Download the Desktop App
Once you have a WebEx Account, you can download the desktop app at **www.nyp.webex.com**

Open the WebEx Application
Start Meeting or Join a Meeting
- To join a Meeting, select start meeting
- To Join a Meeting copy and paste the Host room ID or link
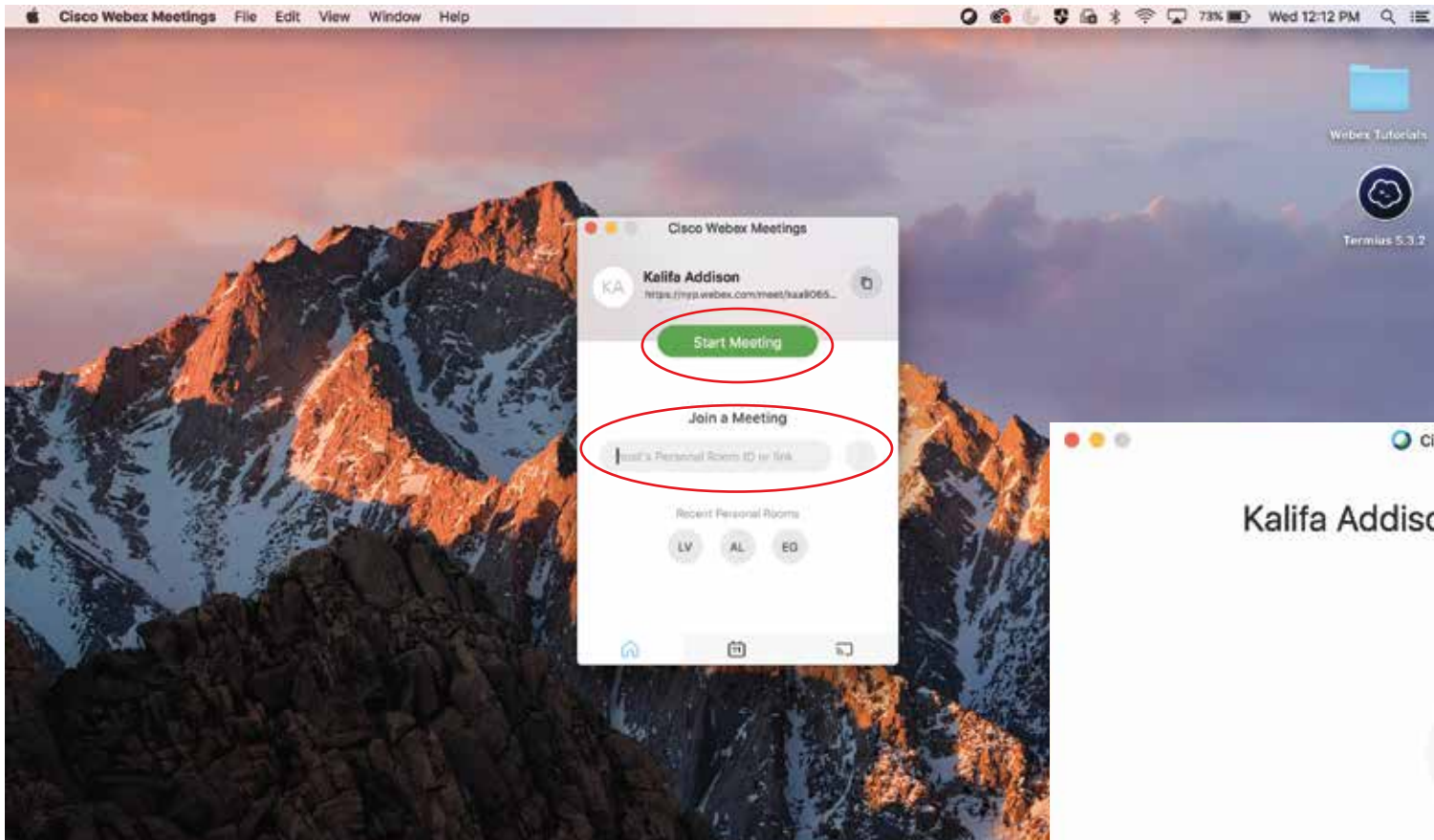
This window will open next
select Start Meeting again
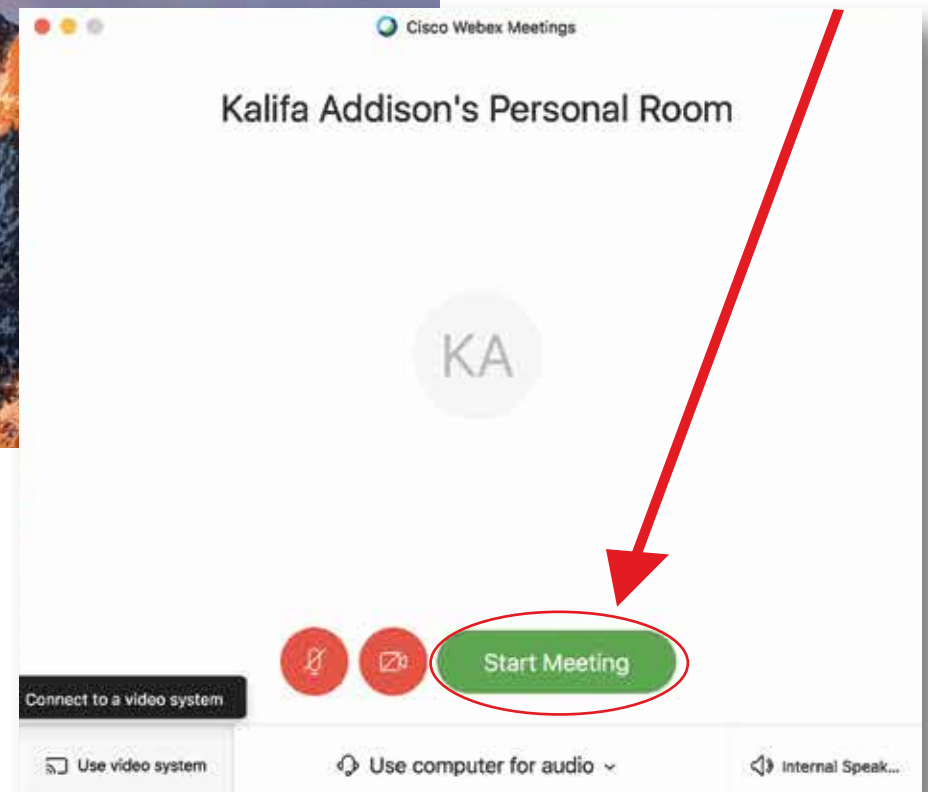
Customize Meeting
As host, once you are in the meeting you can customize the meeting by selecting your options for audio, video, hosting , screen sharing, chat capabilities, etc.

Red indicates Audio and/or Video is muted
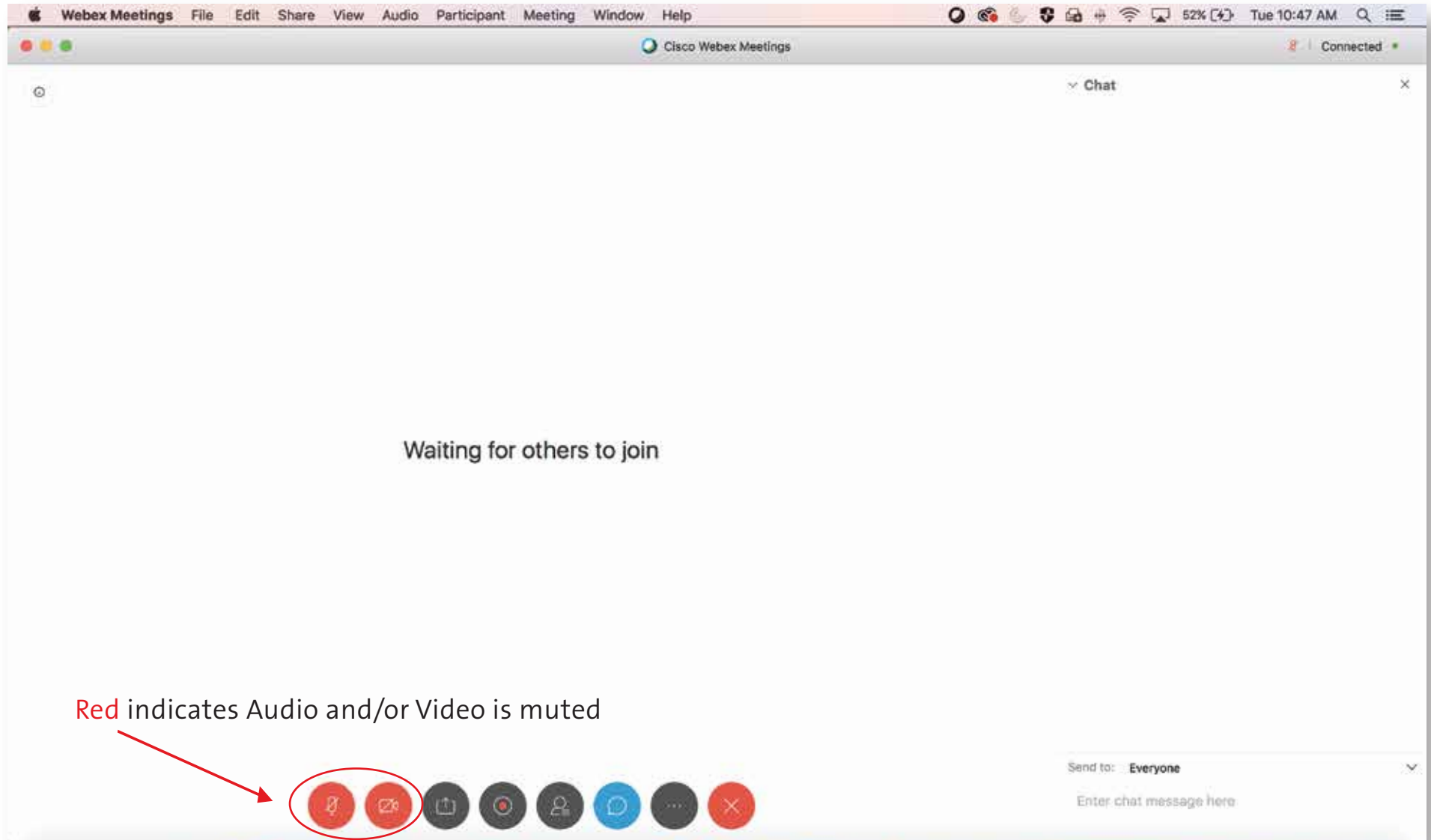
Audio and Video Preparation
Take advantage of the time before other partcipants join
to explore the app and test your audio and video connections.
