

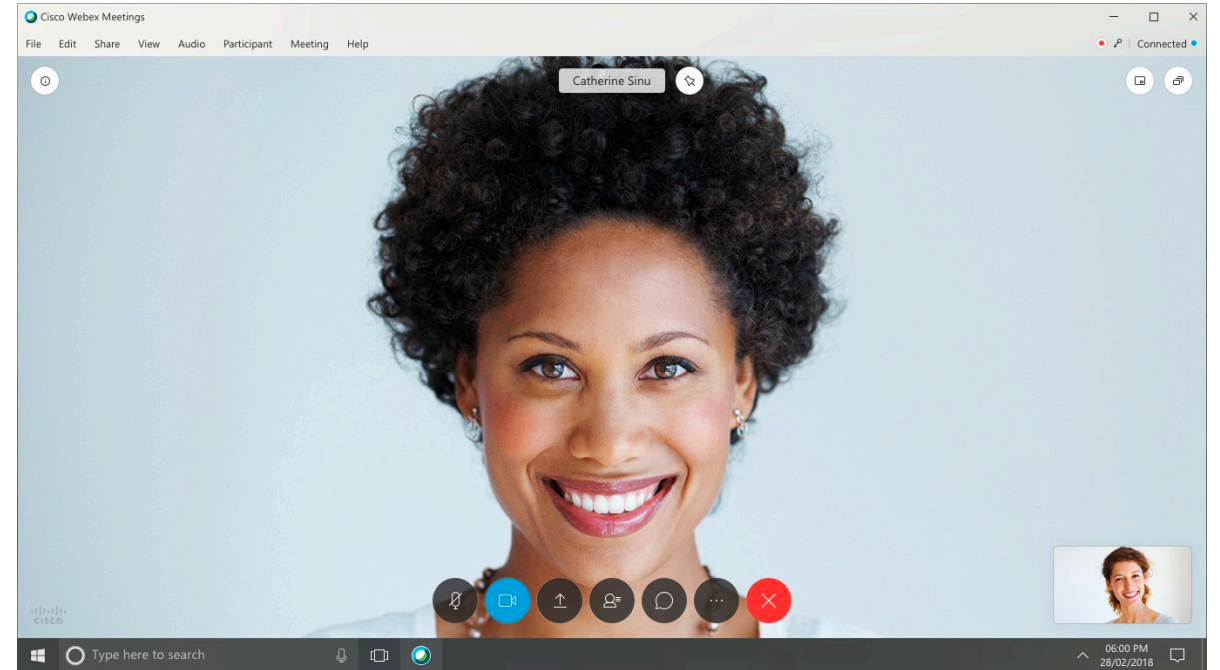
Welcome

Webex Meetings 101



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2. How to schedule, host and run a Webex Meeting
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More Resources

Check out remote.dc.gov virtual meeting best practices and other tools.

TIPS FOR MEETING REMOTE

OCTO supports Cisco WebEx and Microsoft Teams Meeting tools. The following instructions will teach you how to schedule meetings, as well as sign up for a conference line if needed.

Virtual Meeting Best Practices:

- Let people know in advance when setting up an online meeting so everyone allots the appropriate amount of time to log-in to the screen-sharing system and become familiar with its functionality.
- **When possible use the VOIP, or call-through-computer option to alleviate service carrier capacity limitations.**
- Schedule virtual screen-sharing practice sessions for novice users 15 minutes prior to a scheduled call.
- Monitor the group chat during the virtual meeting.
- Remember to dial-in remote teammates when meeting face-to-face with other attendees.
- **Use the phone mute button to eliminate disrupting background noise.**



Consider Video:

Video makes all the difference to working together on a project and maintaining that face-to-face feeling. Sharing ideas can still happen in an instant, and meeting with external stakeholders happens with the click of a button

Record:

Record meetings for people who can't attend or for those who want to refer-back to what was discussed. Your recordings can either be saved to the cloud or your computer as a local recording

Transcripts:

You can choose to transcribe automatically the audio of all Cisco Webex and Teams meetings and events sessions that you record. The transcript displays when you play the recording. You can search for text in the transcript and verify what was said when.

