



\*Stay tuned to the ABC Course Landing Page for Webex drop-in test session opportunities the week prior to the April Course.\*

## Webex Meetings Best Practices

MAHEC AV Support: 828-257-4748

### BEFORE YOU BEGIN – RUN A SPEED TEST!

Check for potential issues on your connection at [mediatest.webex.com](https://mediatest.webex.com).

### DOWNLOAD AND INSTALL WEBEX MEETINGS INSTEAD OF USING THE BROWSER VERSION

Before logging into your Webex meeting, you should visit [www.webex.com/downloads.html](https://www.webex.com/downloads.html) and install the local Webex Meetings application.

If you must “run a temporary application to join,” Chrome and Microsoft Edge Chromium are the preferred browsers.

### CLOSE BACKGROUND APPLICATIONS

Close out tabs, applications, and other programs running in the background on your device.

### USE A WIRED CONNECTION

Connect directly to your modem (wired connection) or internet source if possible or be located where you have a strong Wi-Fi connection.

### REDUCE ONLINE STREAMING ACTIVITIES

Disconnect other devices if bandwidth is an issue and minimize the wifi use in your home during your presentation.

### CHOOSE AUDIO OVER VIDEO

Video uses much more internet bandwidth than audio. If you notice performance issues, you should turn off your video to improve your virtual meeting experience.

### SWITCH TO CALL-IN AUDIO

If you are still having issues, you can join the meeting using your phone for audio instead. Click the Audio menu at the top of the Webex screen, select Audio Connection, and then click Call Me.



### VIDEO LAYOUTS

**Active Speaker Video View** fills the window with a single person’s video. **Thumbnail View** is similar to active speaker and adds thumbnails of other recent speakers. **Grid View** shows video from up to 25 recent participants. **Floating Panel View** allows you to move and resize the panels in a meeting with multiple participants. This is a great option if you utilize two computer monitors.

### ADDITIONAL VIEW RESOURCES

Video Only Views — [Full-Screen Video Layouts in Cisco Webex Meetings and Events](#).

Content Sharing Views — [Full-Screen Content Sharing Views in Cisco Webex Meetings and Webex Events](#).