

Preparing for Live Video Conferencing



Hosts

Setup - Check these settings:

- [Entry and Exit tone](#)
 - Select Preferences from the left navigation bar, and then select the Audio and Video tab
 - **Next to Entry and exit tone**, choose the indicator you want to hear when someone enters or exits the audio portion of the meeting
 - **To turn off beeps** and name announcements, select **No Tone**
- [Keep Everyone Muted on Entry](#)
 - Mute everyone as they join the meeting, from the Participant menu, **select Mute on Entry**
 - As a host, **you can mute anyone at any time** during the meeting or before they join. Hosts can mute individual participants or the entire group
 - To mute or unmute specific people, go to the Participants panel, find their name, and select Mute or Unmute
 - You can mute everyone at once or as they join the meeting
 - Muting everyone at once, from the Participant menu, select Mute All or Unmute All
- [Recording in WebEx](#)
 - As a back-up, record the session
 - Select Recorder
 - Select Record (You can only record on your computer if you use the Call Using Computer option for audio)
- **During Meeting**
 - Remind everyone to MUTE when not speaking
 - If you notice any feedback or noise, MUTE all but current speaker
 - To mute or unmute specific people, go to the Participants panel, find their name, and select Mute or Unmute
 - Communicate with BIG Staff when starting and ending a meeting so we can start and stop broadcast and livestream

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Guests

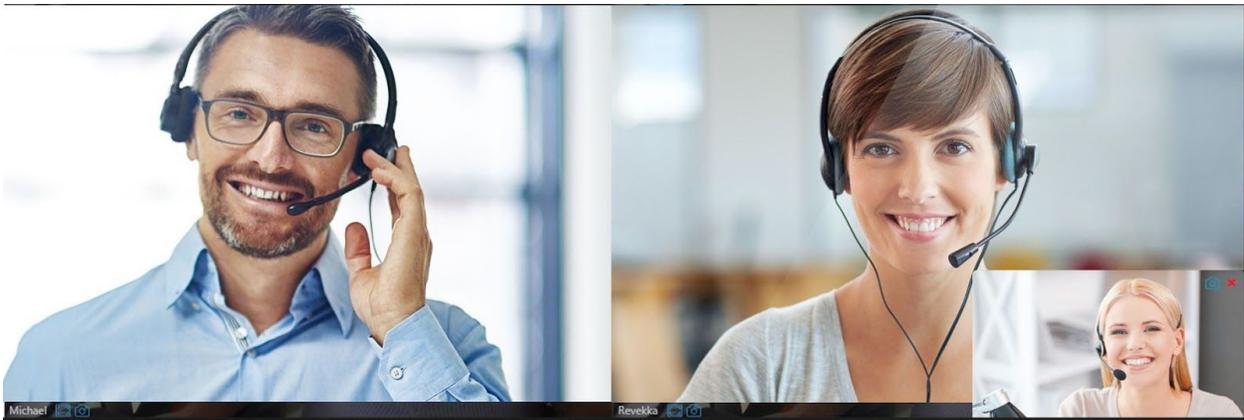
Audio

- Ideally, **use headphones** (this minimizes feedback and risk of bad audio)
- **Stay Muted** unless need to talk and wait until the just before you are about to talk to unmute



- Understanding your controls
 - The left button is your MIC and how you MUTE AND UNMUTE yourself
 - The 2nd button from the left is the CAMERA - this is how you turn your camera ON and OFF
 - The other buttons are for file sharing, chatting and leaving the meeting - you shouldn't need these.

Picture/Video



- Locate your camera:
 - If Laptop, should be built in to display
 - If Desktop, you might have an external Web Camera
- Make sure the camera is clear of debris
- Tilt camera up or down to get your head at the top of the frame
 - We want to see you, not your ceiling or bookshelf!
- Try to stay away from windows - they tend to have strong light and can blow out the image. Best to use well-lite artificial light that is evenly dispersed.
- If you are **NOT USING VIDEO** -please add a picture of yourself so we can see you and not a blank screen!
 - [WebEx Image upload](#)
 - [Zoom Image Upload](#)