



NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

MICHELLE LUJAN GRISHAM, GOVERNOR
Linda M. Trujillo, Superintendent
John Blair, Deputy Superintendent

SUGGESTIONS FOR SUCCESSFUL
CISCO WEBEX MEETING OR EVENT ATTENDANCE

A Few Days before the Meeting:

1. COMPUTER: Download Webex from: <https://www.webex.com/downloads.html/>
2. PHONE: Download Cisco Webex App from Apple Store or Google Play
3. Test “JOIN AN EVENT” or “JOIN A MEETING” to see if you connect to Webex.

Results in attending the Webex meeting or event:

- Best Experience = Computer with Internet Access and Webex Application
- Better Experience = Computer with Browser (Google, Google Chrome, Explorer)
- Good Experience = Phone with Webex Application

Sending Documentation:

- If you have any documentation that you would like to submit to the Board in advance of the meeting, please send to the Board Administrator email address at: nick.alderete@state.nm.us
- Please make sure your first and last name, email address and phone number is on the document. Please note that the documentation is for reference by the Board during the meeting.

15 to 30 Minutes Before the Meeting:

1. Find a private, quiet space with stable Internet connection.
2. Join the meeting or event on your preferred device.



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3. Test your audio and video.
4. Consider using headphones to minimize the background noise.
5. Choose your preferred view:
 - a. Floating Panel, or
 - b. Grid View, or
 - c. Active Speaker and Thumbnail View, or
 - d. Active Speaker Video View.
6. If you want to protect your location, sit with your back facing a wall.
7. The administrator will open the meeting 30 minutes before the scheduled time before the meeting starts in order to facilitate sign in, and to make sure the meeting may start on time.
8. You will be asked to provide your full name and contact information when you sign in to the meeting and before the meeting begins.
9. Your access point will be placed on MUTE by the Host, unless it is your turn to speak.
10. You may send a CHAT message to the meeting or event Host. Please send your message only to the Host.
11. When the Host opens up CHAT function during the public comment section of the meeting.
12. You may use the RAISE YOUR HAND function to ask questions.
13. This meeting will be recorded. Always state your first and last name before you begin speaking.
14. Courtesy and patience are welcome and expected during the Webex meeting or event.