WEBEX MEETINGS BEST PRACTICES - FACULTY

This document provides tips and advice on how to improve your experience as the host of a Webex Meeting Session. With major shifts to teaching & learning online, these guidelines will help to reduce connectivity issues and interruptions from your end.

TIP 1. TURN VIDEO OFF IF UNNECESSARY

If you find that your session can function solely with audio, you can turn video-sharing privileges off. This helps improve call quality by reducing the bandwidth-usage of your session. To do this within an active Webex Meeting:

1. Find and click the Meeting menu at the top of the screen.
2. Click Options ...
3. Uncheck the Allow all participants to turn on video option.
4. Click the OK button.

TIP 2. IT’S OKAY NOT TO SHARE...

In a Webex Meeting, every participant has the option to share content including their screens, applications, etc. Turn off this feature for your participants so that you control who is actually presenting. Do this by following these steps within an active Meeting:

1. Find and click the Participant menu at the top of the screen.
2. Click the Anyone can share item in the menu to toggle the option on or off.
   a. Alternatively, simply press this keyboard shortcut: Ctrl+Alt+S. Find more shortcuts here.
   b. If the item appears unchecked in the menu, then the feature is off.

TIP 3. KEEP CONTROL

While presenting, you may notice that an attendee can ask to take control of your keyboard and mouse. Never click the button to approve this unless you mean to give up control of your computer. You can also disable this feature in an active Meeting session:

1. Find and click the Participant menu at the top of the screen.
2. Click Assign Privileges ...
3. Click the Participants tab on the right side of the Participants Privileges menu.
4. Uncheck the box next to Control shared applications, web browser, or computer remotely.
5. Click the OK button.

TIP 4. LOCK THE DOOR

One of the ways you can keep unwanted visitors from your Webex Meeting Session is by locking the meeting. To do this, start your meeting and allow some time for all expected participants to join. Then, do the following:

1. Find and click the Meeting menu at the top of the screen.
2. Click Lock Meeting. Now, anyone trying to join after this point will be placed in a waiting lobby.
   a. The Meetings application flashes notifications when users try to join from this lobby.
   b. Click the Allow button in this notification if you want to bring them into the meeting.
   c. If you want to remove a current attendee from a meeting, click their name in the Participants list and either: right-click their name and click Move to Lobby, or click the Participant menu at the top and then click Expel.
TIP 5. SAFE, SECURE AND ONLINE USING FAU SINGLE SIGN-ON (SSO)

If you do not plan on having guest lecturers or non-FAU users join your meeting, the best way to safeguard your meeting is to require users to authenticate through the FAU Single Sign-On (SSO) protocol. You and your students are already familiar with it, as it’s used for many FAU online systems including Canvas, Workday, Virtual Apps, etc. To enable this:

2. Click the blue Sign In button at the top-right of the page.
3. Click the Meetings button on the left (calendar icon).
4. Find the meeting(s) where you would like to enable this feature.
   a. By default, meetings for the next 7 days are shown.
   b. If you do not see your meeting listed below, click the Date drop-down menu to select the date range where your meeting will occur.
5. Click the title of the meeting where you want to enable SSO.
6. Click on the Edit button (pencil icon) next to the meeting’s title in this summary page.
7. Scroll down and click the Show advanced options button.
8. Click Scheduling Options.
9. Click the box next to the Require attendees to have an account on this site in order to join this meeting option.
10. Click the blue Save button at the bottom of this screen.
   a. Users will now need to sign in to an FAU SSO page in order to get into this specific meeting.
   b. Repeat this process for any other meetings where you would like to require FAU SSO authentication in order to join.