



Webex Meeting Basics



TIPS AND TRICKS TO HELP YOU BECOME AN ONLINE MEETING PRO

CHOOSING YOUR LOCATION



Whenever possible, join a digital meeting from a space where you can limit background noise, and activity. Look for an isolated space. If possible, a room with a closed door is great!

CONSIDER BANDWIDTH LIMITATIONS



With multiple concurrent connections in your home, limiting other online activity during your call can make the experience smoother for everyone on your call.

UTILIZE HEADSETS/EARBUDS/AIRPODS, ETC.



Using a headset with a microphone will help reduce echo/feedback and helps you focus in on the conversation while life goes on around you.

TAKE ADVANTAGE OF MUTE/UNMUTE



When entering a meeting room and when you're not speaking, the best practice is to mute your mic. Remember, allow a moment of wait time for the speaker to unmute their mic before speaking.

CAMERA ON VS. CAMERA OFF



If you're experiencing a laggy/stuttering connection, consider turning off your webcam. Generally speaking, audio only digital meetups use less bandwidth and tend to make the call smoother for everyone.

IT'S OK TO DIAL IN



Sometimes, your best option is to use the Dial In number provided with meeting invites. Best practice is to announce who you are before speaking, because most Dial In participants show up as a phone number only (let people know who is talking).

PRACTICE, PRACTICE, PRACTICE



Utilize test calls to make sure your audio is working, your camera is working and the background view is what you want people to see, etc.