

Webex – Audio Best Practice

Join from a quiet place

If you have a very noisy background, participants will struggle to hear you clearly, so try to join from a quiet location. This is especially important if you are the presenter.

Use a good headset

The best audio experience is achieved with a good internet connection and a good quality headset.

Earphones can be used but tend to pick up a lot of background noise, so they are not recommended.

When using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.

Mute yourself

Muting your audio is a good way to prevent unwanted sound from your environment disturbing the meeting. Sounds such as keyboard strokes, breathing, and background chat may be more audible to other participants than you realize. Click or tap your microphone icon to mute.

Have one audio source

If you and your colleagues are planning to join a Webex meeting from the same meeting room, it's best for everyone to join the web part of the meeting individually from their computers. However, only one audio connection should be made to avoid feedback and echoes.

Designate one person to join the Webex meeting with audio either by dialing in using a phone or by connecting via their PC. Other participants in the same room should join the Webex meeting and turn on their videos but not connect to audio.