

ANNEX III

GUIDANCE ON THE USE OF WEBEX

To get the best performance and experience:

- ❑ Use a desktop or mobile device with the latest updates installed.
- ❑ Use Google Chrome as the default browser.
- ❑ If you are attending your first Webex meeting, take a dry run. Join a Test Meeting at <https://help.webex.com/en-us/nti2f6w/Webex-Meetings-Join-a-Test-Meeting>
- ❑ Approach a virtual meeting with the same professionalism that you would an in-person meeting.

Technical notes:

- ❑ It is important that you test your setup before the call, including audio input/output hardware, camera and their configuration in the computer or device you will be using to connect to the event.
- ❑ If you cannot connect to a meeting, clear your browser settings and cache and try again.

During the Meeting



Encourage “camera-on” and make eye contact

Opt for face-to-face conversation, and look into the camera when speaking rather than the self-view window.



Be mindful that participants can see everything you’re doing

Best to avoid multi-tasking and moving around too much when your camera is on.



Engage all meeting participants

Check-in with attendees, solicit feedback and encourage discussion so that everyone feels included.



When you want to join the discussion

Wait for an opening to speak, post questions in the chat or use the “raise hand” feature to be recognized by the moderator.



Refrain from eating in front of the camera

Eating can take the focus off the discussion and on to you.



Mute your microphone if you are not talking

An open microphone opens the possibility of bringing background noise into the meeting.

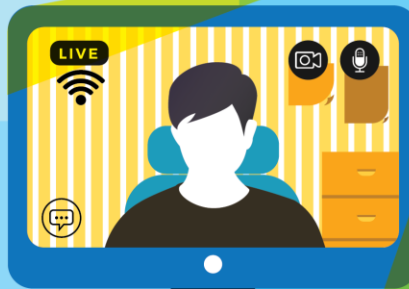
Before the Meeting

Pick a location that is quiet, well-lit, uncluttered and distraction-free

Keep the focus on you and not your environment. Use the background blur tool.

Check your equipment and network connection

Ensure that your camera and microphone work, and select a location with good connectivity.



Keep your meeting invitation handy

You may need to refer to the details or contact the organizer.

Familiarize yourself with the software

If you need training, contact BCSS for support.



Position the camera so your image is centred

Preview how others will see you through the self-view window.



If you will be sharing your screen

Close windows and tabs that you do not want the other attendees to view.