

We encourage departments to host virtual watch parties so they can share in the excitement of the celebration with their colleagues. Here are instructions for setting up a watch party:

- Prior to the ceremony, create a Webex meeting and invite team members to participate
- On the day of the event, open the [Employee Recognition Program](#) webpage where you will find the link to the ceremony
- Log in and start the meeting as the host
- Open the “Share” option at the bottom of the window. When the drop-down menu appears, select:
 - “Optimize for motion and video”
 - “Share your computer audio”
 - Lastly, select the window you wish to share

Enjoy watching the event with your team and cheer on your colleagues!

Employee Recognition Program

erp@montana.edu

406-994-6600