

## WebEx Training - Hosting Instructions

If you have a log in, click on the sign in, and Select Webex Meetings.



Sign in with your email address and password that you set up when you signed up. This will bring you to your personal dashboard/personal room.

A screenshot of the Webex Meetings personal dashboard. The main header shows "Kristin Sorenson's Personal Room" with a profile icon containing "KS" and a URL: "https://meetingsamer.webex.com/meet/kristin.sorenson". Below this are two buttons: "Start a Meeting" with a dropdown arrow and "Schedule". A blue notification box on the right says "Get ready for your upcoming meeting by installing the Cisco Webex Meetings app now." with a "Download" button. The "Upcoming Meetings" section lists a meeting: "1:30 PM - 2:30 PM Train and review Webex" on "Fri, Mar 27" by "Kristin Sorenson", with a green "Start" button.

Here you can start a meeting adhoc, schedule a meeting, and see what meetings are coming up. I would recommend downloading the Meetings Apps as it suggests in the blue box.

## Schedule a Meeting

Meeting templates Webex Meetings Default

\* Meeting topic

Enter the meeting topic

\* Meeting password

Date and time Friday, Mar 27, 2020 7:45 am Duration: 1 hour

(UTC-05:00) Central Time (US & Canada)

Recurrence

Attendees

Separate email addresses with a comma or semicolon

Enter a topic, leave the meeting password. Click on the drop down arrow for the date and time of the meeting

Enter

atin

Me

Time 7 : 45

am  pm

Duration 1 hour 0 minutes

Friday, Mar 27, 2020 7:45 am Duration: 1 hour

Select your date, time and duration of the meeting and click Done.

Enter in the Attendees full email address.

Attendees

Separate email addresses with a comma or semicolon

Click Schedule at the bottom of the screen to save your meeting.

When it is time to join or start the meeting you will get reminder popups:

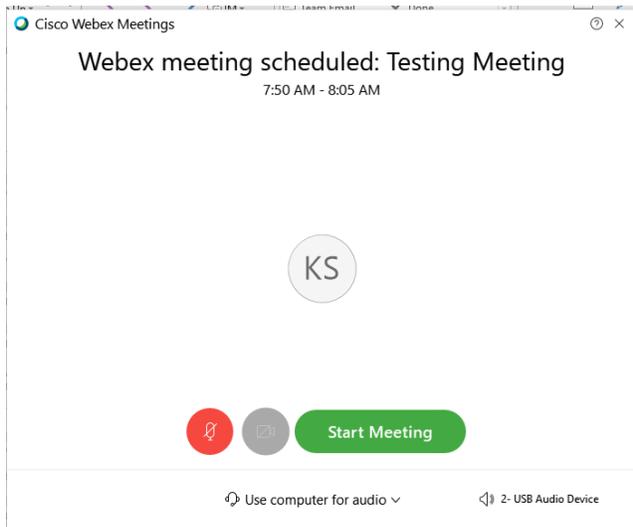
Webex Meeting Reminder

Webex meeting scheduled: Testing Mee...  
7:50 AM - 8:05 AM  
Host: Cisco Webex

Meeting reminder

Webex meeting scheduled: Testi...  
Starts in 4 minutes  
me (Host)  
<https://meetingsomer.webex.com/meetingsomer/j.php?MTID=m75b25f3bdc51b8ea0deb92d0fe7f9e9e>

If you are the host click Start the meeting, if you are joining in click Join meeting.



Click Start the Meeting. The Audio can either be through your computer or via phone.



Waiting for others to join



- Mute and unmute your speaker



- Start and stop your video



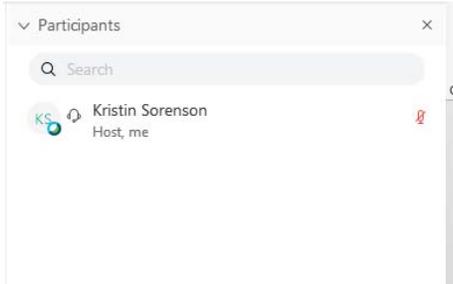
- Share your screen



- Record meeting



- Show participants pane



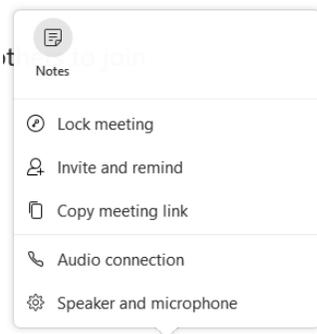
- Show chat window



Enter chat message here



- show audio options



- End/Leave Meeting

## Join Meeting

Meeting number (access code): 297 472 515  
Meeting password: niDqjgMd324

Friday, March 27, 2020  
9:00 am | (UTC-05:00) Central Time (US & Canada) | 1 hr

Join meeting

### Join by phone

Tap to call in from a mobile device (attendees only)