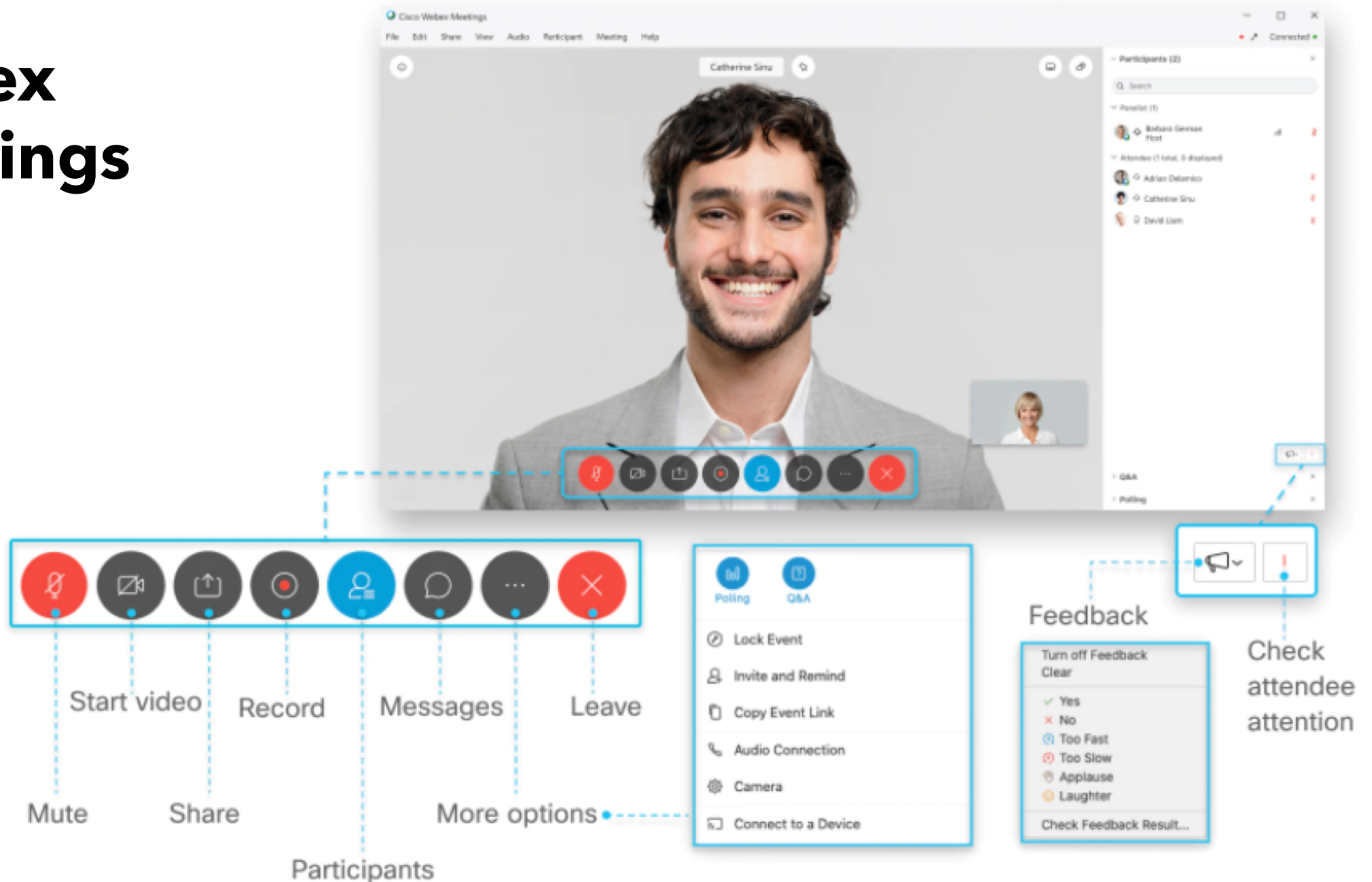


How to Start, Join, and Schedule a meeting

1. Go to **dcnet.webex.com**
2. Login
3. Choose schedule or start a meeting
4. Multiple tools to share webex room details.
 - Download the app
 - Add on the Productivity Tools



