OCIO Office of the
Chief Information Officer
LIBRARY OF CONGRESS

Webex Best Practices

How to run and participate in effective online meetings with Webex

Webex is the Library's approved system for external video conferences, meetings, and webinars. If you are using Webex to host or participate in an online meeting, follow these best practices to facilitate a successful event.

Before the Meeting

- If you are the host, send an email invitation to all participants that contains the WebEx session URL and login steps, including:

    1. Phone number for dial-in audio connection

    2. Meeting room access code

- Consider disabling the entry and exit tones (beep sound) if more than 10 people will be participating:

    1. When you schedule your event, select **Audio Conference Settings > Entry and Exit tone > No Tone.**

    2. You can also turn off notifications during a meeting. From the Participant menu, click **Entry and Exit Tone** to clear the check mark.
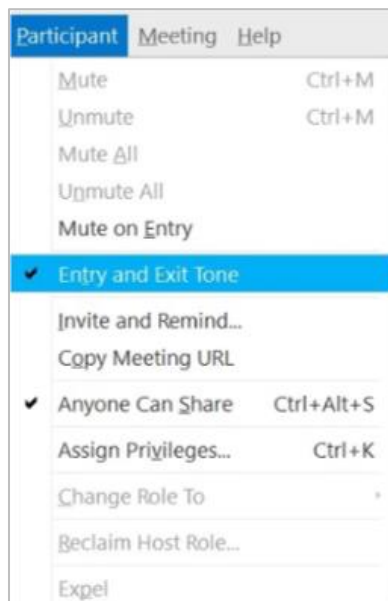
- Log in at least 5 minutes before the start of the meeting to prevent delays.

During the Meeting

- If you are meeting in a physical conference room with others, designate an in-the-room moderator to monitor the chat and mute participants as needed.

- To connect, click the WebEx session URL and enter the access code to join the meeting. Make sure you choose an audio connection at the start of the meeting:

    1. When you join a meeting, an **Audio and Video Connection** dialog box appears. Select your preferred options from the menu.
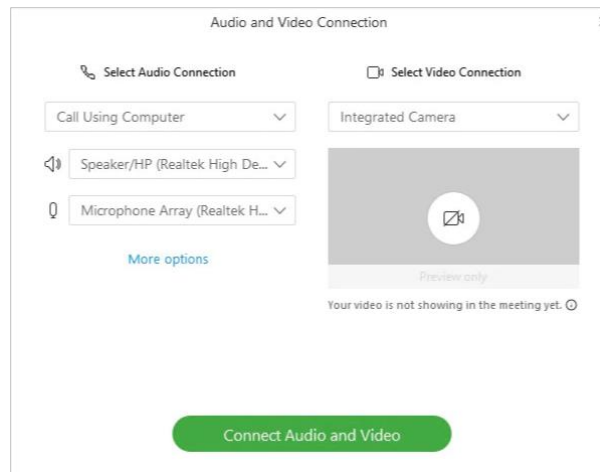
    2. You can use your phone, computer, or a video device for audio.

    3. If you select phone audio, dial in to the WebEx meeting via the phone number displayed on the screen.

    4. For computer audio, select the **Call Using Computer** option in the menu to connect.

    5. To select a video connection, choose the **Integrated Camera** option in the Video Connection dropdown menu.

    6. During the meeting, you can stop or start your audio connection at any time. From the meeting control panel, select **Mute** and **Unmute** to turn your audio on and off.

- Identify yourself as soon as you enter the conference.

- To avoid disruptive background noises, place yourself on **Mute** whenever you are not speaking.

- If you are the host, be prepared to repeat questions for remote participants. This is especially helpful if you are in a physical conference room and multiple people are speaking in the room.

Visit the Webex Help Center to learn how to schedule Webex meetings.

Contact the OCIO Service Desk @ ex. 7-7277 for additional support.