

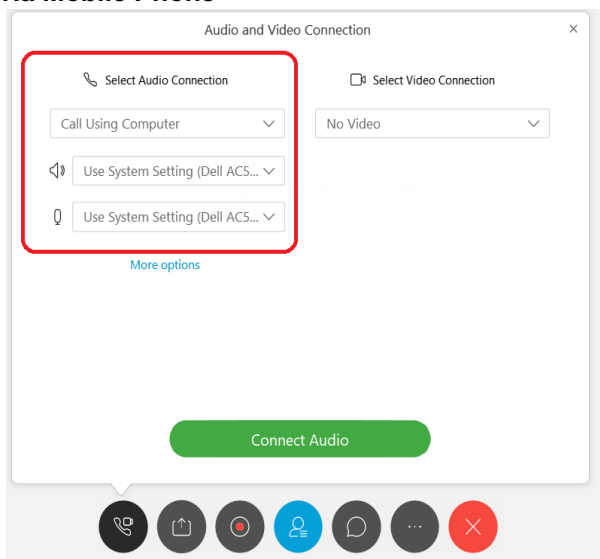


# Webex Etiquette

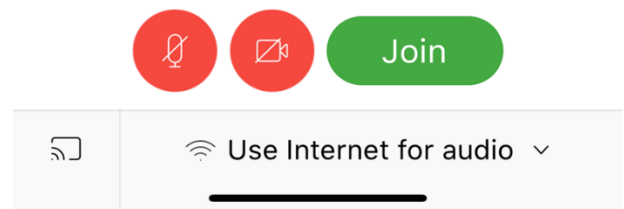
Updated 3.19.2020

To have the best experience, it is recommended to access a Webex session from your computer (using a microphone and speaker) or the mobile app. With the recent surge of teleconference meetings, dialing into a Webex meeting via phone or callback is discouraged.

## Webex Audio via PC or Laptop via Mobile Phone



## Webex Audio



## Guidelines for participants:

- Log into WebEx or call in ~5 minutes early to assure we are prepared to start on time.
- Mute your mic/phone until you are ready to speak
- Please state your name prior to speaking as attendees may not recognize your voice.
- When speaking, please limit the length of your question or remarks to allow for ample time for others to participate.
- Hosts may consider leveraging the chat function to moderate questions during the teleconference. Attendees must be on their computers to enter a question in the chat.
- Use the “raise my hand” function. This will be visible to the host. This works best if you are raising your hand during the agenda item applicable to your comment/question. You need to be on a computer to use this function.
- Use your computer or phone in a quiet, undisturbed room.
- When using speakerphone, speak close to the phone so others can hear you.
- Check if your phone system has music or radio that plays for customers when you place them on “hold”. If so, do not use the “hold” button if you must leave the conference call momentarily or else the music will play during the teleconference, causing major interruption.