

It may be hard to believe, but some businesses out there still have not tried web conferencing. If you are using web conferencing for the first time, here are some helpful tips to help you avoid common mistakes.

User Interface

For the sake of your professional image, you should run a practice meeting to understand the user interface. While simple to use, it is best to know where to access the features and functions so that you do not delay meetings while you search for the controls. A quick five-minute meeting with a colleague should be enough to have you up to speed.

Guide Participants

Do not assume the participants know how to use the interface. Meeting attendees will appreciate you taking the time to review the interface with them before beginning the meeting. Take five minutes at the opening of the meeting to go over features and functions and answer any questions participants may have.

Recording

Do not forget to use the recording feature for your meeting. Recording is a great way to keep things on track and repurpose the meeting when you are done. Let attendees know you are recording and you will realize a polite, professional and well-maintained meeting that can be used for training or marketing purposes later. Be sure you know how to record the meeting before you begin.

Joining Audio

Show attendees how to mute their audio and how to turn it back on. Do not assume they know how to turn it on and off. By going over the controls at the beginning of the meeting, you minimize problems with background noise from lines that have not been muted. Ask attendees who are not presenting to

mute their audio, but ask them to turn it back on for a question and answer session. Be sure they know how to use the feature before the meeting begins so all runs smoothly.

Desktop Distractions

Do not leave unnecessary applications open on your desktop. Be sure you close them before your presentation. Notifications, pop-ups and other distractions can interrupt your presentation or otherwise distract attendees from your message. Close extraneous program and keep documents you wish to share in a single folder on your desktop so they are easy to access.