

WebEx Tips

Many of you are working with Webex as either a Host or Participant since the City and County are using it actively now. Here's a few tips:

- 1) Always be sure that ONLY one device in any room is connected to the Webex. If not, you will get feedback. If you are experiencing feedback, it IS BECAUSE somewhere there are two mics and speakers on. You'll have to hunt down the person causing this. Whoever is hosting can start muting participants until they figure it out.
- 2) The mics on most laptops and USB cameras are not as good as a conference room speakerphone. So, if you want to have a few people in one conference room joining a meeting that others are Webex'ed into, I recommend muting the mic and speaker on the one laptop running the Webex app that is joined into the meeting, then dial in with the speakerphone. The microphone on the speakerphones pick up much better. To mute the mic, mouse over the screen and the tool buttons will appear. The mute is on the far left. To disable your speaker, you'll probably need to do it in Windows, not in the Webex App. In the far lower right corner, find the speaker symbol, open it and click the far left side so that the speaker has a X through it. Screen captures are below.
- 3) If you are a host, start the meeting up a few minutes early and test your mic and speaker
- 4) Webex shows whomever spoke last. If the person is on a phone, or the person has their camera off, you'll only see the person's initials.
- 5) I recommend that you install the Webex app. It works better than the web browser.
- 6) For public meetings with elected positions, we highly recommend that all the elected participants and the staff participants find a useable internet wifi connection and participate via the Webex App – NOT by telephone!
- 7) If you are scheduling a public meeting be sure to consult your attorney for the language to use on the agenda. Post the call-in phone number and meeting number for the public to use and send an invitation with the JOIN link to the elected and staff participants.
- 8) Install the productivity plugin if you are hosting meetings. This will make scheduling much easier
- 9) We are ordering some commercial licenses. This will give you more functions AND is essential for any meeting happening in the Assembly Room at the Courthouse because it needs a static SIP address (yes, I know that's technical mumbo-jumbo).
- 10) Kristin Sorenson and Jean Kopplin at CCITC are training hosts.
- 11) We ordered more cameras but they are not coming soon
- 12) I'd recommend using a headset. You'll have a better audio experience. A few have arrived.

- 13) One other tip, orient yourself so that you do not have a window or bright light behind you. Bright lights behind you will darken your face as your camera adjusts to the brightest light that it sees.
- 14) If you have a camera – Use it. To turn the camera on, mouse over the screen until the tool buttons appears across the lower part of the middle of the screen. The far left button is the Mute and the second one from the left is the camera button. Screen captures are below.

SCROLL TO PAGE TWO FOR SCREEN CAPTURE

Waiting for others to join

