# Hosting a WebEx Meeting

Within the WebEx Meeting Room, there are a number of tools and features that can be used, depending on your needs.

## Locking the Meeting Room

Depending on the nature of your meeting, it may be desirable to lock your meeting room. This feature prevents unauthorized individuals from accessing the meeting room while the meeting is locked. This feature is a temporary lock, and unlocks once the meeting ends.



Individuals who attempt to access a locked meeting room are put into a "lobby" and the host is notified that they are requesting access to the meeting room. The host then has the ability to allow or deny their access to the meeting room.

## Recording a Meeting

WebEx meetings have the ability to be recorded, if desired.



By clicking on the "Record" button, the recorder module opens in the bottom-right corner of the meeting room, and the recording begins. Participants in the meeting room also see a notice that the meeting is being recorded.



While the meeting is being recorded, the host has the ability to either pause or stop the recording. If the recording is stopped, the recording is finalized and can be streamed or downloaded by going to: http://winsupply.webex.com, logging in with your account information, clicking on My WebEx, going to My Files (link on the left), and clicking on the My WebEx Files tab.

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## *Using Audio in a Meeting*

To use audio within the meeting, click on the "I Will Call In" button in the middle of the meeting room. You can select one of the following options:

- Call Me. The meeting will ask you for a phone number, and WebEx will call you to connect you to the meeting's audio.

- I Will Call In. WebEx will provide you with a phone number, access code, and attendee ID to connect you to the meeting's audio.

- Call Using Computer. This will use your computer's audio settings to connect to the meeting's audio. *Note: This is not recommended due to audio feedback and audio quality from the computer's audio devices.*
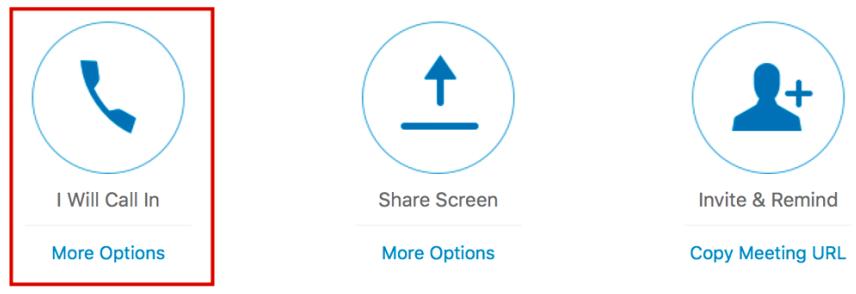


## *Screen Sharing*

In additional to audio communication, it may be desirable to share your computer screen or a specific computer program to those in the meeting.

To share your screen, click on the Share Screen button in the middle of the meeting window. If you wish to share a specific program rather than the entire screen, click on "More Options" to select a specific program or document.
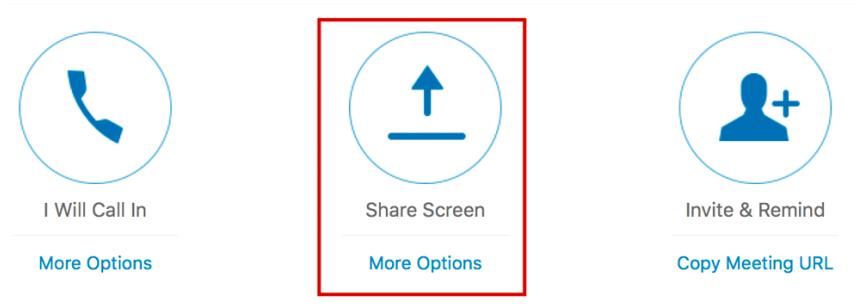


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# Hosting a WebEx Meeting

## *Screen Sharing, cont.*

If you have multiple computer screens, the program or document being shared must be on the screen that has the WebEx header bar (visible once sharing is turned on.



