

## Before your meeting:

- Download WebEx app on your device. Download WebEx at: [cs.co/get-webex-meetings](https://cs.co/get-webex-meetings)
- Close background applications that you will not need during the meeting
- Turn off VPN, it can limit bandwidth
- Reduce simultaneous streaming activities
- Have content ready to share.
- Choose audio over video if you have bandwidth issues
- Switch to call-in audio – dial in if VOIP is slow
- Be aware of your surroundings. Pay attention to the noise around you. Close your office door or wear headsets in open areas.
- Be aware of your background. Check your camera angle to ensure it is pointing at you and no personal items you do not want seen are in view.
- Dress appropriately. You are on camera. Please maintain a professional appearance.

## During your meeting:

- Please *mute* yourself if you are not presenting.
- Make frequent eye contact with the camera
- If joining from a notebook, remember mics are sensitive and participants may hear you typing.
- Avoid eating or chewing gum.
- Keep side conversation to a minimum, if any.
- Be punctual. Start your meeting early so you have audio and video set up and content ready before your participants join.
- Be sure to introduce yourself. This is especially important if you are not on video. Do not assume participants will recognize your voice.
- Be sure to have everyone introduce themselves before the meeting begins just as they would in person.
- Be aware of your movements as they can be distracting when you are on video.
- Don't interrupt other speakers. It is very difficult to decipher multiple voices. Be sure to speak clearly and slowly. Hold your response until the other person has completed the question.