WebEx Log-In Tips

• Connect to WebEx on your computer **before** you call in

• Sign in to WebEx with your **full name**

• Audio options:
  • Use computer for audio
  • Have WebEx call your phone
  • Use the Call in number

• If you experience technical difficulties
  • try to log in again
  • email the chair
  • If WebEx fails, check your email for an alternate call in number from the chair
WebEx Log-In Tips

• If using the Call In Number, enter the Attendee ID number from WebEx when prompted

• Using the Attendee ID help us identify who is participating and who is talking

• Make sure you are not connected to audio through your computer AND phone by connecting to WebEx first and using the Attendee ID if you call in.

For your meeting:
• Use the Phone Number and Access Code that the Committee chair provided
• Use the unique Attendee ID that the system creates for you when you start WebEx
WebEx Participation Tips

• Use a headset/headphones or take the call from a quiet space to reduce background noise/echo.

• Keep your phone or headset muted unless you are speaking to the group.

• Turn off video to conserve bandwidth.
WebEx Participation Tips

• Use the **chat function** to submit questions and comments and/or request to speak to the group.

• Remember to **state your name** when you speak.