

TIPS FOR MEETING REMOTE

OCTO supports Cisco WebEx and Microsoft Teams Meeting tools. The following instructions will teach you how to schedule meetings, as well as sign up for a conference line if needed.

Virtual Meeting Best Practices:

- Let people know in advance when setting up an online meeting so everyone allots the appropriate amount of time to log-in to the screen-sharing system and become familiar with its functionality.
- **When possible use the VOIP, or call-through-computer option to alleviate service carrier capacity limitations.**
- Schedule virtual screen-sharing practice sessions for novice users 15 minutes prior to a scheduled call.
- Monitor the group chat during the virtual meeting.
- Remember to dial-in remote teammates when meeting face-to-face with other attendees.
- **Use the phone mute button to eliminate disrupting background noise.**

HOW TO
one-click conference call

Make life a little easier with this simple mobile tip: Format conference call-in numbers as one-click in your calendar and event invites.

In your calendar or meeting invite, format conference call-in numbers like this:

DIAL-IN # 2 COMMAS CONF CODE POUND

FOR EXAMPLE:
844-697-7277,,55555#

- ➔ NO spaces (dashes are okay)
- ➔ Separate the call-in phone number and conference code with 2 commas
- ➔ End with a # sign

When it's time for the call, open the calendar item from your mobile phone and click.

That's it!

you • 📱 • ❤️

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Consider Video:

Video makes all the difference to working together on a project and maintaining that face-to-face feeling. Sharing ideas can still happen in an instant, and meeting with external stakeholders happens with the click of a button

Record:

Record meetings for people who can't attend or for those who want to refer-back to what was discussed. Your recordings can either be saved to the cloud or your computer as a local recording

Transcripts:

You can choose to transcribe automatically the audio of all Cisco Webex and Teams meetings and events sessions that you record. The transcript displays when you play the recording. You can search for text in the transcript and verify what was said when.