

WebEx Etiquette – Do's and Don'ts When Dialing In

When participating in a meeting

- Use your landline or cell phone for an optimal audio experience
- If using a cell phone, consider using a headset with microphone capabilities to minimize interfering noise
- Mute yourself by default upon entry to the meeting
- Sit in a quiet location so that when you are not on mute, participants are able to hear you clearly
- Use your web camera to help with conversational dynamics and group cohesion
- If using a web camera, be sure to wear work-appropriate attire
- Be mindful of talking over other participants during conversation – pause as you go to allow others the opportunity to speak
- If you need to leave the meeting early, say so at the start so others are aware and can be sure to address you at the start of the session

When hosting a meeting

- Consider dialing in a few minutes before the meeting starts to greet guests and trouble shoot any access issues
- Consider including an agenda in your meeting invite to help with the flow of discussion
- Encourage meeting participants to introduce themselves at the beginning of the call, if appropriate for the number of participants
- Ensure that you are sharing the intended screen and close programs that may display any personal information
- Be sure the end the Webex session when the meeting is over to ensure that you do not continue sharing your screen if others do not drop off the call

If you need additional assistance, please open a ticket online [via Self Service](#) or contact MCIT at any of the campus extensions:

- Manhattan campus 212-263-6868 (x36868 internal)
- Brooklyn campus (718) 630-7021 (x7021 internal)
- Winthrop campus (516) 663-3940 (x3940 internal)
- Toll-free 866-276-1892

For more information, please login to the NYU Langone InsideHealth site at atnyulmc.org and search keywords Webex Meetings.