## *Invite Attendees*

While in the meeting room, you may need to send a link to the meeting room to another individual. By clicking on the "Copy Meeting URL" link, the address for your meeting room is copied to the clipboard and can be pasted into an email or other method of communication.
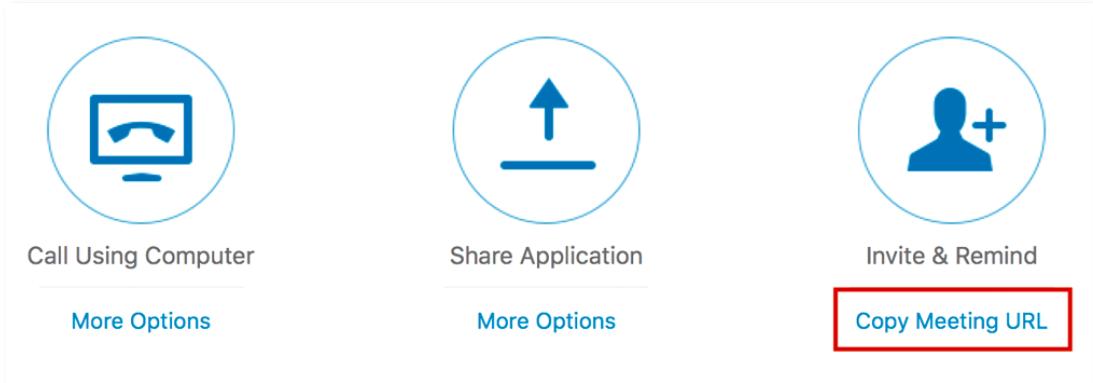


## *Managing Participants*

During the meeting, there are a number of things you can do to manage meeting participants.
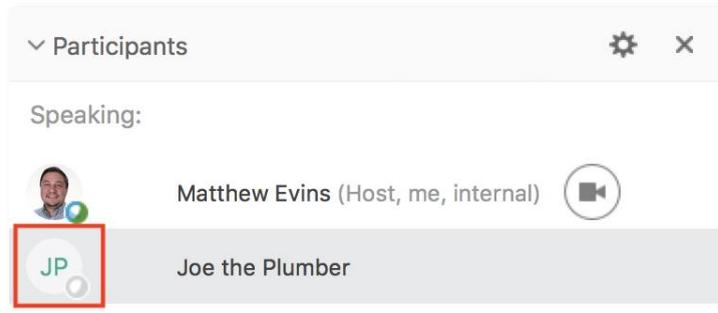


To **make another participant the presenter**, hover over the participant and click on the globe icon that appears.

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## *Managing Participants (cont.)*

If you wish to **share your webcam** in the meeting room, click on the webcam button next to your name.
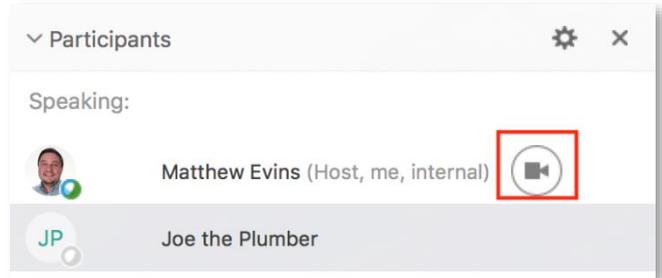
If you would like to **designate another participant as the host** of the meeting, right-click on the attendee and go to Change Role To > Host. Making another person the host allows you to leave the meeting without the meeting ending.
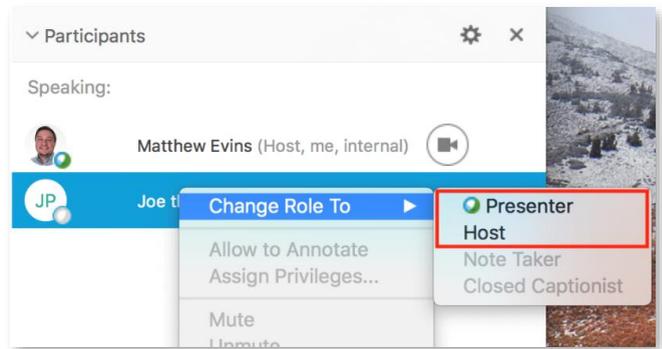
## *Meeting Chat*

It may be beneficial to engage in a text chat with the meeting participants. To open the chat module, click on the Chat button at the top of the meeting window. The module then opens in the bottom-right corner of the window.
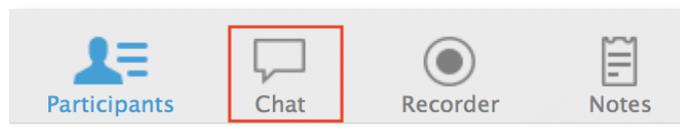
When the chat module is visible, you can send text messages to either select individuals or all of the meeting participants.