



Best Practices for Using Webex

WEBEX is an internet based meeting tool that allows you to connect with others via voice, video, and shared content. When you can't meet in the same room, you can still meet face-to-face.

Best practices for working remotely

- Find a workspace that's comfortable and productive.
- Connect face-to-face using **Webex**.
- **Mute** your microphone during the **meeting**.
- Use the chat box for any questions
- Grab a headset to reduce distractions.
- Turn your video on. The world works better face to face!

YouTube video for getting started on Webex

<https://www.youtube.com/watch?v=fE5FnEUKtaE&feature=youtu.be>

*You can email questions for UPC and for Dr. Welsh to President@pvup.org. Please email by 5pm Tuesday, April 14th.

There is also a chat feature you can use when logged in for the UPC Webex to drop your questions! We will do our best to answer them!

To join our April 15, 2020 meeting:

JOIN WEBEX MEETING

<https://pvschools.webex.com/pvschools/j.php?MTID=m9dcb8675931ab60cc15f97ee7f180606>

Meeting number (access code): 287 816 875

Meeting password: u3HmJFiMC63

JOIN BY PHONE

+1-415-655-0003 United States TOLL

Tap here to call (mobile phones only, hosts not supported):

tel:%2B1-415-655-0003,,*01*287816875%23%23*01*

Global call-in numbers

<https://pvschools.webex.com/pvschools/globalcallin.php?MTID=me3ec5e3e4fd4d6a7e0abcf41ea92c90a>

JOIN FROM A VIDEO SYSTEM OR APPLICATION

Dial sip:287816875@pvschools.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial sip:28781687