# Web Ex Instructions
Using Chat and Polling Tools on a Smartphone

==*Note: depending on your smartphone, 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. This is the webinar. You can now watch the presentation.

1. **Using chat:** The chat feature allows to ask questions and comment 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.
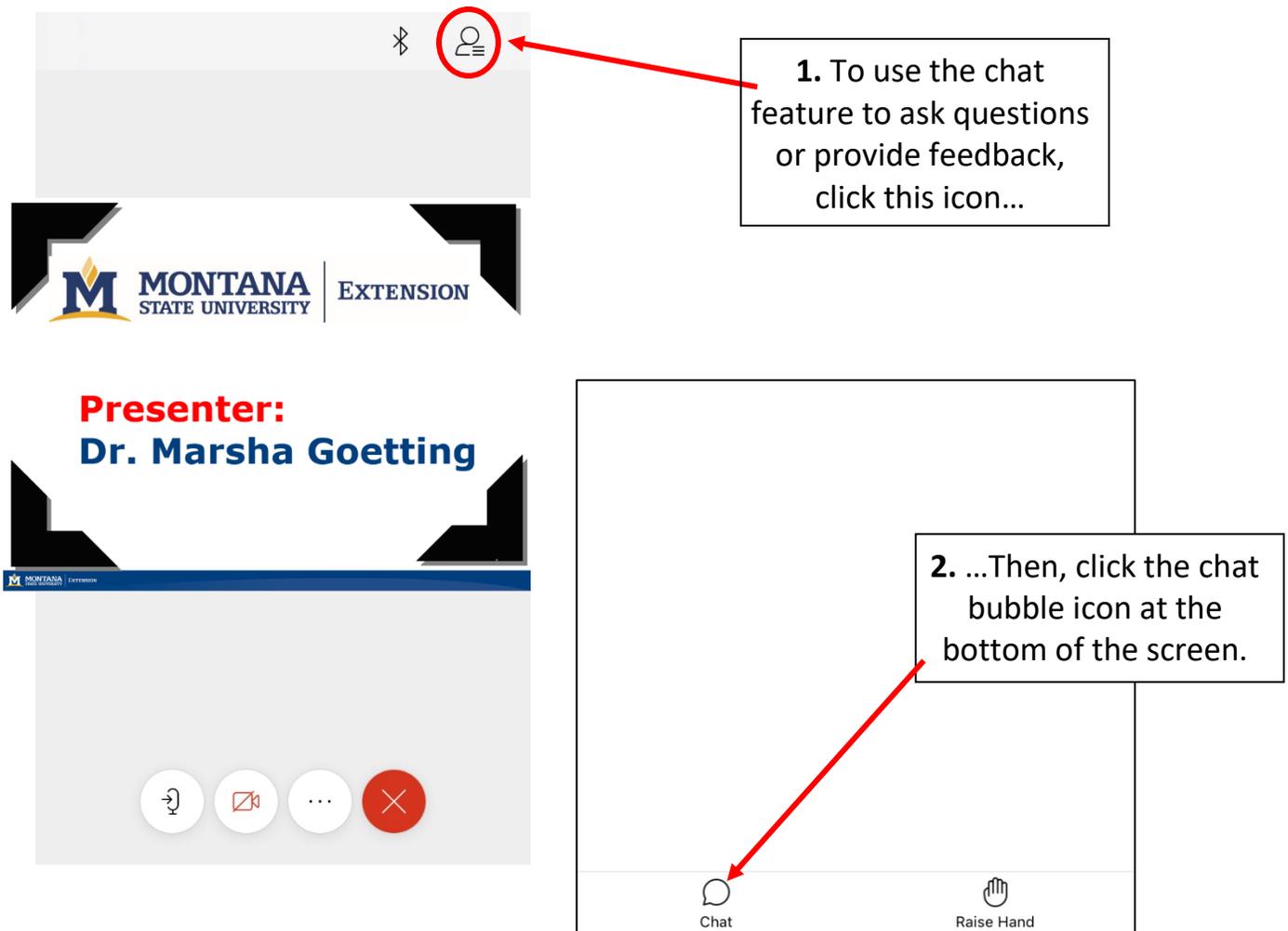
1. To use the chat feature to ask questions or provide feedback, click this icon…

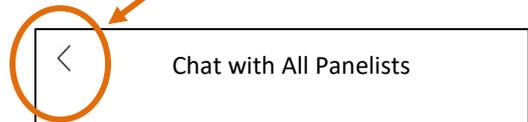**2.** …Then, click the chat bubble icon at the bottom of the screen.

