













TIPS FOR WEBEX AND TEAMS

Use these tips if you're having technical issues or trouble joining a meeting.

-  **Check Meeting Details:** Make sure you have the correct meeting URL, date, time, passwords, or access codes.
-  **Check Your Internet Connection:** A poor connection can cause issues with joining the webinar. You can test your connection before joining.
-  **Check Audio and Video Settings:** Make sure your microphone, speakers, and camera are properly connected and set up. Choose the correct devices and test them before joining.
-  **Use the WebEx or Teams App:** If you're having trouble joining through your browser, try using the WebEx desktop app or Teams app instead.
-  **Update Your Browser:** Make sure you are using the latest version of your browser. Outdated browsers can cause compatibility issues.
-  **Clear Cache and Cookies:** This can help resolve loading issues and improve performance.
-  **Disable VPNs and Firewalls:** VPNs and firewalls can block your connection. Temporarily disable them to see if that resolves the issue.
-  **Close Unnecessary Apps:** File-sharing programs or other video conferencing tools use a lot of bandwidth and can cause interference.
-  **Restart Your Device:** A simple restart can resolve many technical issues.
-  **Try a Different Device:** If you're having trouble on your laptop, try joining on a tablet, smartphone, or another computer. You will need to download the WebEx or Teams app first.