

NEOnet – Webex Quick Reference Guide

Selecting your Audio setup:

- When entering the WebEx system, you will be prompted to select your audio option. If you did not select your Audio while entering, click the phone icon and the system will prompt you again.



- To mute your audio setup regardless of your choice, you will select the microphone icon and it will turn red. (Note: After connecting, the phone icon will turn to the microphone icon). To unmute, simply select the microphone icon again.



Sound Quality:

- If you're not speaking, keep your phone or computer microphone muted to ensure other participants and the training leader can hear everything clearly. (See the note in 'Selecting your Audio setup')
- Using the chat function is an acceptable replacement for audio if you're concerned about your audio quality. The chat icon is highlighted below:



- Using the phone option to call in and using the integrated mute function on the phone can allow you to jump in and out of the conversation and keeping everyone's audio clear.

Screen Sharing:

- To share your screen, click the share screen icon as shown below.



- You will see a popup appear showing your sharing options; you can share the entire screen or just one of your applications. Hover over your choice and click 'Select'