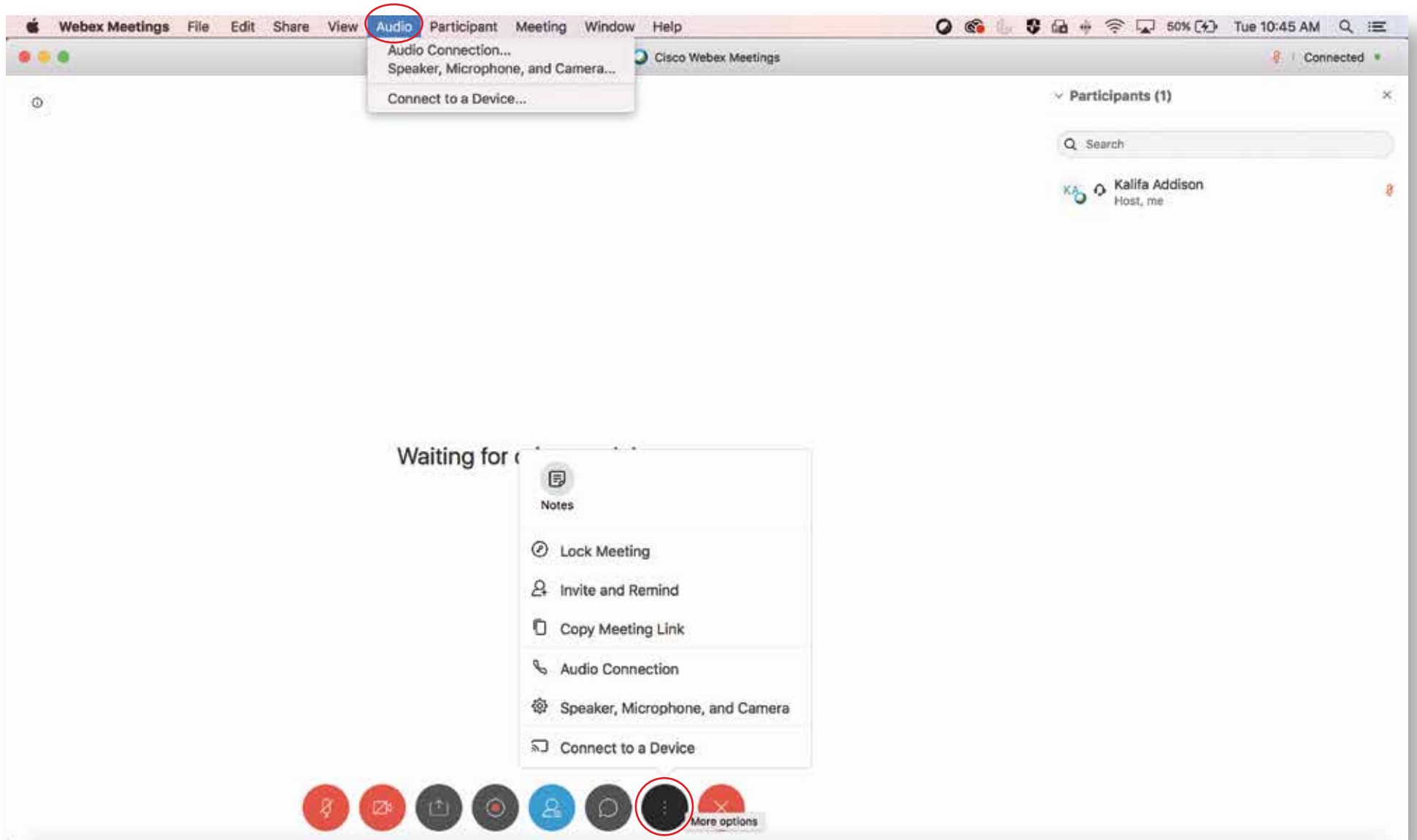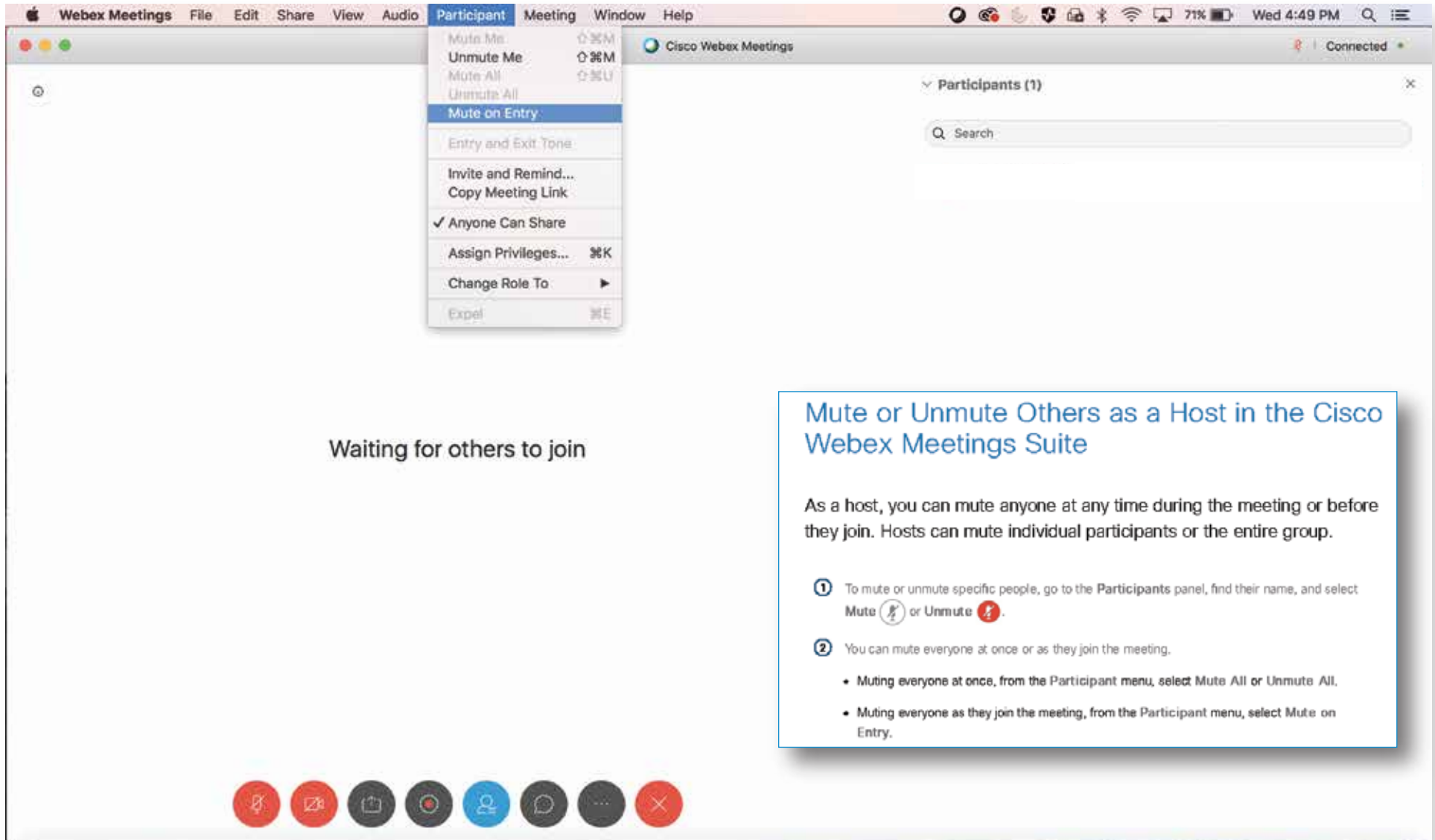
Audio - Mute on Entry
To avoid unnecessary background noise from participants, you can choose to **Mute all participants on Entry.**

(For new users it may take some time to figure out