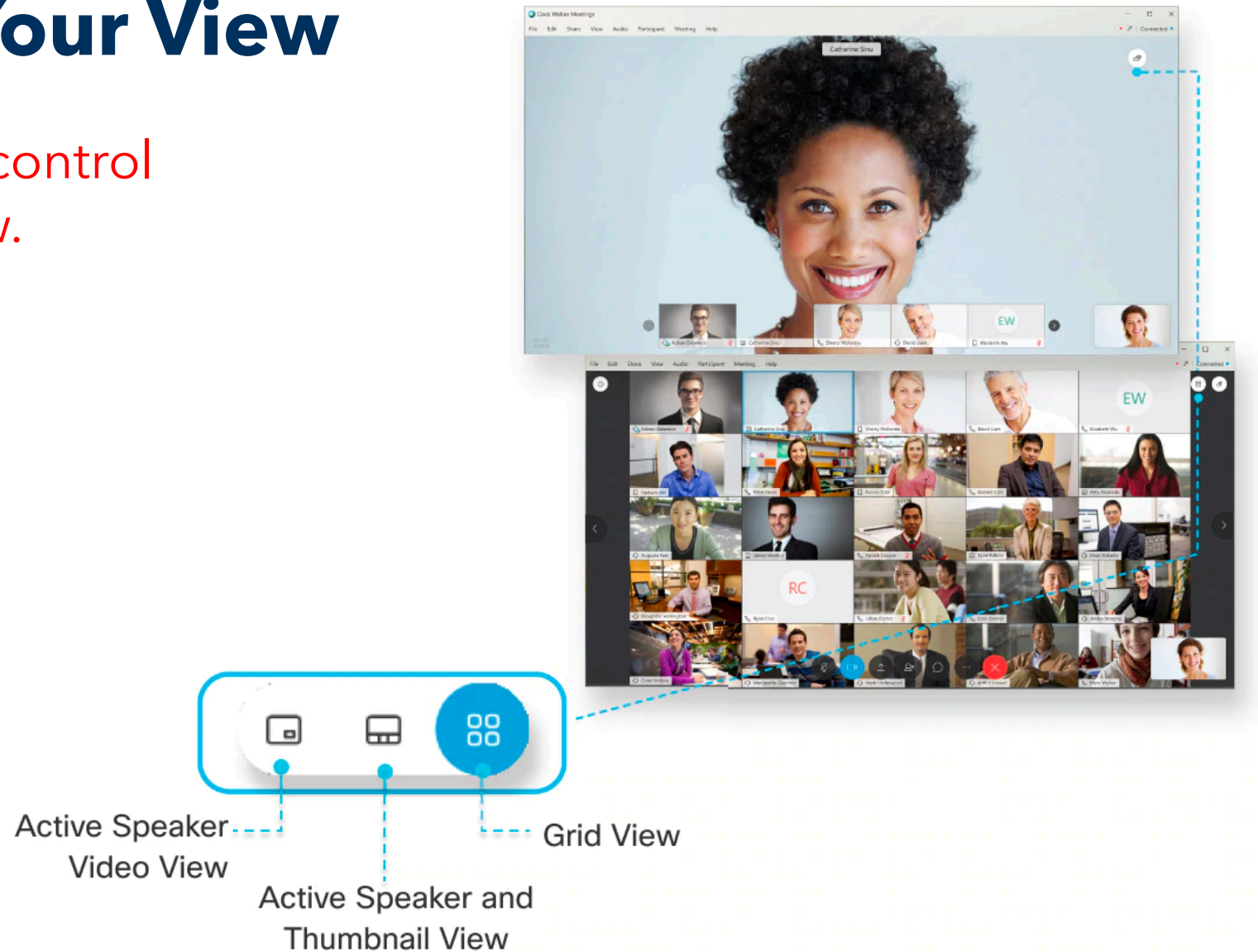
Webex Meetings Tools



Choose Your View


You can only control
your own view.

