To join the Commissioners Webex meeting, please follow these steps:

1. Click on the meeting link
2. Follow the prompts on your computer to download and install the Cisco Webex application on your computer. During installation, you will be prompted to enter your name and email address. These must be entered in order for the program to finish installation.
3. Once installation is complete, you will need to click "Join Meeting" on your screen in order to finish joining the meeting.
4. Please make sure that your microphone is muted and be aware that everyone in the meeting can see you (and everything behind you) if your video camera is on.
5. If you would like to speak during the meeting, please use the chat feature. You may type your message/comment to either the entire group or to the Superintendent to be recognized to speak. Please be sure to follow this protocol to ensure that the meetings run smoothly and efficiently without multiple people talking over each other.
6. You may leave the meeting at any time by clicking on the red "X" button that appears near the bottom of your window when you move your mouse. You may rejoin the meeting at any time by clicking the meeting link again.
7. Note you will only need to install the Webex app once and you should be connected more directly for any future Webex meeting you wish to join.

Webex best practices when working remotely.

Webex is a collaboration tool that allows you to schedule, join and participate in live video meetings, 1:1 and team messaging, whiteboarding, and screen and content sharing. Here's some tips for a successful transition:

Turn your video on

Sharing video can be intimidating at first, but having your camera on will keep you aware of the conversation and connected with your colleagues.

Check your background

When home, sharing your personal setting is a great way to build relationships, but double check for personal items you didn't intend to share in your background.

Camera position

Think about where your webcam is positioned and keep it at eye height for the most natural look. And consider your lighting—bright windows can make it hard for your team to clearly see you so try to use natural light or keep a lamp nearby.

Headsets at home

For the best audio experience, use a noise reducing headset. Position your microphone in front of your chin (not in front of your mouth) to avoid breathing sounds. In-ear headphones still pick up background noise, but can still be useful to keep you focused.

Mute yourself

Muting yourself when not speaking prevents background noise around you from distracting others in the meeting. Keyboard strokes, breathing, and background chat might be more audible to other participants than you realize.

Need help getting started? Visit **help.webex.com**

Download Webex today.

Cisco Webex

Use Webex with any connection type

Depending on your device and connection, having a low signal can start to impact your Webex Experience.

Don't worry! Here's some tips on staying connected—no matter what your bandwidth or connection looks like.
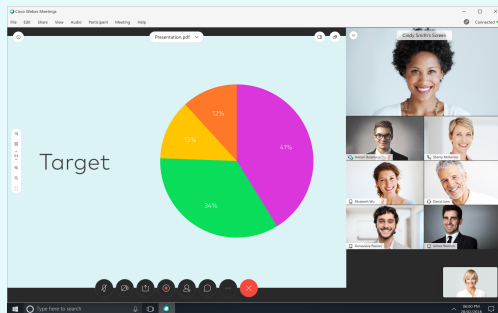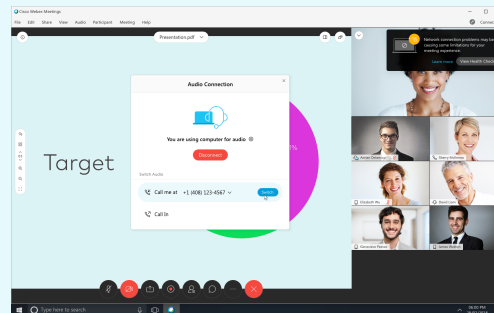
Strong WiFi/LTE	Weak WiFi/LTE	No WiFi/LTE

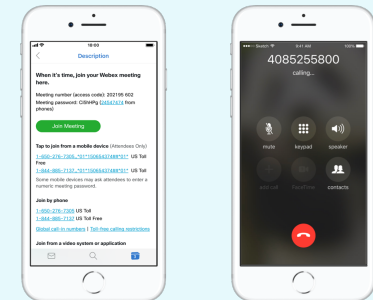## Get the best experience!

- Turn on your camera for high quality video
- Share your screen in a call
- Use your computer for audio (VOIP)