how to mute/unmute so this makes it easier to avoid interruptions)

Particpant Video
This option can be used to disable the option of seeing video.
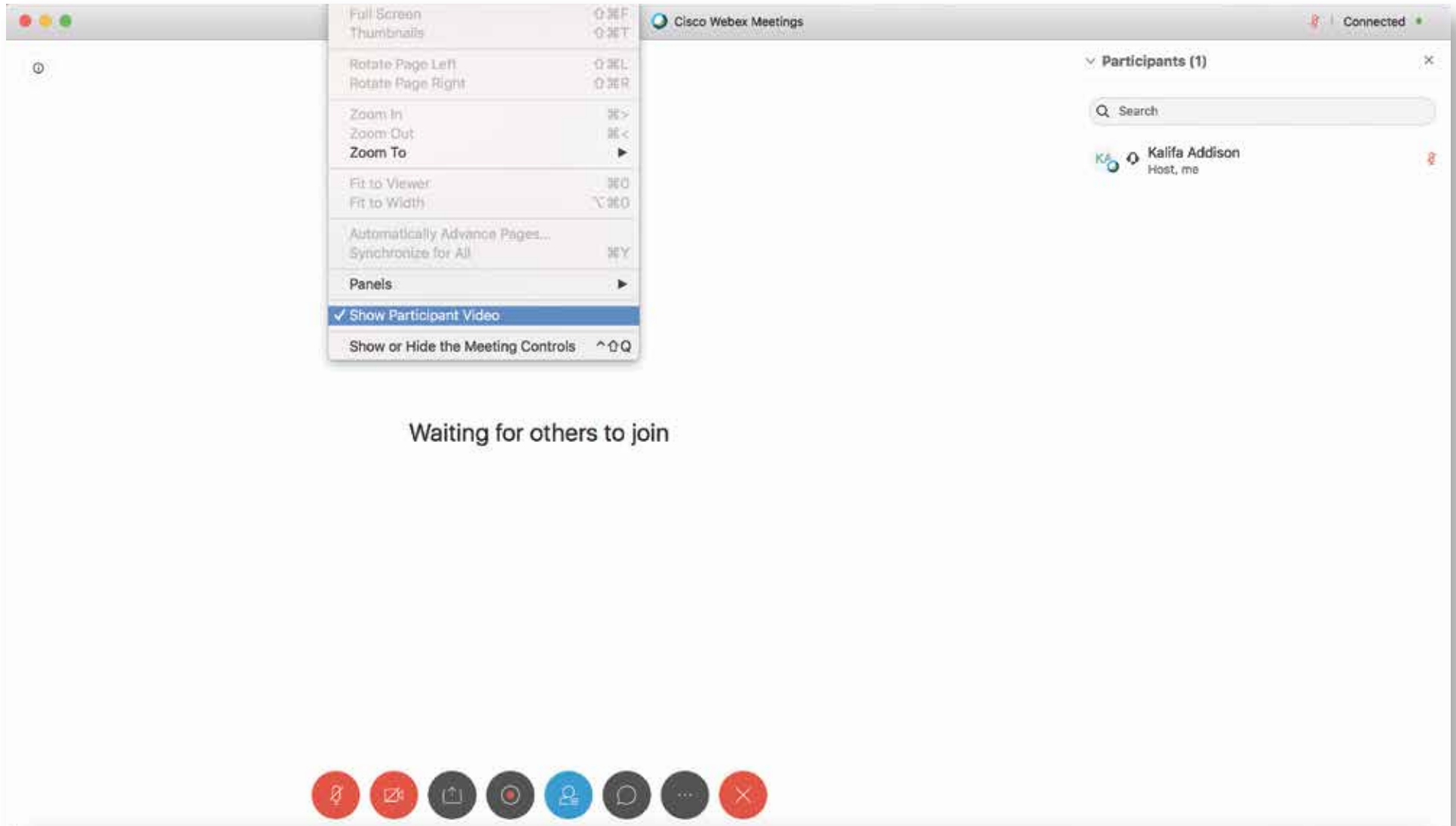
Screen Sharing
The host and participants have the ability to share their screens.
