

Best practices for great online meetings

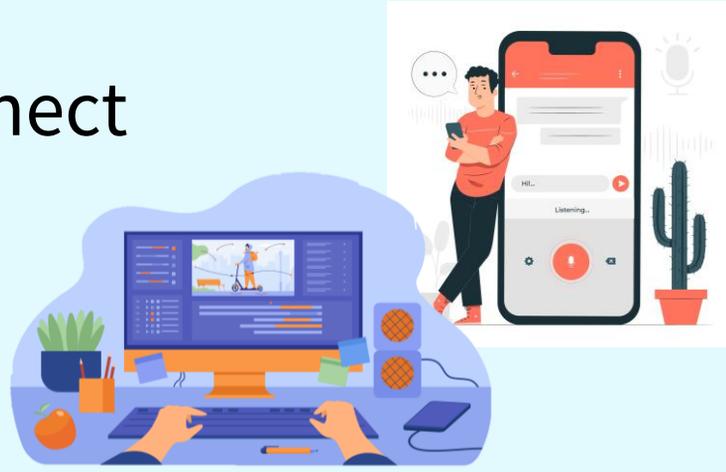


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Download and connect to Webex meetings from a desktop or a mobile device



1

Download the Webex Meetings application on every device. On your desktop – the Webex Meeting application is the fastest way to join a meeting. Download Webex at cs.co/get-webex-meeting

Mobile Device

2

Start a meeting

After opening and signing in to the Webex app, you can swipe left to **My Meetings** and tap **Start** on the meeting entry. To start an instant meeting, you can open the Webex app and tap **Start Meeting**.

3

Join a meeting

Once signed in, you can:

- swipe left to **My Meetings** and tap **Join** on the meeting entry
- Tap **Join Meeting**, enter the meeting number, Personal Room URL, or host's username, and then tap **Join**.
- If you don't have a Webex account, open the Webex app and tap **Join Meeting**. Enter the meeting number or host's Personal Room URL, enter your name and email, and then tap **Join**.
- From your calendar, tap **Join** on the meeting entry.

4

Connect to audio conference

For more information on how to connect to audio and video on desktop, mobile device, or web, please visit: <https://help.webex.com/en-us/article/ela6i8/Choose-your-audio-and-video-settings-before-you-join-a-meeting-or-webinar>

Desktop

2

Start a meeting

After opening the Webex app, you can select **Start a Meeting** or to start a meeting that you scheduled, select the **Start** button next to the meeting name under **Upcoming Meetings**.

3

Join a meeting

- In the Webex app, in the **Join a Meeting** field, you can enter a meeting number, a meeting link, a video address, or the host's Personal Room ID and press **Enter** to join.
- From a calendar or email invite, click Join meeting. Click **Open Webex** if you're prompted to do so. Otherwise, click **Launch meeting**.
- Enter your name as you want it to appear in the meeting. You can **Sign in** or **Join as a guest**.
- If prompted, enter the meeting password that's in your email invitation and click **Continue**.



Tips for staying connected with Webex



1

Download the Webex Meetings application on every device. On your desktop – the Webex Meeting application is the fastest way to join a meeting. Download Webex at cs.co/get-webex-meeting

2

Shift your schedule! Most people join their meetings on the hour, or 30-minute increments. You can get a faster join experience by joining 5 minutes early or even better yet – schedule meetings on the 15th or 45th minute of the hour.

3

Close background applications. Even if you're not using them, applications on your device are using precious resources. Before your meeting, close any applications and browser sessions that you are not using for the best experience.

4

Turn off VPN. Your employer may have provided you with a VPN (virtual private network) service that allows you to use the company network while working remotely. Often, VPN can limit the bandwidth available to Webex. You can use Webex Meetings outside of VPN for the best experience.

5

Reduce simultaneous streaming activities. We all love a binge-worthy TV series! But, if you're joining a meeting and your family is also home, ask them to hold off on that next episode of their favorite show until your meeting is over. Wherever possible, consider downloading shows for off-line watching to save valuable bandwidth during your work hours.