+1-408-418-9388 United States Toll

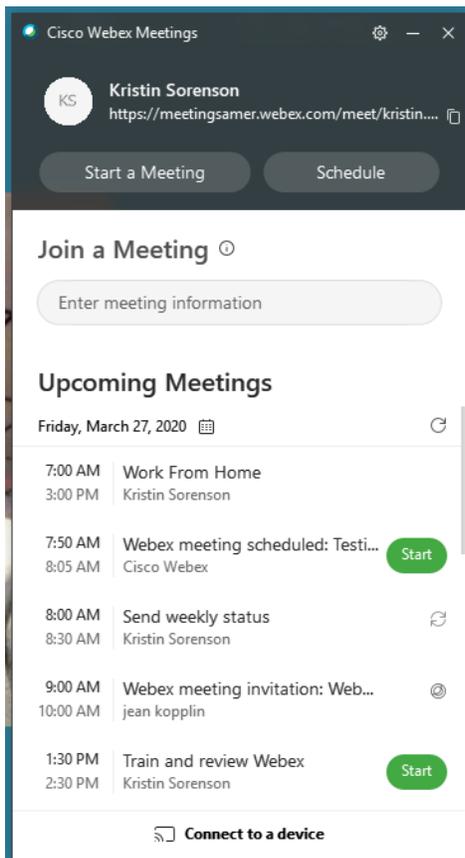
[Global call-in numbers](#)

### Join from a video system or application

Dial [297472515@ccit.my.webex.com](mailto:297472515@ccit.my.webex.com)

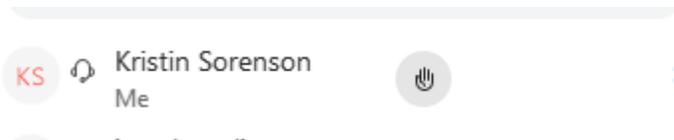
You can also dial 173.243.2.68 and enter your meeting number.

If the App is downloaded to your PC you will get a screen like below:



You will need another plug in to schedule meetings from here, however you can start your meetings from here. Either click the Start a meeting or click the green start button.

Each User has a hand to raise if they are logged into the webex. Here they can raise their hand to speak. After speaking, the user will need to click on the hand again to lower their hand.



## Assigning Alternate Host and Reclaim Host Role

If someone needs to forward the meeting to someone else to host, please forward the meeting invite that has the Start meeting icon. This will be in the Host's calendar.

**You changed the Webex meeting information.**

When it's time, start your Webex meeting here.

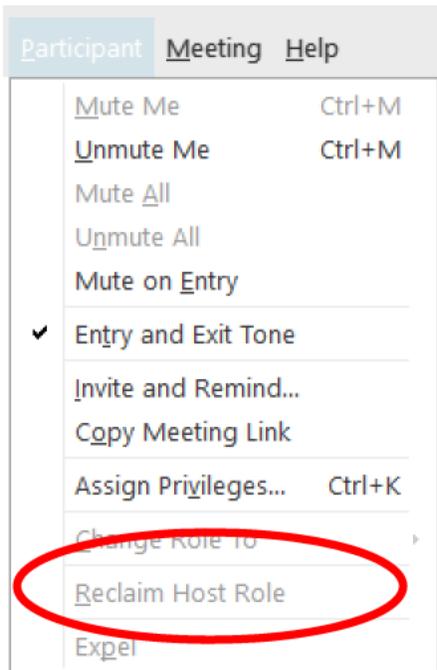
Meeting number (access code): 629 457 729  
Meeting password: [REDACTED]  
Host key: 713263

Thursday, April 2, 2020  
3:00 pm | (UTC-05:00) Central Time (US & Canada) | 2 hrs

**Start meeting**

Join by phone

When it is time for the user to start the meeting, they can click on Start Meeting. It will start the webex meeting and you will Join. After joining the meeting, click on the Participant and select Reclaim Host option:



A box will ask you to enter in the Host Key which will be found in the original invite as you can see above. Enter in that number and click ok and you will now be the host.