Webex Meeting the keys to a successful meeting

- **T**est connection before the meeting start to ensure all necessary software is installed and working https://www.webex.ca/en/test-meeting.html (not required for smartphones or tablets)

- **I**f using smartphone or tablet make sure the app is installed and working. It is not possible to access the meeting via the browser on the device

- **D**o not wait until the last minute to connect to the meeting, show up early so any connection issue or audio issue can be dealt with before the meeting starts

- **I**f dialling in using a regular telephone make sure you have the meeting number and participant code ready. If you do not have them contact the meeting organizer before the meeting starts

- **I**f using the computer for audio it is strongly recommended to use a headset to avoid bad audio quality and feedback. This recommendation applies to both regular pc's and smart devices

- **O**nce inside the meeting test the audio to make sure others can hear you, and that you can hear them

- **W**hen the meeting starts mute your microphone to not disturb the session. If you need to speak unmute your microphone and wait 2 seconds before speaking. If calling in with a regular phone muting can be performed on most phones by pressing *5 or *6 on the keypad

- **I**f meeting is outside regular working hours 08-16.00, and you are the host, make sure you have been issued with a host key to reclaim the host role at the start of the meeting

If needed, more detailed information can be found in the best practises documentation. If this was not provided already please contact the meeting organiser.