6

Hardwire your workstation.

Depending on your location and how many people are using the same Wi-Fi around you - you may see slower speeds on Wi-Fi than on a wired ethernet connection to your workstation.

7

Run a speed test! Not sure if your Wi-Fi can handle the call? Use the health checker feature at the top righthand corner of your Webex Meetings app (Supported from Webex Meeting version 39.5 for Windows and 39.8 for Mac OS and later). You can also use any internet-based speed test to better understand your connection speeds.

8

Share content before a call.

Sending files before a meeting or sharing a link to the file rather than sharing your screen saves valuable bandwidth - so you can save your connection for great audio and video experience.

9

Choose audio over video. When your connection quality is low, your collaboration experience gets worse. Webex will suggest or automatically lower your resolution and may eventually turn off your video. You can also do this at any time.

10

Switch to call in audio. If your internet audio and video experience or call me/call back does not work, you can keep collaborating. Call in using the dial-in numbers in your meeting invitation to join via your cell phone or landline. If the primary phone number that is provided is temporarily unavailable, the invite includes a long list of other global log-in numbers you can try.

How to move participants to the stage



1

To move someone to the stage, drag their video thumbnail to it. You can also hover over a participant's video and click **More**  > **Move to stage** or right click their name in the participant's panel and select **Move to Stage**. If you don't see the video thumbnail of the person that you want to add, click **Next page** or **Previous page** to find them.

2

To show or hide the active speaker from the stage, select **Layout** , and then toggle **Show active speaker in stage** on or off. On desktop, you can also set this when you're not in a meeting. Click **Settings** on the **navigation sidebar**, select **Meetings > Layout**, and check **Always show the active speaker during content sharing**.

3

To remove someone from the stage, click **Remove from stage**  on their video.

4

(Optional) If you have multiple people on the stage and want to reorder them, you can:

- Drag the video of the participant to the location that you want.
- Select **More > Prioritize video order** in the video of the participant that you want to move.



How to share content in a meeting



- 1 During a meeting, click Share content .

Note: if the host or cohost turns off content sharing, you can share only when the host or cohost makes you the presenter.
- 2 Choose whether to share your:

 - **Screen:** share your entire screen, including all open windows and applications.
 - **Application:** share a specific app or window.
 - Hold shift to select and share multiple applications at once or select **Share all windows from an application**.
 - **File:** share a supported file (.doc, .pdf, .ppt, .xls).
 - File sharing isn't available in breakout sessions or end-to-end encrypted meetings.
- 3 When you're sharing content with video or audio, you should check these options:

 - **Automatically Optimize**— chooses the best optimization for your content type.
 - **Optimize for text and images**— displays text and images in your shared content at the highest resolution and clarity possible.
 - **Optimize for motion and video**— the video plays back much more smoothly.
- 4 While you're sharing, you can do the following:

 - Move between pages or applications, zoom in/out, or in a file you can enter a page number to jump to it.
 - You can preview/verify what you are sharing at the top of the screen
 - You can use the floating controls to mute/unmute, start/stop video, or switch to content without stopping the share.
 - **More sharing controls > Hide webex controls and panels**
 - **More sharing controls > Annotate** to mark-up a shared screen during a meeting
 - **Pause** to pause sharing your content and **Resume** to resume sharing your content.
- 6 Click **Stop sharing** when you finish presenting the file.

General tips for a great presentation



1

Before the Meeting:

- Check your tech: Check audio/video, internet stability, etc.
- Prepare your materials: Open the appropriate documents ahead of time
- Set up your space: Find a quiet environment with good lighting and no distractions
- Dress appropriately

2

During the Meeting:

- Mute your mic unless speaking
- Use the reactions button to engage in conversation or raise your hand to speak
- Move participants to the stage to focus on the speaker
- Speak to the camera
- Sharing content: share specific applications/windows rather than your entire screen for privacy
- Mute notifications
- Avoid multitasking
- Follow the meeting agenda