Chat
Raise Hand

3a. After clicking this chat bubble...

Chat   Raise Hand
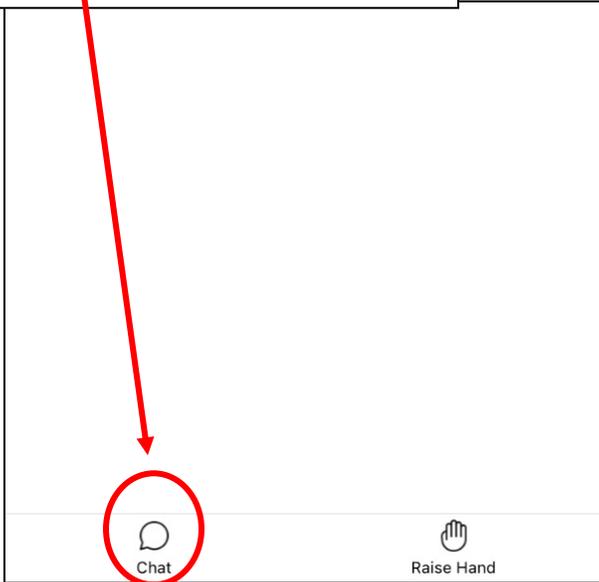
**3b.** If you are taken to a screen that looks similar to this one, click on "Chat with All Panelists."

Chat with All Panelists

Chat with All Attendees

Chat with Everyone

Chat   Raise Hand
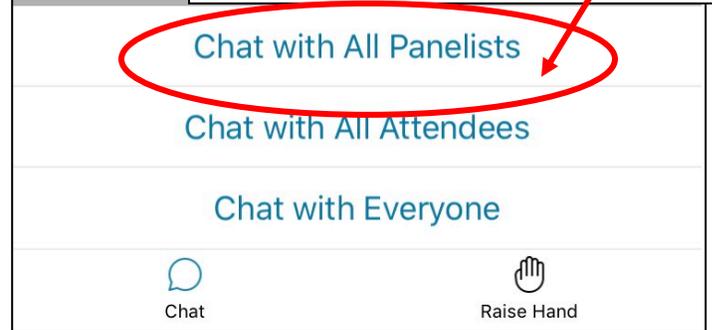
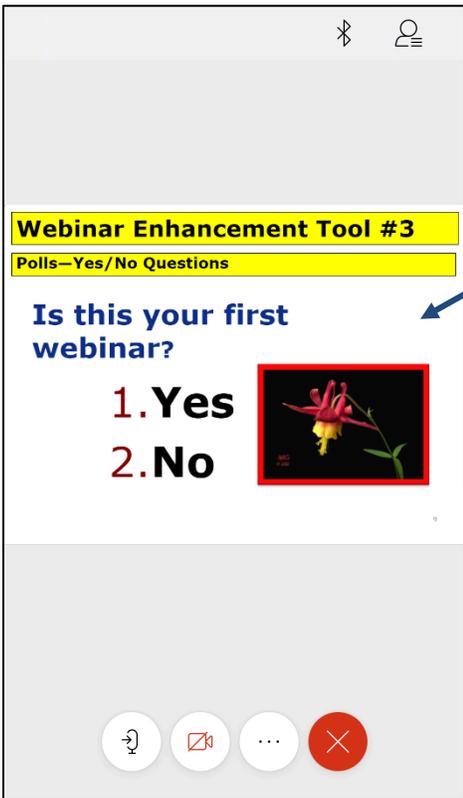*You can return to the presentation screen at any time by clicking this arrow in the top left-hand corner.

