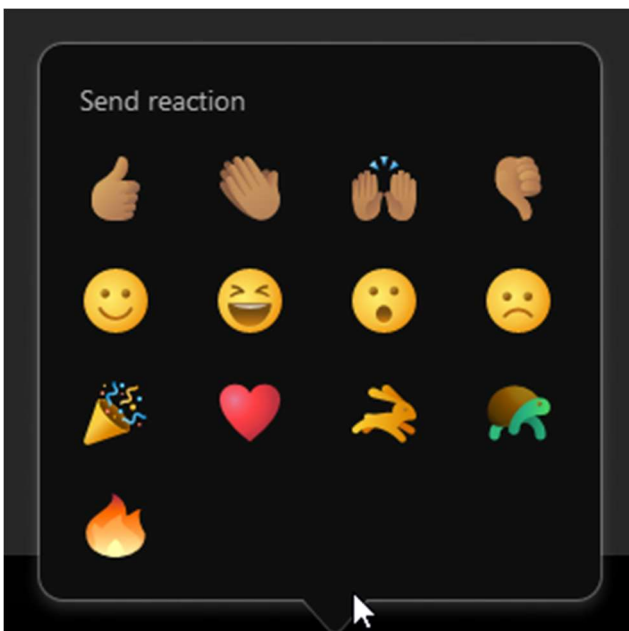
At the bottom of the Participants panel you should see this toolbar



The presenter may ask you to raise your hand to check for understanding, you can simply click the hand button above.

To put your hand down click the hand icon again.

If you click 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, simply click the indicator again to turn it off.