



## Webex for Master Naturalists

**Getting In:** Region#TMN / Naturalist#!

**Setting up a Meeting:**

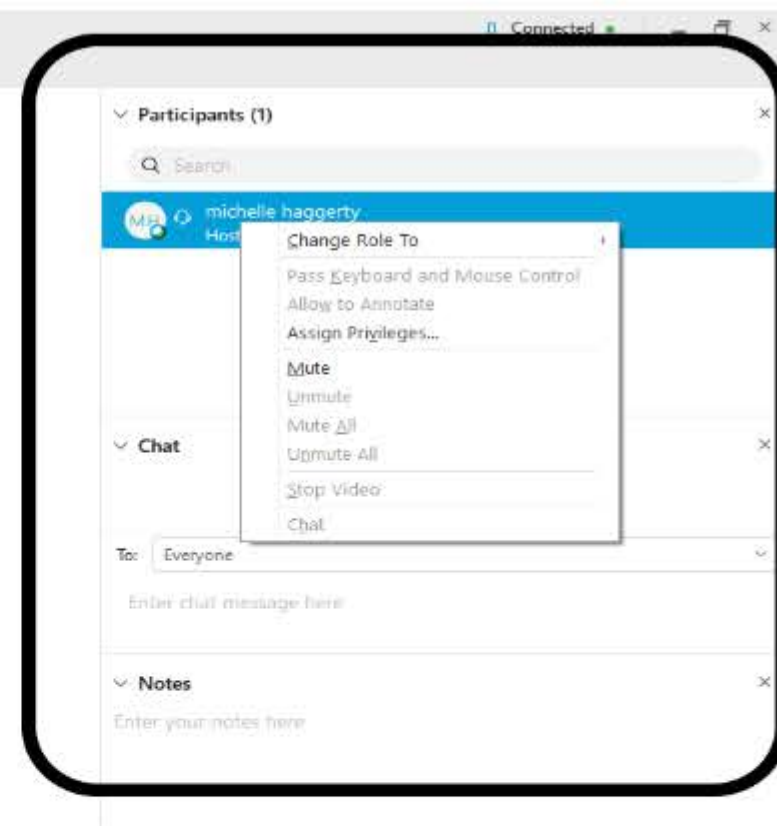
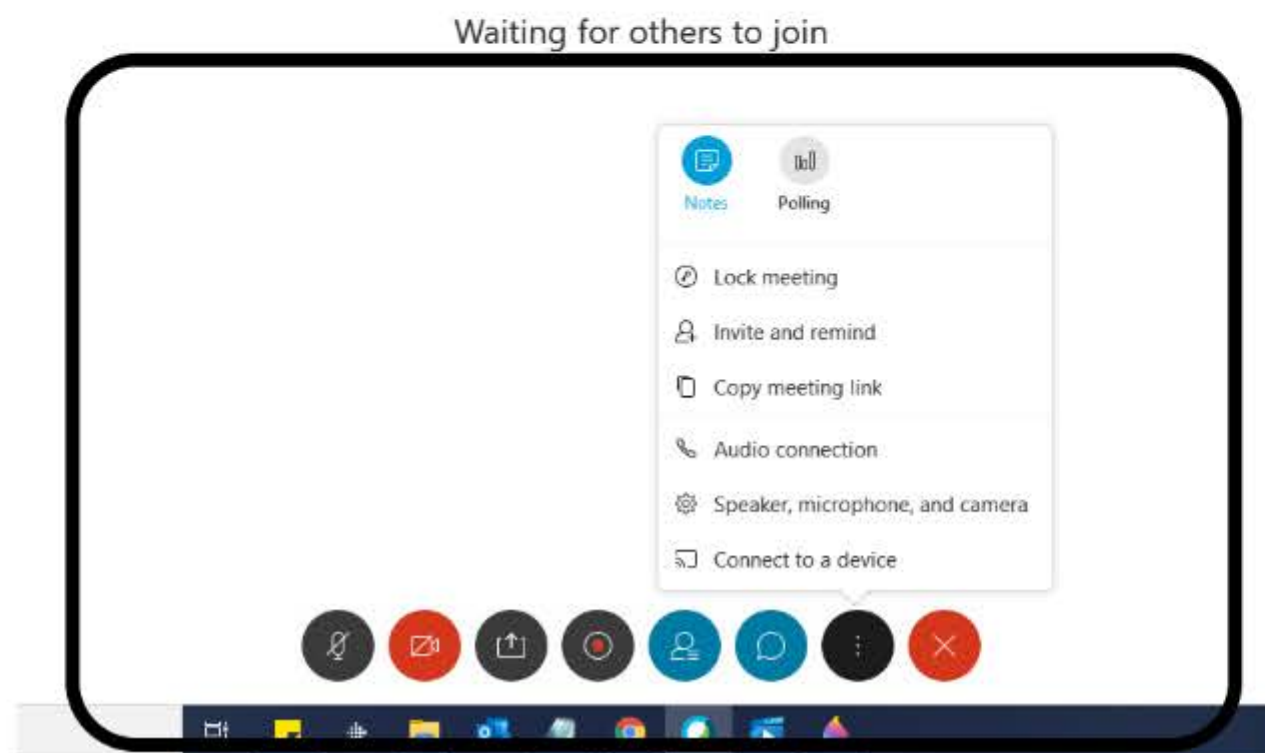
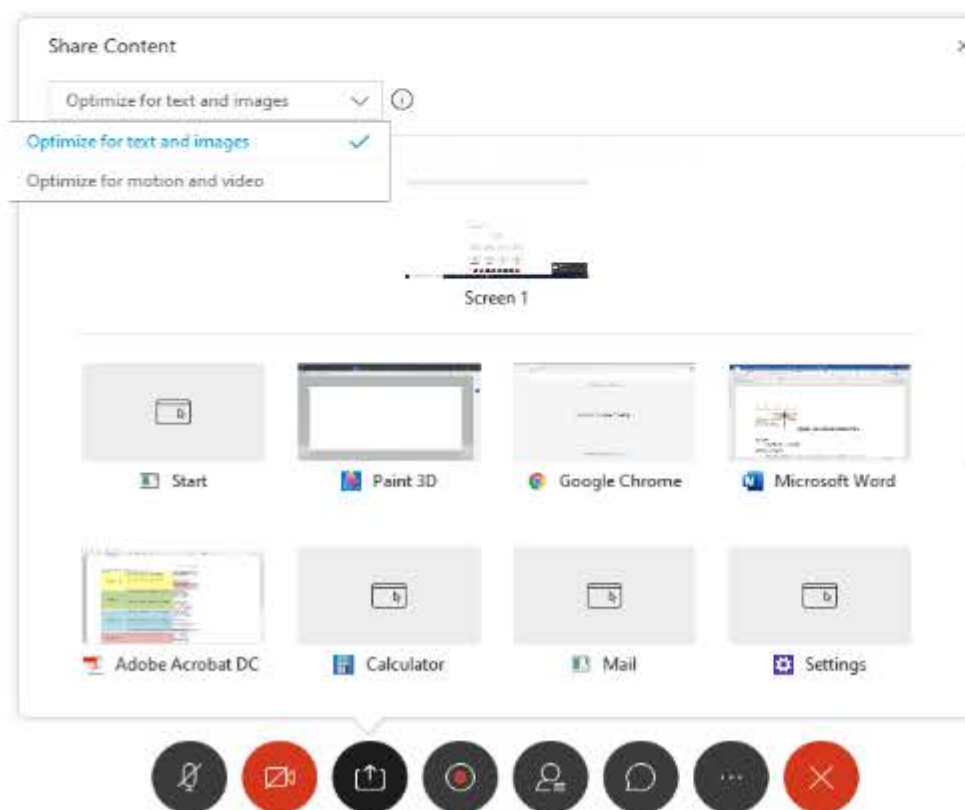
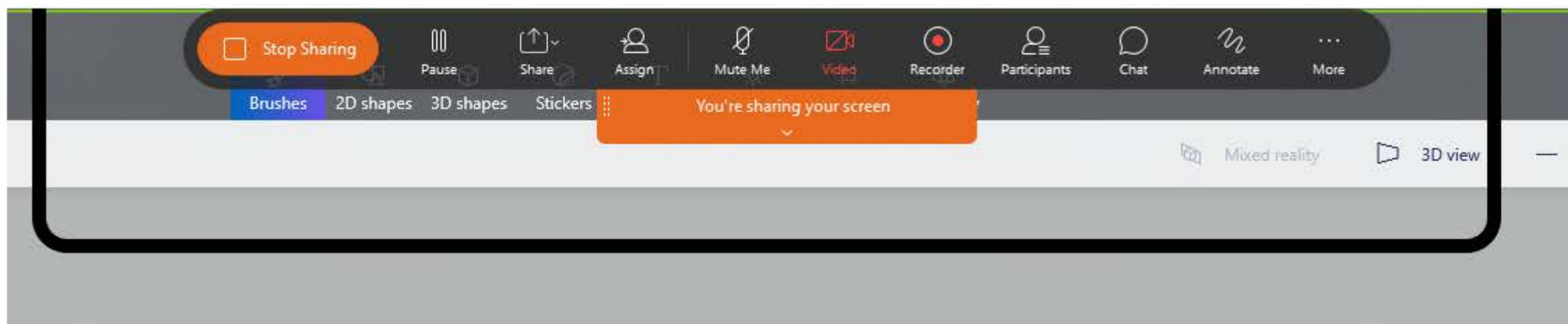
- Check the calendar! You are sharing this webex account with 5-8 other chapters
- Schedule your meetings far enough in advance to give everyone (other chapters and your attendees) enough time to alter their schedules if they need to. If you can't change your schedule contact Michelle to see about using an alternate account.
- Never post the link to the meeting in social media or a public website
- Send the invitation to yourself, then forward the invitation you receive to your attendees

