

## **WebEx Etiquette**

### **Host**

- Create an agenda and follow it.
- Send electronic copies of content before the meeting.
- Start the meeting 15 minutes early and allow participants to join at least 5 minutes early so they can resolve any issues they have before the meeting starts.
- Once you open the meeting, it is helpful to have a slide displayed that shows the meeting name, date & time, agenda and audio information.
- Introduce participants when possible.
- If using video, limit your movements and look into the camera. Make frequent eye contact. Also, make sure the area behind you is organized.
- If you have participants using their phone to join a meeting, reach out to them often so as to keep them involved in the meeting.
- Start and end the meeting on time.
- At the end of the meeting thank the participants for joining.

### **Participant**

- Mute your microphone until you need to speak.
- Identify yourself before speaking.
- Avoid side discussions with other people.
- Avoid background noises such as: eating, chewing gum, using the keyboard, shuffling papers, etc.\*\*

### **Presenter**

- If you are sharing your screen, turn off instant messaging and auto notifications beforehand. You may want to quit the Outlook email client to prevent notifications.
- Be aware of what is visible on your screen and make sure the area behind you is organized.
- Be aware of any background noise.
- Practice your presentation beforehand, preferably on the equipment you will be using during the meeting.
- Use a good quality microphone.

\*\* the person making the background noise will usually not hear the noise