WEBEX MEETINGS

Instructions for Hosts
Once you log in to WebEx as a host, it will take you to your Personal Room where you can:

- schedule and start meetings
- listen to and download your recorded meetings
- View your insights showing your meeting usage – average length of meeting, number of participants, so forth.
SCHEDULING A MEETING

The **ball** is the presenter role. I can pass the ball to someone during the meeting, but I don’t want them to have the ability to take the ball from me.

Passwords are required, but only need to be 4 characters long.

Adding email addresses to the Attendees field here will generate a generic Webex invitation.
The host can start the meeting here or from their Outlook calendar.
Connect Audio

Before starting a meeting, you can choose the settings you use for audio in the meeting.

Click the audio connection options in the Webex Meetings app.

**Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.

**Call me**—Enter or select the work or home phone number that you'd like the meeting to call.

**Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.

**Please Note:** If you chose to call in or have the meeting call you, you will still need to log on to the meeting on a computer or tablet to see the content that will be shared.
If you are not hearing any sound, try the following:

• Make sure you are connected to the audio conference. When connected, a phone or headset icon should appear next to your name in the Participants panel.

• Use the Audio and Video Connection or Computer Audio Settings under the Audio menu, to make sure you have selected the right speaker to use for audio. You may also adjust the audio volume from this screen.
Raising your virtual hand

To gain the attention from the moderator or presenter, participants can use the “raise your hand” feature. Participants will click on the Raise Hand button which will place a small hand icon next to their name in the participant list.

The participant must click the hand again to lower the hand or if they wish to withdraw their request.
Once the meeting has started, you can see the meeting information at any time by clicking the small, blue “i” in the upper left corner or by clicking on the Meeting Tab at the top left of the screen.
At anytime during the meeting, you can “Mute All” in the Participant Tab.

You can also Mute on Entry and turn on/off the Entry and Exit Tone.

Muting and unmuteding can also be done in the participants panel.
At anytime you can record the meeting. You can also Pause and Stop once recording has started.
HOST

Participants with the host role can:
• Add or remove participants
• Mute or unmute participants
• Lock or unlock the meeting
• Record the meeting
• End the meeting

PRESENTER

Anyone attending a Webex session may view shared data, but only the person designated as the Presenter may share presentations, screen/desktop, or applications.
Changing roles in the participant panel

By right-clicking on a participant’s name in the participants panel, you can change their role in the meeting. You can make them the Presenter by “passing them the ball,” or make them the host.

You can get the ball back by right-clicking your own name and changing your role to presenter.

Changing roles from the participant tab

With the participant highlighted in the participant panel on the right of the screen, click on the Participant tab at the top left of the screen and scroll down to Change Role To…
To reclaim your Host role, go to the Participant Tab and click on “Reclaim Host Role.”
You do not need to be a Host to share your content, you only need to have the presenter ball.

You can share your screen by clicking the Share Content icon on the toolbar on the bottom of your screen. This can also be done by clicking on the Share tab on the top left of the screen.

NOTE: Be sure to have your content ready – if it’s a PowerPoint, make sure it is open. When it’s up on the screen, be sure to put it in Presentation Mode, so that it fills the screen.
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Like this!
You can hover over the orange bar at the top of the screen to reveal the menu and stop sharing your content.
You can save your chat by going to File → Save As → Chat.
When you are ready to end the meeting as the host. Locate the red X icon at the bottom of your screen and click on end meeting.

If you are the host and you need to leave the meeting early, you can assign the host privilege to someone else in the meeting and then leave.
DOWNLOADING THE RECORDING

As a host, you may access the recording by going to **Recordings** on the Webex site after login.