



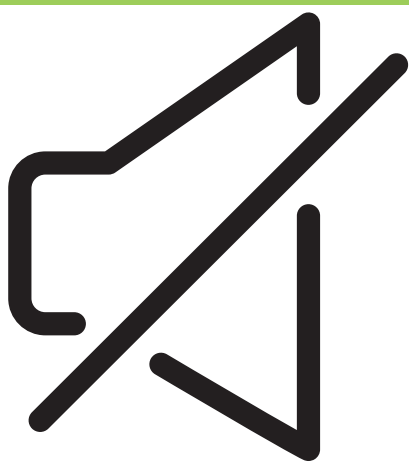
WEBEX BEST PRACTICES FOR VIDEO CONFERENCING

JOIN A MEETING

Join a meeting via an email invite by clicking on the link sent by the host. You may need to enter a meeting number or password which will be provided in the email. You can also join with a phone number provided in the invitation.



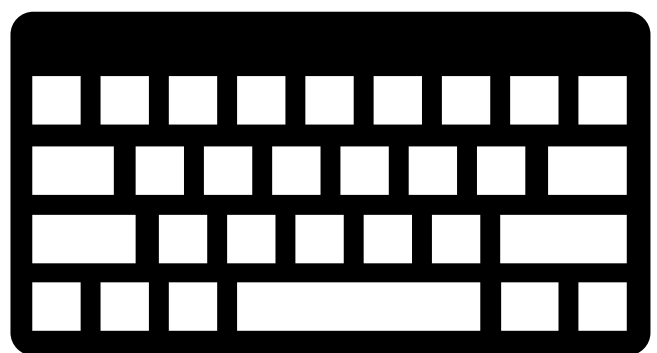
AUDIO & VIDEO



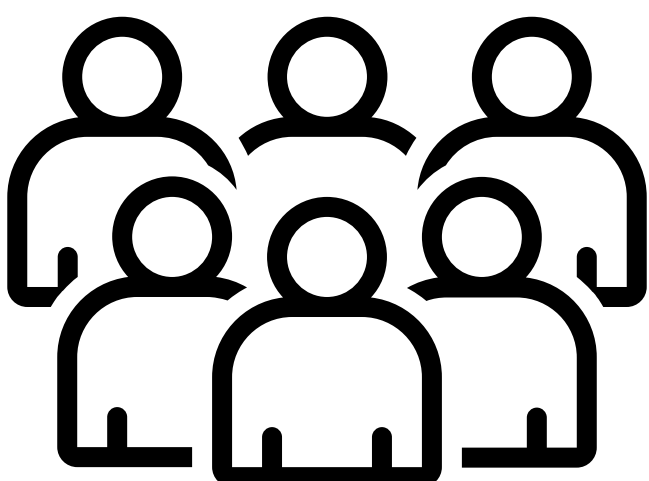
After you have joined the meeting, the option to join audio will pop up. Select "Use Computer for Audio." WebEx will automatically detect a video camera if you have one. Click "Start My Video." If you are not speaking or presenting, mute your audio.

RECORD MEETINGS

To record your meeting, press the record button in the bottom toolbar. You can also share your screen with the button to the left. It appears as a screen with an arrow pointing out.

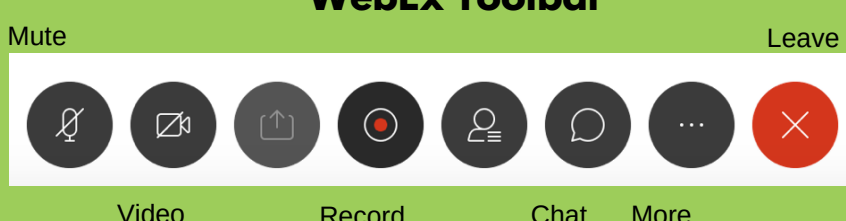


GALLERY VIEW



To view all participants, use gallery view. In the top right corner you will see various view options. Select the one that allows you to see multiple participants. Use the chat feature to send a message to everyone or a direct message to a single participant.

WebEx Toolbar

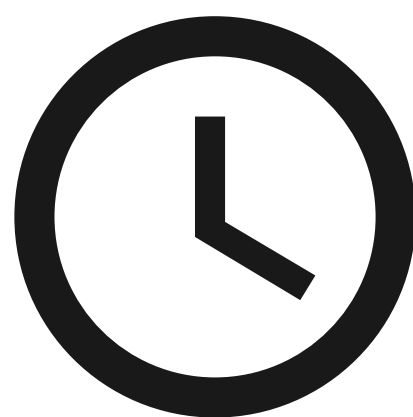




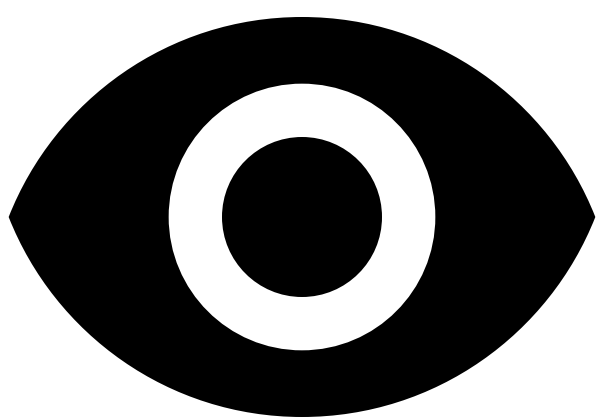
GENERAL PRACTICES FOR VIDEO CONFERENCING

BEFORE THE MEETING

Download software well before the meeting to ensure any updates are completed. View online guides on layout and features of software. Arrive early to test and ensure your video and audio. Check that lighting is adequate for you to be seen and your background is appropriate.



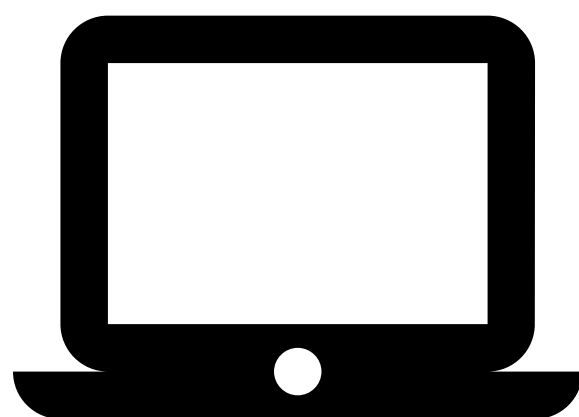
COMMUNICATE EFFECTIVELY



Speak directly into the microphone. Use headphones/earbuds if possible. Look directly into the camera as if you are looking directly at participants.

PROFESSIONALISM

Dress as if the event were in person. When speaking, start and continue as if everything is working. If something is wrong, someone will tell you quickly. Act natural but avoid excessive movement.



ETIQUETTE



Mute your mic when not speaking. In large groups, begin by stating your name. For example, "Hi, this is ___." Limit background noises. Check to see if there are dress code, speaking, or participation expectations or requirements from the host.

Additional Resources