Don't miss a thing

- Turn off your webcam
- Close unnecessary applications
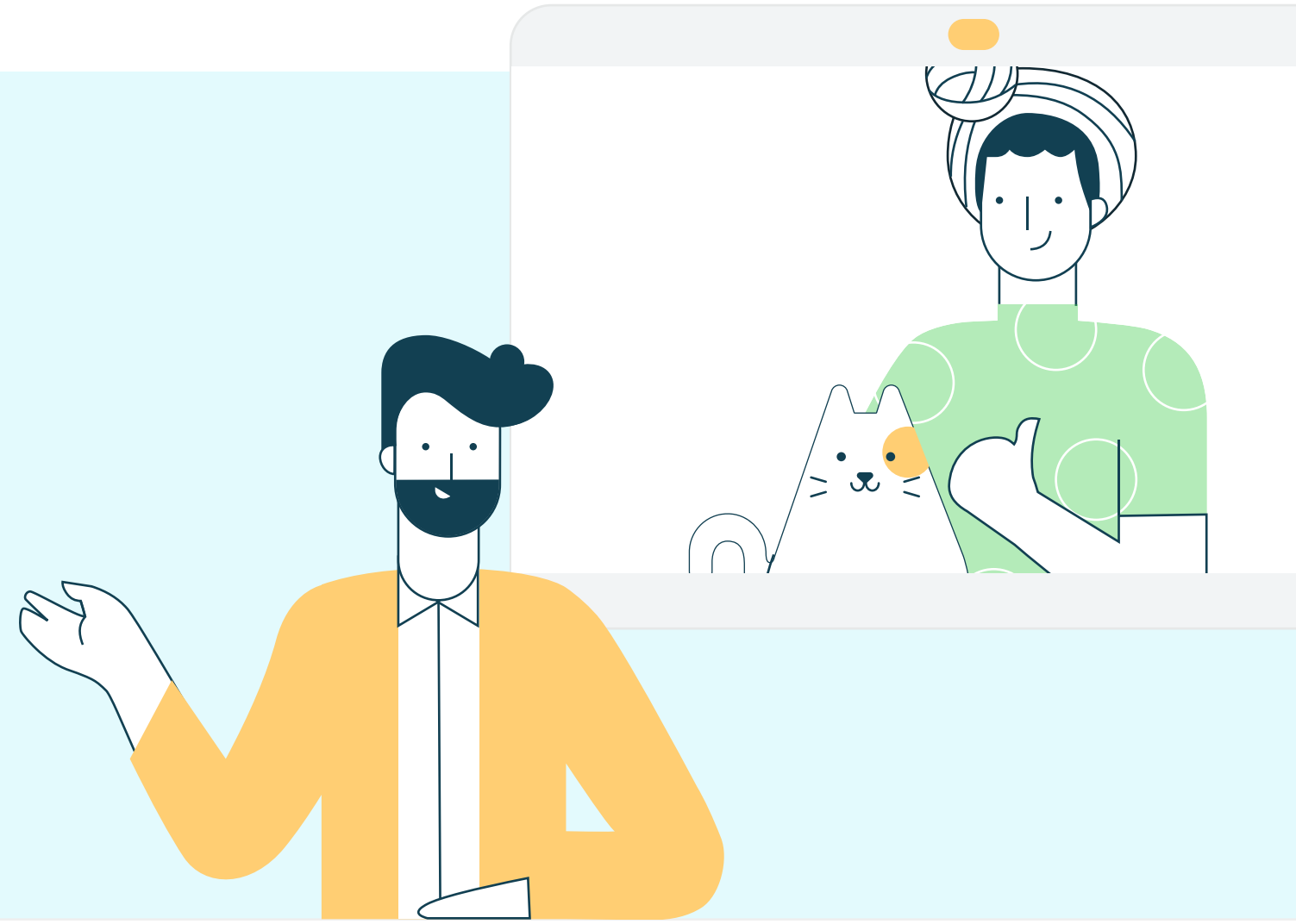- Share content before the call, vs live

Stay in the conversation

- Use your phone for audio only*
- Find dial-in numbers in your meeting invite
- Mute your phone

* Local telephone service providers may be experiencing high traffic. To help, Webex provides multiple phone numbers so you can get into your meeting. Find alternative global call-in numbers in your meeting invitation.

CISCO Webex

Best practices for great online meetings

Due to circumstances resulting from COVID-19 (coronavirus disease) a historic number of employees are rapidly transitioning to remote work. Webex meetings have never been more vital for staying connected. For some users, meeting experiences may be impacted due to the strain on regional service providers causing internet and PSTN outages or service degradation. But - there are ways users can prepare.

Here are top tips any user can take to get the best meeting experience in any situation.

Top tips for staying connected with Webex

1 **Download the Webex Meetings application on every device.** On your desktop – the Webex Meeting application is the fastest way to join a meeting. Download Webex at cs.co/get-webex-meetings

For Webex Meetings on IOS and Android download the latest from the app store

2 **Shift your schedule!** Most people join their meetings on the hour, or 30-minute increments. You can get a faster join experience by joining 5 minutes early or even better yet – schedule meetings on the 15th or 45th minute of the hour.

3 **Close background applications.** Even if you're not using them, applications on your device are using precious resources. Before your meeting, close any applications and browser sessions that you are not using for the best experience.

4 **Turn off VPN.** Your employer may have provided you with a VPN (virtual private network) service that allows you to use the company network while working remotely. Often, VPN can limit the bandwidth available to Webex. You can use Webex Meetings outside of VPN for the best experience.

5 **Reduce simultaneous streaming activities.** We all love a binge-worthy TV series! But, if you're joining a meeting and your family is also home, ask them to hold off on that next episode of their favorite show until your meeting is over. Wherever possible, consider downloading shows for off-line watching to save valuable bandwidth during your work hours.

6 **Hardwire your workstation.** Depending on your location and how many people are using the same Wi-Fi around you - you may see slower speeds on Wi-Fi than on a wired ethernet connection to your workstation.

7 **Run a speed test!** Not sure if your Wi-Fi can handle the call? Use the health checker feature at the top righthand corner of your Webex Meetings app (Supported from Webex Meeting version 39.5 for Windows and 39.8 for Mac OS and later). You can also use any internet based speed test to better understand your connection speeds. Learn more at cs.co/health-check

8 **Share content before a call.** Sending files before a meeting or sharing a link to the file rather than sharing your screen saves valuable bandwidth - so you can save your connection for great audio and video experience.

9 **Choose audio over video.** When your connection quality is low, your collaboration experience gets worse. Webex will suggest or automatically lower your resolution and may eventually turn off your video. You can also do this at any time. Learn more at cs.co/slow-connection

10 **Switch to call in audio.** If your internet audio and video experience or call me/call back does not work, you can keep collaborating. Call in using the dial-in numbers in your meeting invitation to join via your cell phone or landline. If the primary phone number that is provided is temporarily unavailable, the invite includes a long list of other global log-in numbers you can try. Learn more at cs.co/dial-in

Bonus pro tip!

11 **Reduce movement and distractions.** Consider muting your line when you aren't talking. Establish good meeting etiquette to enable a great collaborative experience.

→ Find more tips on staying connected at cs.co/stayconnected