

Whitewater Grocery Co.

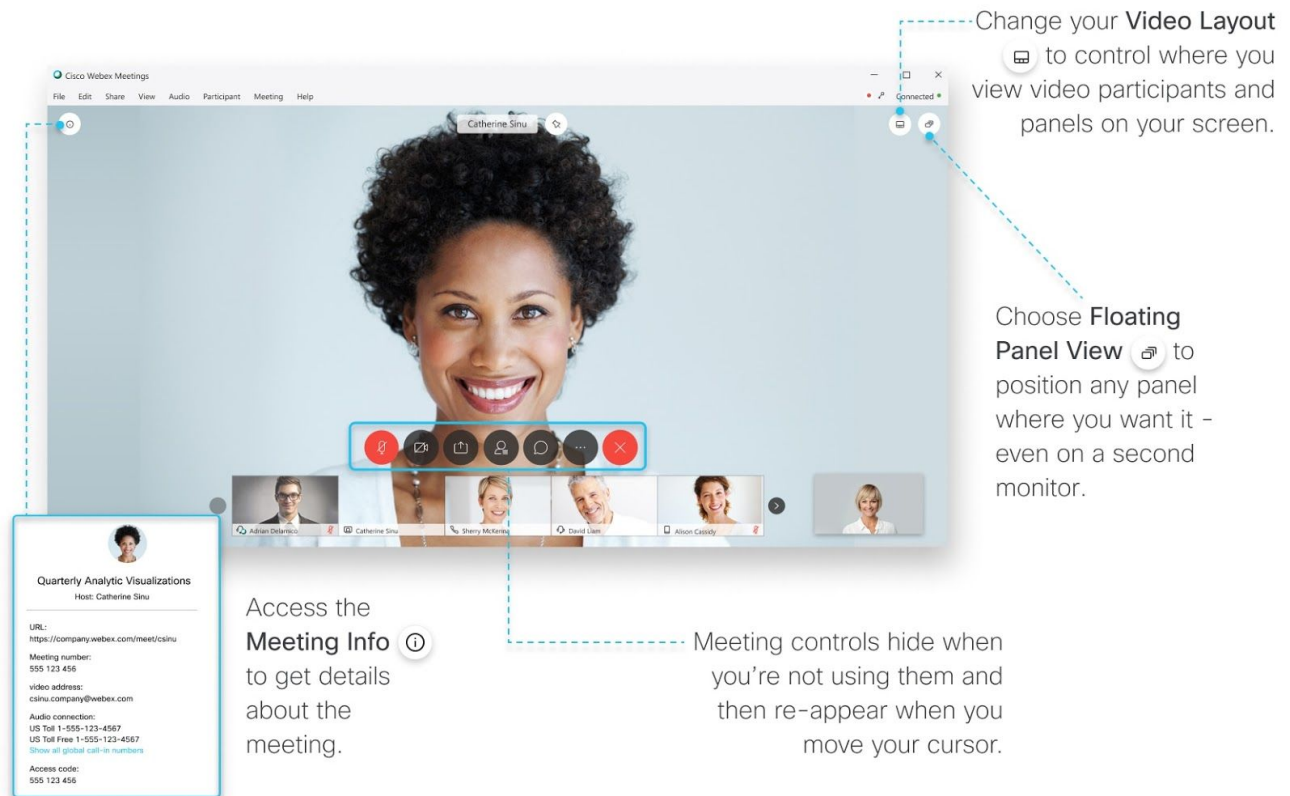
Virtual Meeting Etiquette Guide


Cisco Webex is a collaboration tool that allows us to schedule, join and participate in live video meetings, chats, whiteboarding, and screen and content sharing. Here are some tips everyone should follow to plan for a successful meeting:


- **Cisco Webex** You don't need to purchase anything to participate, **but you may need to download and install an app.**
- **Turn on your video** 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** If you have one, use it! 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. The organizer reserves the right to mute all participants to create a productive meeting environment.
- **Start time** The meeting room will open 15 minutes early to allow people to get settled before the meeting starts. so everyone can get signed in.
- **Raise your hand** Use the Cisco Webex tool to raise your hand or raise your hand in your video. We will have several folks monitoring the platform and you will be called on to speak. Remember to unmute yourself to speak.
- **Chat Box** Feel free to use the chat box if you have a comment or question.
- **Break time** If you have to get up during the meeting, please turn off your camera to avoid distracting the other participants. Please turn your camera on when you return. If your camera is off, we will assume you are not in the meeting unless you tell us otherwise.
- **Recording** We will be recording the meeting; please remain aware of that.
- **Motions** If you want to make a motion, please say your name before making the motion. If you are seconding the motion, please say your name before seconding it.
- **Votes** Each vote will be a roll call vote to ensure all votes are correctly counted.
- **Intruders** You may have heard about the phenomenon of “Zoombombing” which is an unwanted intrusion into a video conference that causes disruption. While a video conference session is in progress, unfamiliar users show up and hijack the session by saying or showing things that are lewd, obscene, racist, or antisemitic in nature. If something like this happens, the organizer of the meeting will try to shut the individual(s) down immediately. If that isn't possible, the meeting may have to be ended prematurely.


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The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.



Change your **Video Layout**  to control where you view video participants and panels on your screen.

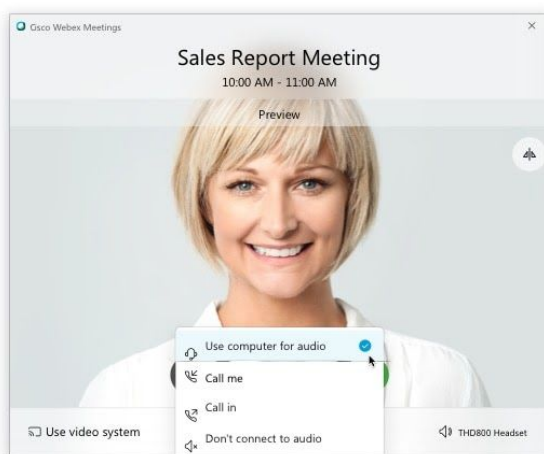
Choose **Floating Panel View**  to position any panel where you want it – even on a second monitor.

Access the **Meeting Info**  to get details about the meeting.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.

Meeting Info Panel:
Quarterly Analytic Visualizations
Host: Catherine Sinu
URL: <https://company.webex.com/meet/csinu>
Meeting number: 555 123 456
video address: csinu.company@webex.com
Audio connection:
US Toll 1-555-123-4567
US Toll Free 1-555-123-4567
[Show all global call-in numbers](#)
Access code: 555 123 456

Connect Audio Before you join a meeting you can choose the settings you use for audio in the meeting. Click the audio connection options in the Webex Meetings app. Choose how you want to hear the audio in the meeting:



Use computer for audio—Use your computer with a headset or speakers. This is the default audio connection type. You can change your headset, speakers, and microphone.

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Call me—Enter or select the work or home phone number that you'd like the meeting to call.

Call in—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.

Don't connect audio—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

If you want to join the meeting with your audio muted, click **Mute my microphone**

You'll see  when your microphone is muted. Click **Unmute my microphone**  when you want to speak in the meeting.



Start Your Video Before you join a meeting you can choose the settings you use for video in the

meeting. If you want to join the meeting with your video turned off, click **Turn off my video**

You'll see  when your video is turned off. Click **Turn on my video**  when you want to show your video.



By default, your self-view video shows in mirror view. You can [turn off mirror view](#) if you want to see yourself in your self-view video the same way that other meeting participants see you.