Increase or
decrease the

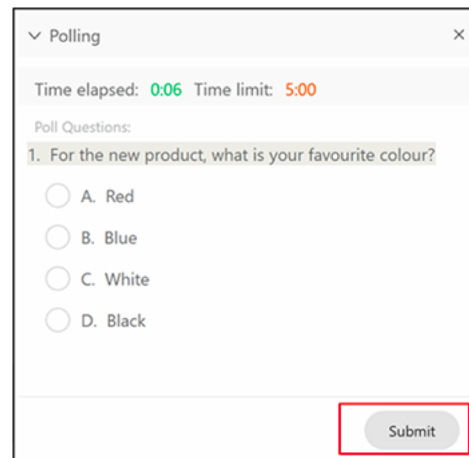
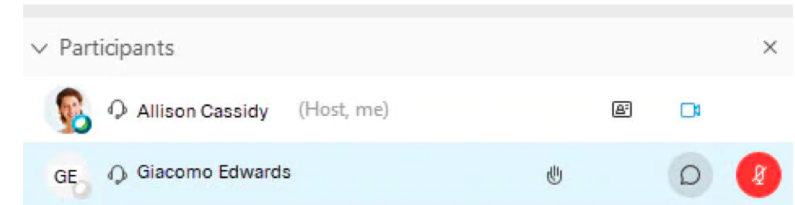


Communicate without talking with chat and polls

Select the chat icon on your toolbar  to open the chat box and talk with everyone or choose a participant in the meeting.

To chat privately with someone, hover over their name in the **Participants** panel and select  beside their name.

Save your chats! go to **File > Save > Chat**.



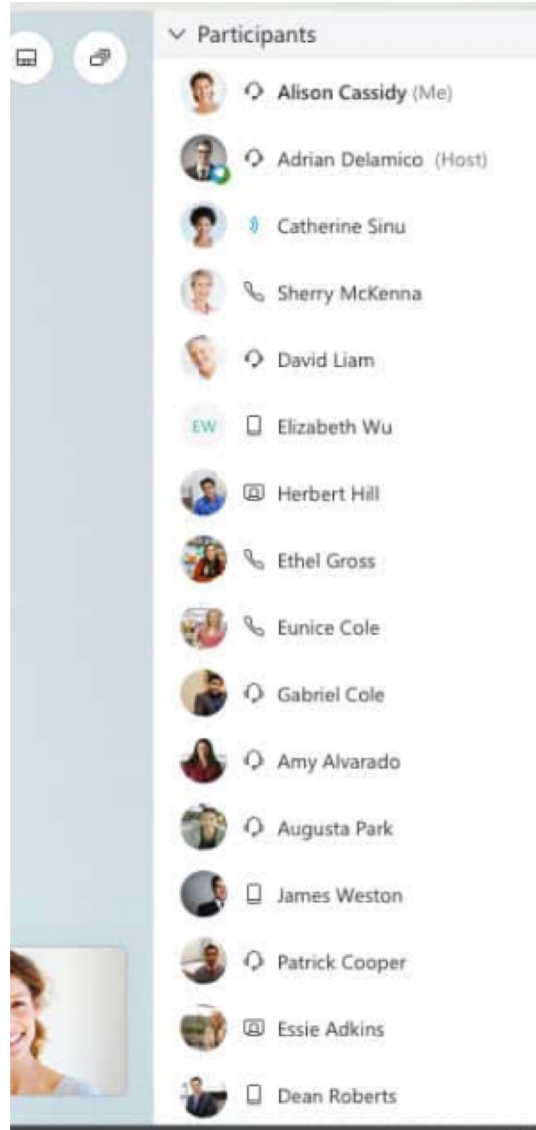
You can use a poll to get feedback from your attendees during a meeting.