< Chat with All Panelists

< Chat with All Panelists

4. You will see a screen that looks similar to this one. To submit a question or comment, tap the space next to "Send"

Send

5. Now, use your keyboard to type in your question. Then click "Send."

Send

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M

123   space   return
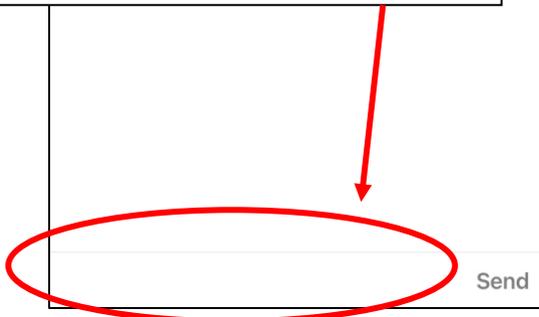
6. **Responding to Poll Questions:** Throughout the webinar, the presenters will ask questions you can respond to. These questions help the presenters gauge understanding and gather feedback. Webex calls these questions "Polls." We encourage you to answer honestly - no one can view your answers except the presenters!

**6a.** This is an example of what a poll can look like in the presenter's slideshow.

Webinar Enhancement Tool #3

Polls—Yes/No Questions

Is this your first webinar?

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

6b. If we open a poll, you may see this message. Click "OK" and you will be taken to the polling screen.

Then skip to Step 4.

Polling

The presenter opened a poll. Would you like to take the poll now?

Not Now   OK
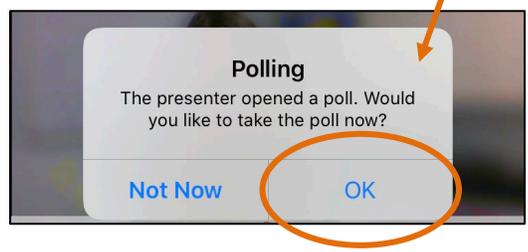
6c. If the presenter is using a poll, but you do not see a polling message pop up on the screen, click these three dots…
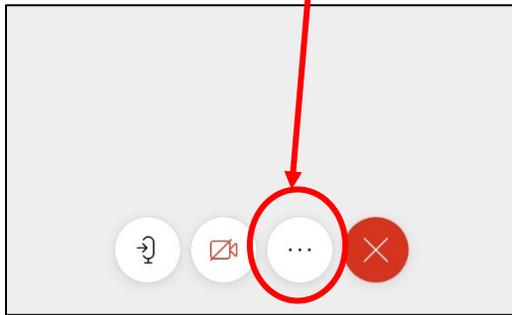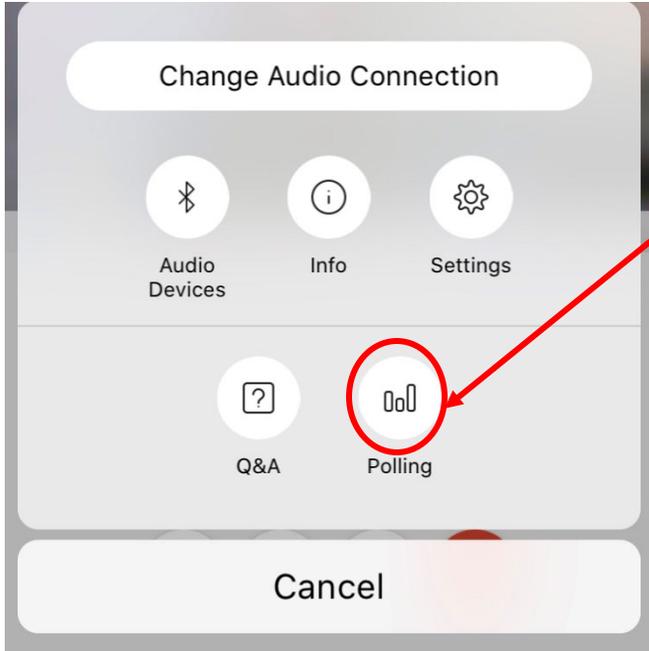
6d. After clicking the three dots in step 3a, you will be shown this screen. Click on the "Polling" button. You will be taken to the screen in Step 4a.

Change Audio Connection

Audio Devices

Info

Settings

Q&A

Polling

Cancel

6e. You will see a poll on a screen that looks similar to this.

Poll Questions   Submit

Remaining time: 00:22

1. Is this your first webinar?

A. Yes

B. No

6f. Click the bubble next the answer you want to choose.

6g. Once you have selected your answer, be sure to click "Submit."

6h. Sometimes, polls will include more than one question.

Remaining time: 06:15

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

6i. Make sure you scroll down to view and answer all questions before clicking Submit.