- Only one participant can share at a time.
- Only one screen can be shared at a time.
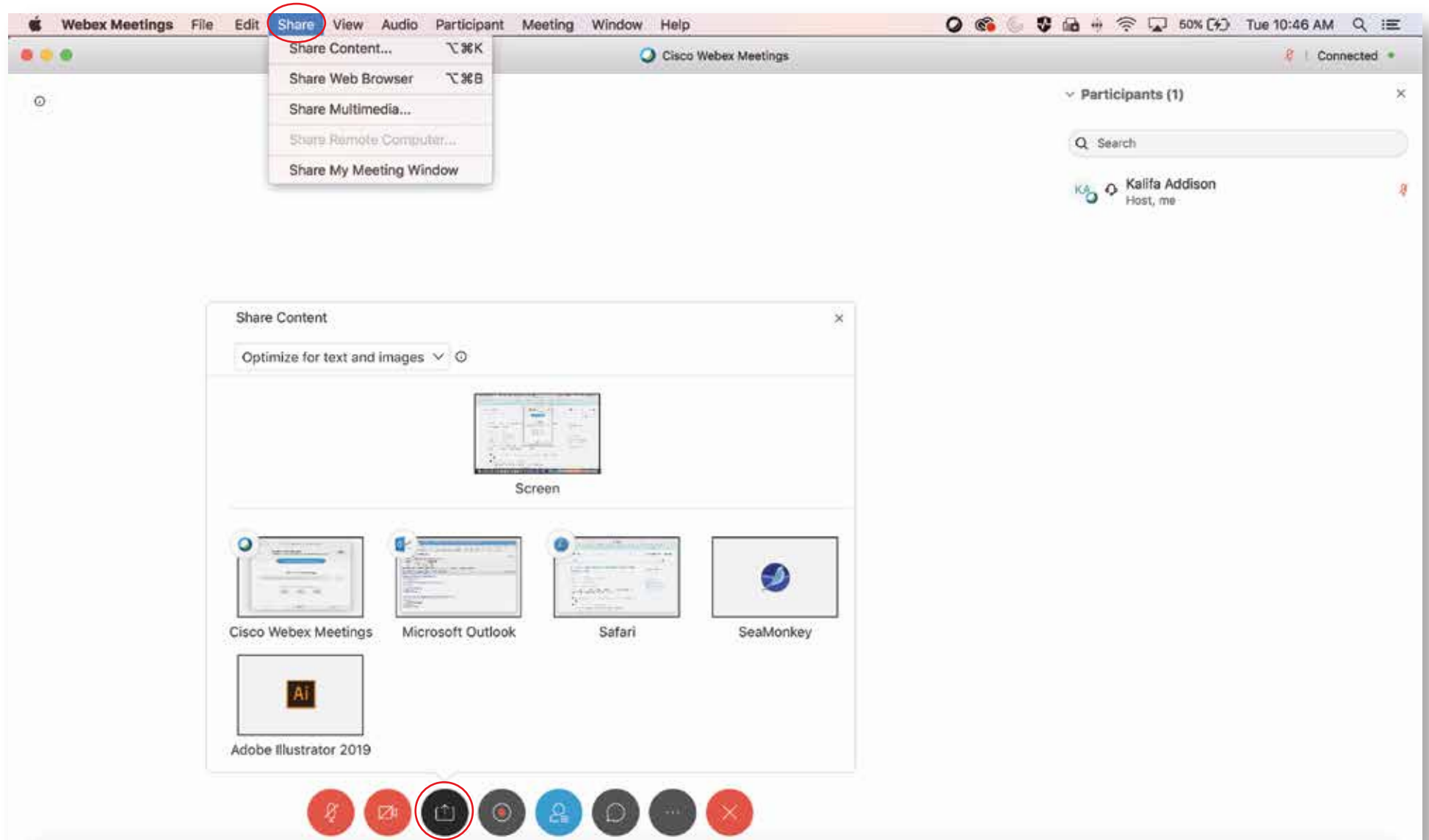
Role of Host
At any point during the meeting, the Host can assign the
Role of Host another participant.
