



Use WebEx to Connect, Collaborate & Educate. Meet with anyone, anywhere, anytime.

WebEx Etiquette

- Limit the number of attendees. The more attendees, the more difficult it is to run the meeting.
- Create an agenda for the virtual meeting and make sure all attendees receive an electronic copy in advance
- Avoid lengthy virtual meetings. By keeping the meeting short and focused you will help avoid the tendency of virtual meeting attendees to multi-task.
- Begin the virtual meeting with an introduction of all attendees.
- Clearly state the overall goals or objectives of the meeting (what do you want to accomplish in the time frame).
- Use the Mute button when not speaking. Background noise is a major distraction during virtual meetings.
- Identify yourself before you speak. Otherwise it's difficult to know who is speaking.
- Send electronic copies of the content to participants prior to the meeting - technical issues do arise.
- Limit your movement when you speak and look into the camera. This gives a better impression than a side view of the speaker. Avoid excessive use of your hands or off-camera motion, and don't put your face too close to the camera.

Etiquette of Video

- Adjust your camera before you join the meeting
- Make sure the area behind you is organized
- When presenting look at your camera as if you were looking at your audience in a room
- Limit your getting up and walking around while showing video
- Never eat while on camera