Instructions for Webex Meetings

- **Share Content in Webex Meetings**

  ![Webex Share Content](image)


- **Raise Your Hand in Webex Meetings**

  If you have a question or comment during a meeting or event and don’t want to interrupt, raise your hand. Raising your hand alerts the host and a raised hand icon appears in your video. A raised hand icon also appears in the Participants panel.

  - Click Participants and then click Raise hand 🟢 next to your name.
  - To lower your hand, click Lower hand 🟢 next to your name in the Participants panel.

- **How Do I Send a Chat Message?**

  To send a chat message:

  1. Open the Chat panel:

  ![Chat Panel](image)

  2. In the **Send to** or **To** drop-down list, select the recipient of the message.
  3. Enter your message in the chat text box, then press **Enter** on your keyboard.