



IRTC WebEx Practice

APRIL 8, 2020

WebEx Tips for Audio

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- ▶ Make sure your computer is not muted
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- ▶ Make sure to unmute yourself when you're talking

Waiting for others to join

unmuted



Waiting for others to join

muted



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- ▶ If audio is jumpy:
 - ▶ Disconnect your VPN
 - ▶ Call in by phone

Waiting for others to join



Notes



Polling



Closed
Captions



Lock meeting



Invite and remind



Copy meeting link



Audio connection



Speaker, microphone, and camera



Connect to a device



Waiting for others to join

- Notes
- Polling
- Closed Captions
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- Invite and remind
- Copy meeting link
- Audio connection**
- Speaker, microphone, and camera
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Audio Connection



You're using computer for audio. 

Disconnect

Switch audio

 Call me




+1

phone number



Switch

 Call in

Audio Connection



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Disconnect

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Call me



+1

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Switch



Call in


Audio Connection



You're using computer for audio. 

Disconnect

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Switch

 Call in

Call In



Call in from another application

1. **Call**

United States Toll

+1-408-418-9388

United States Toll Free

1-844-992-4726

[Show all global call-in numbers](#)

2. **Enter**

Access code 359 988 433 #

Attendee ID 13 #

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Tips for Video

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- ▶ Make sure you haven't covered your camera
- ▶ Make sure you are not backlit
 - ▶ Sitting with your back to a bright window is bad
 - ▶ Sitting with your back to a bright table or floor lamp is bad
 - ▶ Facing a window or a lamp is good

Attendance

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- ▶ Listen for your Organization Name
- ▶ All people from that organization announce yourselves
- ▶ Declare who will vote during roll call (should be Policy member or Policy proxy)

Discussion & Public Hearing

Public Hearing

- ▶ During board discussion, please say who's speaking for the note-taker
- ▶ Public is asked to be quiet until the Public Hearing
- ▶ During the hearing, if they wish to speak:
 - ▶ State their name for the record
 - ▶ Once all names are recorded, call them in order
 - ▶ Statements will be limited (as necessary) to 2 minutes