Participant Audio

Joining by Computer

- Controls muting through the computer app
- If sound quality is poor, consider switching to phone.



Joining by Phone

- Control muting with *6 (or phones muting function)
- Is notified over audio if put on mute and given instructions to Unmute

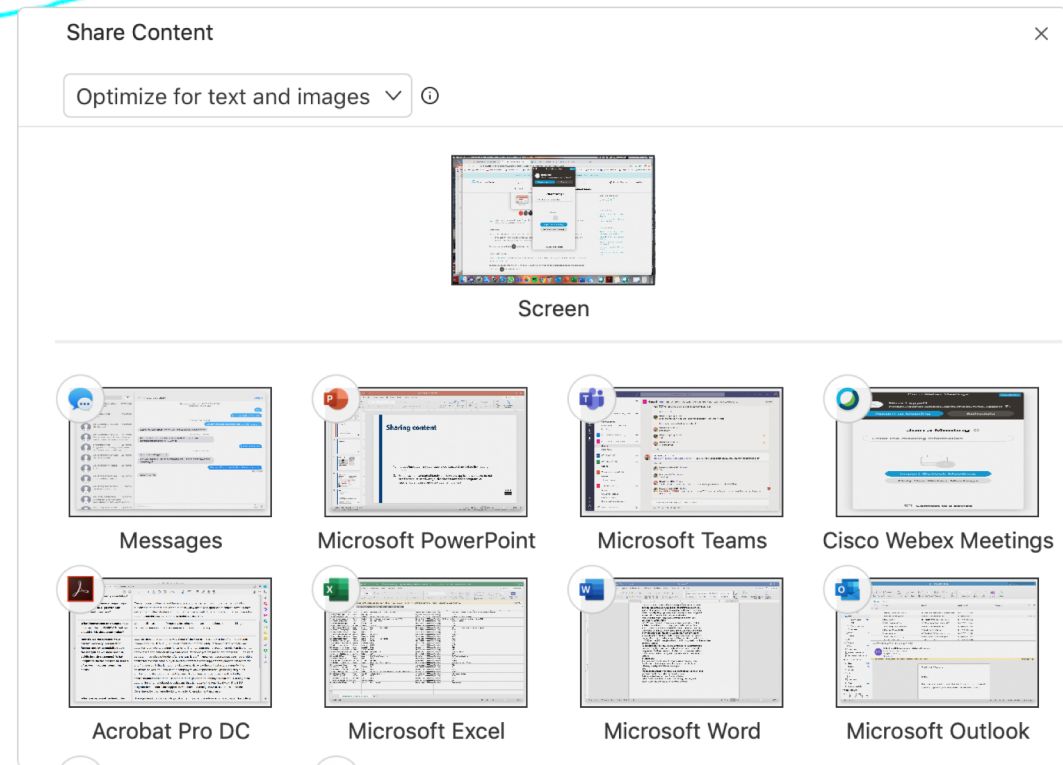


Sharing content

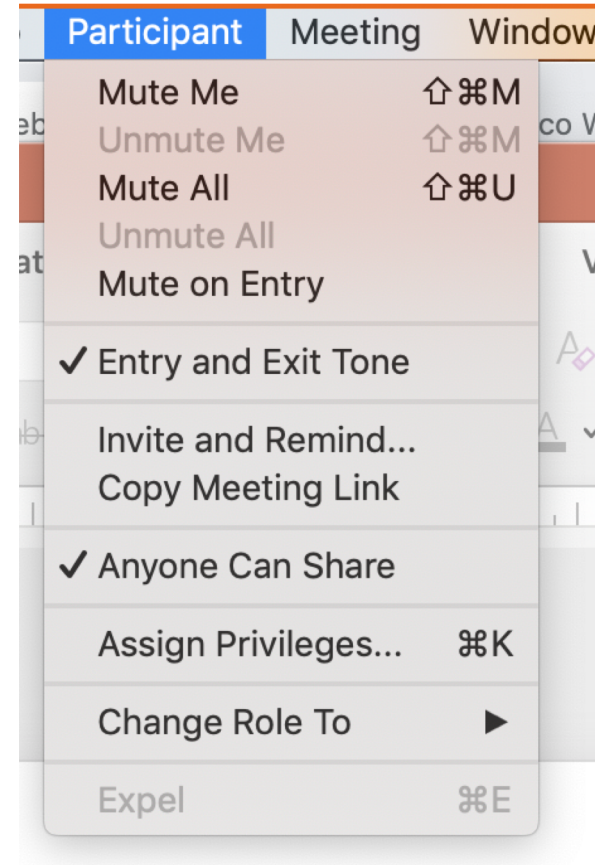
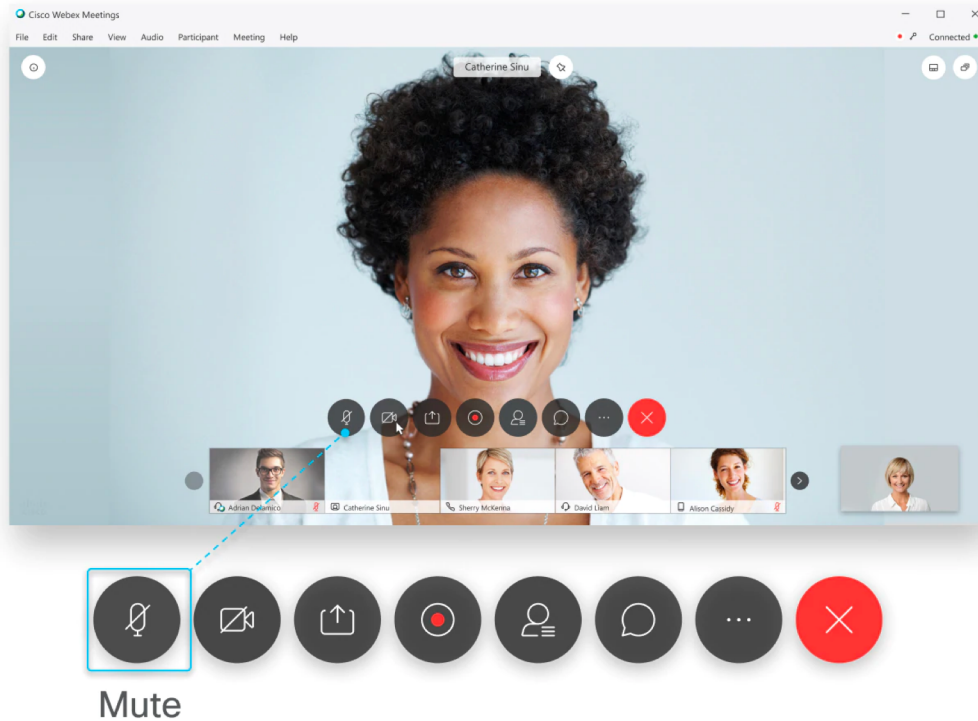
1. Share your screen or a single application.
2. To save time, open any applications you want to share before the meeting starts.
3. For a maximum amount of bandwidth, close any applications that you do not need or that use bandwidth.
4. Anyone can share but only **one** person can share content at a time, and the host can revoke privilege at anytime.



Use the whiteboard to sketch out ideas!



The Power of Mute



- To mute everyone at once, from the **Participant** menu, select **Mute All** or **Unmute All**.
- To configure your meeting to mute each participant as they join the meeting, from the **Participant** menu, select **Mute on Entry**.

The Power of Mute

Mute Background Noise

Watch the alert next to your profile in the Participant window.

Mute or unmute specific people

Go to the **Participants** panel, find their name, and select **Mute** or **Unmute**

