

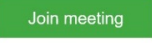
WebEx Virtual Meetings Best Practices and Frequently Asked Questions

Following are “Best Practices” for joining virtual meetings via Webex, as well as some frequently asked questions and video tutorials.

Best Practices:

- When signing in to a meeting please include your full ***first and last name***. This will simplify processes for staff.
- When joining a meeting you will have the option to turn your video camera on. Using your camera can cause the video feed to slow down, but also allows you the opportunity to put a face to your name.
- To turn on the camera and unmute locate the camera and microphone icons near the bottom of your screen and click whichever you’d like to activate.
- During the meeting you can post questions or comments via the Q & A function. On a computer that function can be opened by clicking on the 3 dots at the bottom right of your screen. On a cell phone, those three dots will be at the top right of your screen.
- Mute your microphone when not speaking to reduce feedback and background noises.

Frequently Asked Questions:

1. How do I join a WebEx meeting?
 - Join via email invitation or a calendar appointment or a provided link. If using a provided link you will also need to have the meeting number (access code) as well as the meeting password.
 - The meeting will open a few minutes before the start time to ensure you can connect successfully
2. How do I know if my browser is compatible with Cisco WebEx Meetings?
 - Easy. Try this "[Join a test meeting](#)" link.
3. What if I’m having difficulty joining the meeting?
 - You can contact our office staff by calling (385) 468-4900
 - You can view common troubleshooting issues and solutions [here](#).
 - To join the virtual meeting via computer or smartphone click the  button located in the WebEx meeting invitation you received.
 - To watch a YouTube video on how to join a WebEx meeting, click [here](#).