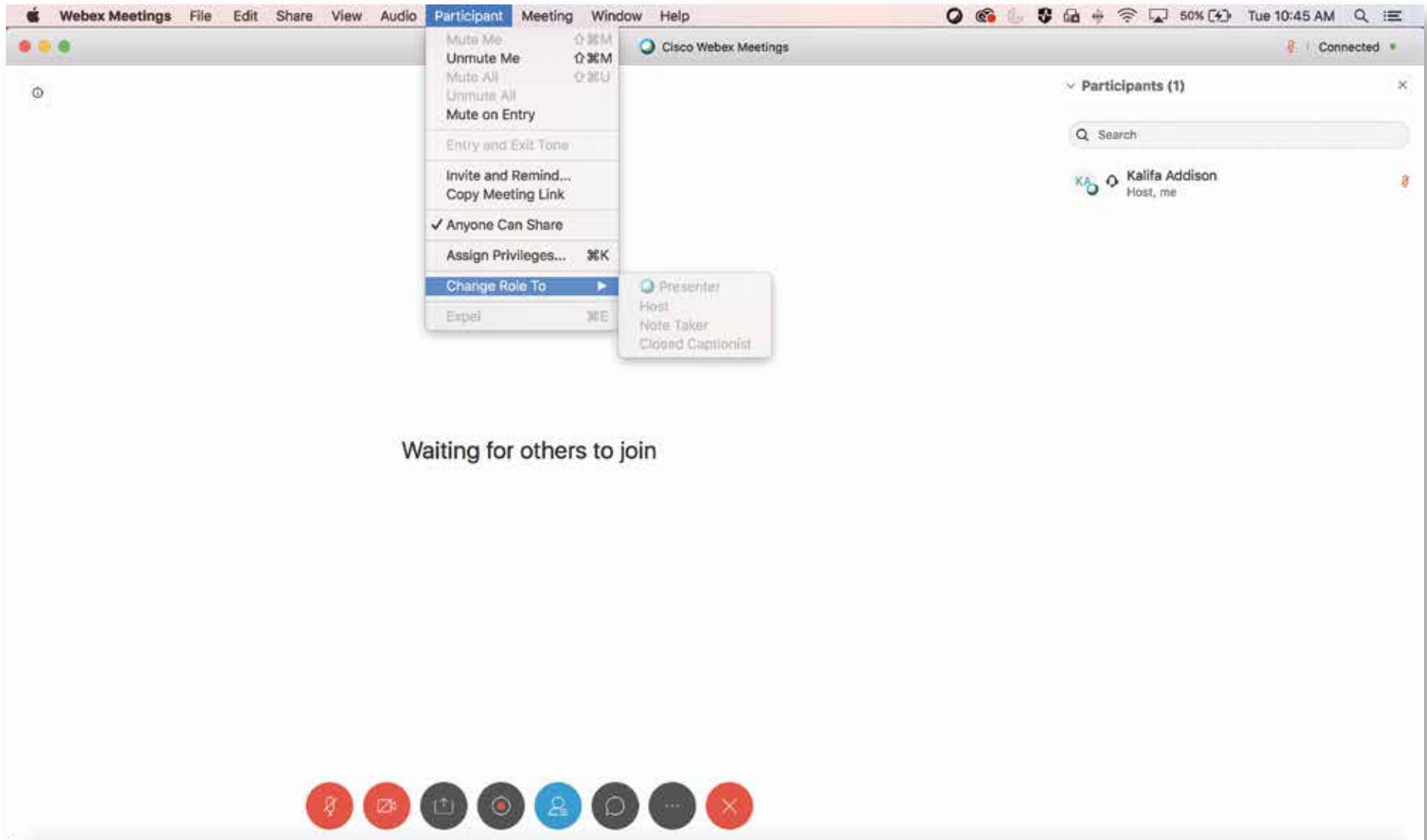
AUDIO BEST PRACTICES

DO NOT join from a computer and a phone (for audio)

If you're unable to connect audio using your computer,
Choose the "Call Me" option.

