Manuals+ — User Manuals Simplified.

webex Meetings Application User Guide

Contents

webex Meetings Application

ABOUT

Visibility at work is crucial for career success. As more and more companies have begun integrating remote work into their culture, it has become increasingly vital that hybrid workers are seen, heard, and valued.

FEATURES

12 Webex features to improve your professionalism

1. **Be prepared**

   Download the Webex Meetings application on every device so you can join a meeting from anywhere, at any time.

2. **Be speedy**

   Can your Wi-Fi handle your call? You can use the health checker feature at the top-right corner of your Webex Meetings app.

3. **Hardwire your workstation**

   If lots of people are using the same network, you may see slower Wi-Fi speeds. Try a wired ethernet connection for quicker speeds.

4. **Share content before a call**

   Sending files before a meeting or sharing a link to the file rather than sharing your screen saves valuable time and bandwidth.

5. **Be visible**

   Make sure people can see you whenever possible. Turn on your camera in meetings. Meetings are more effective when you aren't relying on voice alone.

6. **Keep the focus on you**

   Add a virtual background to keep the focus on you during the meeting, not what's going on behind you.

7. **Stop the noise**

   Consider muting your line when you aren't talking. Establish good meeting etiquette to enable a great collaborative experience.

8. **Turning off notifications**

   Use the 'Do Not Disturb' state during your presentation to ensure that chats won't pop up and distract you or your audience.

9. **Collaborate**

   Start a whiteboard in your Webex meeting to collaborate together. Everyone can add their ideas to the infinite canvas which is saved directly to your Webex space.

10. **Follow up**

    Use chat to follow up with people and keep them in the loop, even after the meeting has finished.

11. **Stay organized**

    Create a space within Webex and include everyone you need to work with. You can keep documents and notes all in here, making it easy to find.

12. **Be in the know**

    Schedule recurring meetings with the people you are working with to save time and ensure everyone has a regular time to catch up. Keep enhancing your remote working skills and demonstrate a commitment to continual improvement. It's guaranteed to impress.

Documents / Resources

12 Webex features to improve your professionalism	**webex webex Meetings Application** [pdf] User Guide webex, Meetings Application, webex Meetings Application

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