

Webex - Work at Home Solutions During COVID-19

Best Practices for conducting a successful Webex Meeting

<p>Entry/Exit Notifications:</p> <ul style="list-style-type: none">• Turn off beeps and name announcements<ul style="list-style-type: none">• Tool bar: Edit> Preferences> Audio and Video> Entry and exit tone > No Tone.• Turn off the notifications during a meeting. Tool bar: Participant > Entry and Exit Tone uncheck	<p>Audio / Video Connection:</p> <ul style="list-style-type: none">• Do not use video on any calls• Audio preference – use audio through your PC, avoid use of cell phones and landlines whenever feasible• Use headsets with your PCs for a better experience
<p>Mute/Unmute:</p> <ul style="list-style-type: none">• To mute everyone as they join the meeting, go to Toll bar: Participant > Mute on Entry• To mute or unmute specific people, go to the Tool bar: Participants panel, find their name, and select mute or unmute• To mute all, go to the Tool bar: Participant> Mute All or Unmute All.	<p>Recording:</p> <ul style="list-style-type: none">• Select record button: Tool bar: meetings > start recording• Recording are stored for 7 days, if needed longer please download and save to device
	<p>Conduct a Q&A:</p> <ul style="list-style-type: none">• Use the mute options under Mute/UnMute• Direct participants to mute & unmute themselves• Utilize WX Chat option

Capacity: Up to 1000 participants can join a Webex Meeting using Call me or Call back. **To alleviate capacity concerns, please start meetings 15 minutes after the hour.**

Scheduling: Avoid calls starting at 00/30 during day, Schedule calls 15/45

Additional Resources: (Click links below)

System Outage Notifications: <https://status.webex.com>

[Verizon's On-Demand Video Quick Tips](#)

[Webex Meetings user guides](#)

[Personal Meeting Room user guides](#)