AUDIO BEST PRACTICES

Join From A Quiet Place
If you have a very noisy background, participants will struggle to hear you clearly, so try to join from a quiet location. This is especially important if you are the presenter.

Mute Yourself
Muting your audio is a good way to prevent unwanted sound from your environment disturbing the meeting. Sounds such as keyboard strokes, breathing, and background chat maybe more audible to other participants than you realize. Click or tap your microphone icon to mute.
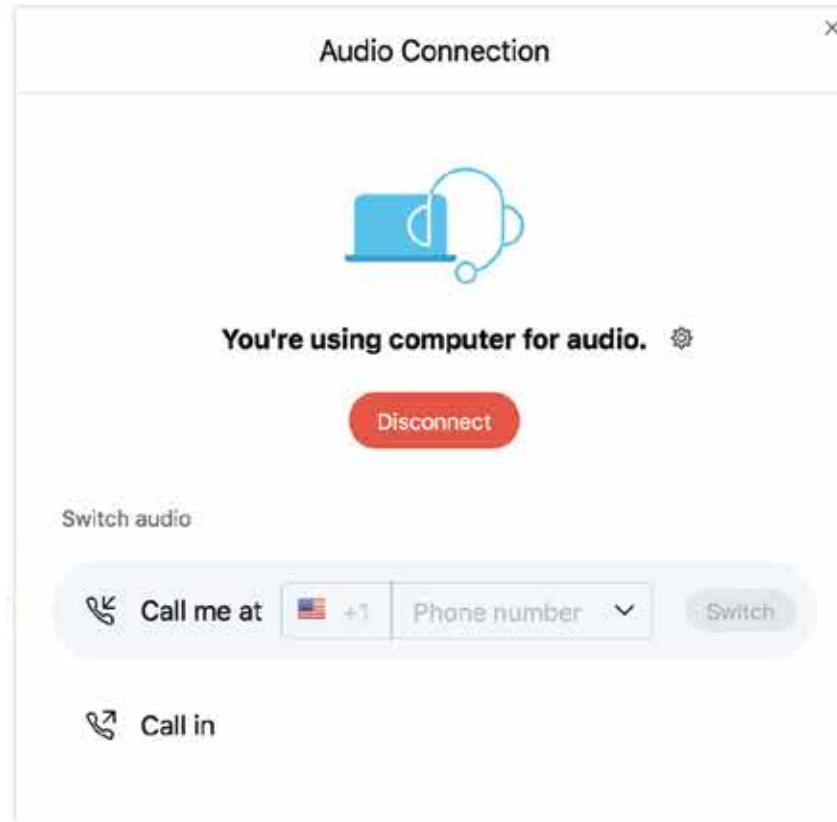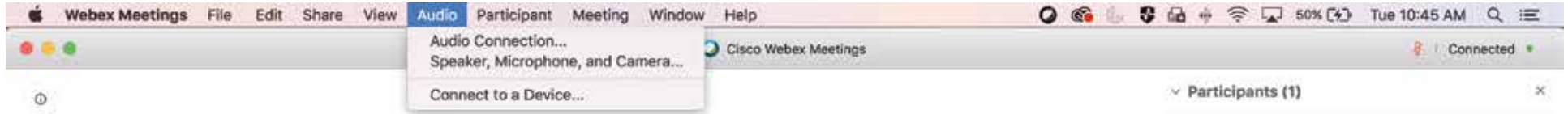
Use A Good Headset
The best audio experience is achieved with a good internet connection and a good quality headset.

Earphones can be used but tend to pick up a lot of background noise, so they are not recommended.

When using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.

Have One Audio Source
If you and your colleagues are planning to join a Webex meeting from the same meeting room, it's best for everyone to join the web part of the meeting individually from their computers. However, only one audio connection should be made to avoid feedback and echoes.

Designate one person to join the Webex meeting with audio either by dialing in using a phone or by connecting via their PC. Other participants in the same room should join the Webex meeting, and turn on their videos but not connect to audio.