



# 12 Webex features to improve your professionalism

Visibility at work is crucial for career success. As more and more companies have begun integrating remote work into their culture, it has become increasingly vital that hybrid workers are seen, heard, and valued.

## 1. Be prepared

Download the Webex Meetings application on every device so you can join a meeting from anywhere, at any time.

## 2. Be speedy

Can your Wi-Fi handle your call? You can use the health checker feature at the top-right corner of your Webex Meetings app.

## 3. Hardwire your workstation

If lots of people are using the same network, you may see slower Wi-Fi speeds. Try a wired ethernet connection for quicker speeds.

## 4. Share content before a call

Sending files before a meeting or sharing a link to the file rather than sharing your screen saves valuable time and bandwidth.

## 5. Be visible

Make sure people can see you whenever possible. Turn on your camera in meetings. Meetings are more effective when you aren't relying on voice alone.

## 6. Keep the focus on you

Add a virtual background to keep the focus on you during the meeting, not what's going on behind you.

## 7. Stop the noise

Consider muting your line when you aren't talking. Establish good meeting etiquette to enable a great collaborative experience.

## 8. Turning off notifications

Use the 'Do Not Disturb' state during your presentation to ensure that chats won't pop up and distract you or your audience.

## 9. Collaborate

Start a whiteboard in your Webex meeting to collaborate together. Everyone can add their ideas to the infinite canvas which is saved directly to your Webex space.

## 10. Follow up

Use chat to follow up with people and keep them in the loop, even after the meeting has finished.

## 11. Stay organized

Create a space within Webex and include everyone you need to work with. You can keep documents and notes all in here, making it easy to find.

## 12. Be in the know

Schedule recurring meetings with the people you are working with to save time and ensure everyone has a regular time to catch up.

Keep enhancing your remote working skills and demonstrate a commitment to continual improvement. It's guaranteed to impress.

[Learn more](#)