**Using Webex Meetings for Effective Communication**

*Students will likely use Webex Meetings for online coursework at some point this semester. But did you know that Webex Meetings can allow you to do much more beyond the virtual classroom? Webex allows students to meet with a tutor, attend office hours with your professor, or even meet with your classmates to form small study groups. In each of these instances, Webex Meetings has you covered! Here is a list of strategies to help improve online communication.*

# Visit ysu.webex.com to get started. Click sign-in and enter your YSU email address. You’ll then be asked to sign-in using the Single Sign On Option which looks just like any other YSU site. Enter your YSU username and password and you are all set. *It’s really that easy!*

**Download the Webex Meetings desktop app.** Webex Meetings can be accessed through a web browser (Firefox, Chrome, Explorer, etc.), but it is best to download the app on your device to get familiar with the technology. Remember, practice makes perfect! Students with questions about technical-related questions can contact the YSU Tech Desk at (330) 941-1595.

**Find a remote location.** Try to limit noise, distractions, and interruptions when possible. Even things like your background, décor, etc. can impact your communication with others. Finding a remote location can help everyone focus on the meeting and get those questions answered!

**Check your microphone and camera settings.** Your camera and microphone are live before you enter a meeting. You can choose to mute these before or during the meeting when you are not speaking. This may help to limit some of those distractions.

**Don’t be afraid to use your webcam.** Doing this will give your session a “live” experience and make it as close to an in-person interaction as possible. Remember those communication skills – maintain good eye contact and be mindful of body language.

**Ask questions.** Use the chat feature to ask a question when in a group setting. You can choose to ask a private question just to the presenter, or public question directed to everyone in the meeting. Give it a try!

**Share resources.** Have you ever had someone ask a question and you did not understand what they were asking? Webex Meetings features a virtual white board, file-uploading option, and screen-sharing capability, all making it even more convenient to communicate remotely.

**Be mindful of the time.** It is likely that you and the others in the meeting may have different questions or topics they would like to discuss. Be sure to limit those distractions and give each person in the meeting time express their thoughts. Developing an agenda can help for smoother online conversation during a set amount of time.

**Identify others’ expectations.** Whether meeting with your professor, advisor, tutor, or peers, everyone has different expectations for online participation. Take notes as you learn this information and don’t be afraid to ask questions. Doing so will help you feel more confident in your communication.

**Be patient and understanding.** Everyone will likely have their own learning curves with remote coursework as the semester progresses. Expect that there will be bumps along the way, but don’t let these bumps deter you from learning. Instead, look at it as an opportunity for growth and think about how you help others as they adapt to an online environment.

 