



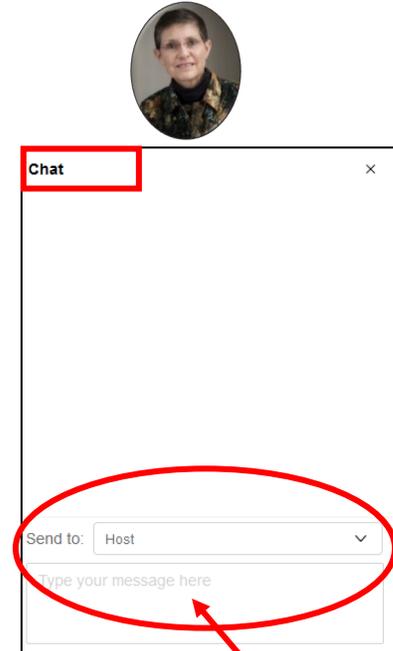
Web Ex Instructions

Using Chat and Polling Tools on Your Computer

***Note: depending on your computer, the screen shots shown in these directions could look slightly different. However, the basic steps are the same.**

Once you have joined the webinar, you will be taken to a screen that looks similar to the one below. You may watch the webinar and the presentation.

1. **Using chat:** The chat feature allows to ask questions and make comments during the presentation. Only the event hosts and presenters will be able to see your chats. The diagram below provides some information about how to use the chat feature.



If you do not see a chat box on the right-hand side of your screen, you can click this speech bubble icon to open the chat.

This is the chat box. You can type questions or comments here. Only the hosts and presenters can see your chats.

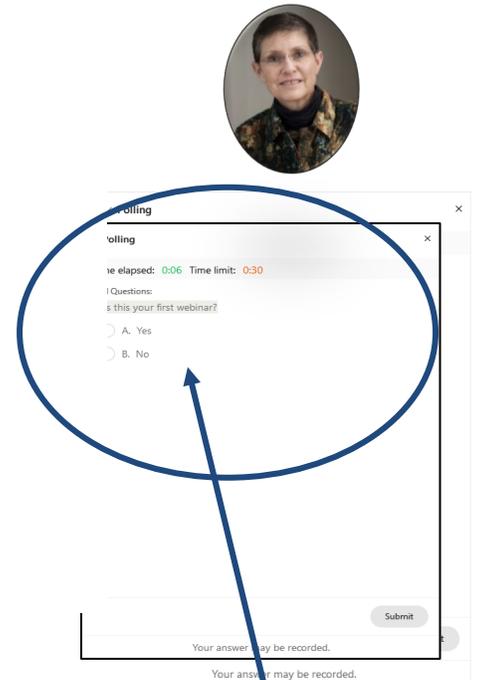
2. Responding to Poll Questions: Throughout the webinar, the presenters will ask questions that you can respond to. These questions help us gauge understanding and gather feedback. Webex calls these questions “Polls.” We encourage you to answer honestly - no one can view your answers except the presenters!

Webinar Enhancement Tool #3

Polls—Yes/No Questions

Is this your first webinar?

- 1. Yes**
- 2. No**



This is an example of what a poll can look like in the presenter’s slideshow.

A space for you to select your answer to the question will show up on the right-hand side of your screen.

▼ Polling ×

Time elapsed: 0:06 Time limit: 0:30

Poll Questions:

1. Is this your first webinar?

A. Yes

B. No

Submit

Your answer may be recorded.

Your answer choices will show up here

Click the bubble next the answer you want to choose.

Once you've selected your answer, be sure to click Submit.

Sometimes, polls will include more than one question.

Use the scroll bar to view and answer all questions before clicking Submit.

▼ Polling ×

Time elapsed: 0:07 Time limit: 7:00

Poll Questions:

1. Please check each of the following statements that are true. Because of today's webinar,

A. my knowledge of Montana statutes regarding wills has increased.

B. I know an action I should take regarding my will.

2. How would you rate today's presenters?

A. Excellent

B. Good

C. Average

D. Poor

E. Very Poor

3. What actions do you plan to take as a result of today's session.

type your answer here

4. Do you have any comments or suggestions to share with Marsha

Submit