



# 9 things you should know about Webex before making a presentation

With an increased focus on remote work, you can stay connected with your team with Webex screen sharing, even when you're miles apart. Facing an audience can be nerve-wracking, but with a few tips, you can make perfecting your presentation a breeze.

## 1. Set up the meeting

Ensure your audience can join the presentation easily, no matter where they are or which device they're using. Include instructions in your [invitation email](#) to guide them.



If they can't find the invitation, ask them to check their spam folder.

## 2. Connect with your audience

Connect with your audience, before, during, and after your meeting with [spaces](#). Share a presentation before the meeting to let participants prepare their thoughts, then ask for feedback on the content afterwards.



Send a [transcript](#) of your presentation after your meeting for those unable to attend.

## 3. Don't let nerves beat you

Presenting in front of people remotely or in person can make anyone anxious. Take a few deep breaths before you begin to calm your mind and your nerves.



Try [recording](#) a couple of dry runs to review your performance and improve.

#### 4. Make note of the questions

Stay on top of any questions or points to remember during your presentation by assigning a note taker or making custom notes that only you can see.



It's okay to say you don't know, but be sure to follow up on any questions you couldn't answer.

#### 5. Interact with your audience

When sharing a presentation, the control bar allows you seamless access to the key features you might need, including chat and viewing the participants.



Use annotations to highlight specific points and keep your audience engaged.

#### 6. Confidently share

Before starting, think about what you'd like to show your audience. If you need to go to different applications, it might be easier to share your whole desktop. If you're sticking to one PowerPoint, then keep it simple and just select that application.



Test in advance with a colleague to become familiar with the controls and options available.

#### 7. Limit distractions

With Webex, you can manage notifications for your meeting and decide if these would be a distraction to you or your audience. Be mindful of your background too. Keep your audience focused on you by setting a virtual or blurred background.



Create a better meeting experience by filtering out background noise, such as typing on your keyboard or your dog barking.

#### 8. Control the conversations

Avoid unnecessary interruptions from your audience by muting everyone while you present. You can even mute your audience on entry to avoid delays at the start of your meeting.



When you're ready to take questions, you can unmute everyone at the touch of a button.

#### 9. Show your face

While slides are an informative way to present, switching to video throughout your presentation will help to better engage your audience. Q&A at the end is the perfect time to put the PowerPoint away and connect with your audience.



If seeing yourself is distracting, you can minimize your self-view video to better focus on attendees.