

BE ON TIME



Be on time and prepared.
Test your device in advance.

MUTE YOURSELF



Mute yourself right away to
eliminate background noise.

LOCATION



Find a spot without distractions.
Choose a room with proper lighting.

HEADPHONES



Use headphones if you have them. If
they have a microphone, even better!

IMPORTANT PRIVACY ISSUES

When you participate in a video meeting,
you are providing a "window" into your home.

Please think about what is behind you and
what may come into view during the meeting.

Do not screenshot or record anything during
the meeting.



STAY ENGAGED

Nod or give a "thumbs up" when others are talking.

Try not to do anything else when you're
participating in the meeting.

Use the chat, but think before you type,
just like you would think before you talk.

Raise your hand to share ideas, and the speaker
will ask you to unmute yourself.



USE CHAT FOR QUESTIONS



Use the chat function responsibly.
Only type when needed so we can
respond to questions promptly.

Some final thoughts...

Always behave as if your camera and mic are on.
Be respectful and patient.



Cisco WebEx provides you with tools that help you collaborate & meet with your contacts and classmates efficiently.

STEP 1

INTERNET SPEED & CONNECTION

Check your internet speed at www.speedtest.net. A wired connection is preferable.

Minimum requirement:

2.5 Mbps
for download

3.5 Mbps
for upload

STEP 2

OPERATING SYSTEM

Laptops & Desktops

Windows: 8.0, 8.1 or 10 (preferred)

Mac OS X: Version 10.10 and above

Mobile devices (tablets / smartphones)

Android: Lollipop (5.0) and above: install

Cisco Webex Meetings via the Play Store

Apple: iOS 10.0 and above: install Cisco

Webex Meetings via the App Store



STEP 3

CONNECT VIA SOFTWARE OR BROWSER

Dedicated software (preferred):

Download the webex meeting software at: <https://www.webex.com/downloads.html>

Webbrowser

- Chrome (latest version)
- Firefox (version 52 and above)
- Edge (latest version)



STEP 4

SPEAKER & MICROPHONE

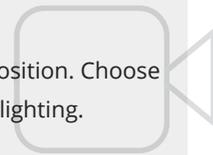
A headset is preferred. Avoid background noise. If you are not talking, mute your audio.



STEP 5

WEBCAM

Check the camera position. Choose a room with proper lighting.



STEP 6

TESTING 1, 2, 3



Be prepared! Test your setup in advance: <https://www.webex.com/test-meeting.html>

In doubt? Contact ICT: ☎ 7000 or Helpdesk located in Dijver.