**Launching/Managing a Meeting:**

- 1<sup>st</sup>) launch your participant window to see who's coming in.
- 2<sup>nd</sup>) Share your screen – whichever window you are starting with.
- 3<sup>rd</sup>) Depending on the size of the meeting – consider having a chat room monitor and/or note taker – You can mute all except the chat monitor and they can break in to let you know if something in the chat room needs addressing.
- Attendees: Newbies should login in a little earlier to make sure they have the webex app installed properly
- Host: Sharing your content
  - If you can, share content before the call, it can save bandwidth
  - you can choose which screen you want to share – have your powerpoint, videos, documents, etc. already loaded up and then just switch screens.
  - Share the Host Key (found on the Webex setup page) with another participant so they can assume the host position if something happens to the original host.
- Host: Muting loud participants. If someone has some loud and disruptive background, you can mute them from the participant window. You can tell who it is by the blue action headphone/mic icon on the participant window. If you shut down the participant window it will pop up a window with the name of the person talking. You can also mute all.
  - Ask participants to use headphones or earphones rather than their computer mic – really helps cut down on background noise

**Troubleshooting/Help:**

- Low Bandwidth:
  - Turn off your video to make the experience smoother
  - Close other background applications that you aren't using for your meeting.
  - Move closer to your router/access point
- If you (as host) are having trouble, make someone else the host and then get out & back in.
- Download the Webex app to your local machine ([cs.co/get-webex-meetings](https://cs.co/get-webex-meetings))
- Tutorials at: <https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials>
- If you feel your chapter needs more help with WebEx, put in a help desk request.



\*\*\*Please note - if your chapter i

Texas Master Naturalist Regions	AgriLife District Office	TMN Chapter Name
Region 1	Extension District 1 (North Region)	Panhandle Chapter
	Extension District 2 (North Region)	South Plains Chapter
	Extension District 3 (North Region)	South Plains Chapter
		Big Country Chapter
		Rolling Plains Chapter
		Elm Fork Chapter
Region 2	Extension District 4 (North East Region)	Prairie Oaks Chapter
		Cross Timbers Chapter
		Bois d'Arc Chapter
		North Texas Chapter
		Bluestem Chapter
Region 3	Extension District 5 (North East Region)	Blackland Prairie Chapter
		Red River Chapter
		East Texas Chapter
		Longleaf Ridge Chapter
		Cypress Basin Chapter
Region 4	Extension District 6 (South West Region)	Pineywood Lakes Chapter
		Sabine Neches Chapter
		Tierra Grande Chapter
		Tierra Grande Chapter
		Trans Pecos Chapter
Region 5	Extension District 7 (South West Region)	Llano Estacado Chapter
		Big Country Chapter
	Extension District 12 (South West Region)	Brush Country Chapter
		Rio Grande Valley Chapter
		South Texas Border Chapter
Region 6	Extension District 8 (Central Region)	South Texas Chapter
		Indian Trail Chapter
		Rio Brazos Chapter
		Prairie Oaks Chapter
		Heart of Texas Chapter
Region 7	Extension District 9 (Gulf Region)	Central Texas Chapter
		El Camino Real Chapter
		Sabine Neches Chapter
		Lower Trinity Basin Chapter
		Heartwood Chapter
Region 8	Extension District 10 (Central Region)	Pineywood Lakes Chapter
		Gulf Coast Chapter
		Coastal Priaire Chapter
		Galveston Bay Area Chaper
		Cradle of Texas Chapter
Region 9	Extension District 11 (Gulf Region)	Gideon Lincecum Chapter
		Brazos Valley Chapter
		Gideon Lincecum Chapter
		Mid Coast Chapter
		South Texas Chapter
Region 10	Extension District 12 (South West Region)	Highland Lakes Chapter
		Hill Country Chapter
		Alamo Area Chapter
		Lost Pines Chapter
		Hays County Chapter
Region 11	Extension District 13 (South East Region)	Gideon Lincecum Chapter
		Lindheimer Chpater
		Balcones Canyonlands Chapter
		Capital Area Chapter
		Goodwater Chapter
Region 12	Extension District 14 (South East Region)	Guadalupe Chapter