

Cisco Webex Meetings

Host a Meeting - Quick Reference Tasks

The Meeting window lets you do the following:

- Manage all aspects of the meetings.
- Enable participants to chat, send video, share information, and interact with each other using documents, presentations, whiteboards, applications, and more.

Note If you are hosting a meeting that includes TelePresence systems, the following Webex features are unavailable:

- Polling
- File Transfer
- Chat (with TelePresence room participants)

Task	Action
Edit a welcome message	Select Meeting > Welcome Message.
Edit sound alerts	Right-click the Participants title and select Sound Alerts.
Edit the sound that plays when someone enters a chat message	Right-click the Chat title and select Sound Alerts.
End a meeting	Select File > End Meeting.
Get information about a meeting in progress	Select Meeting > Information.
Grant or remove privileges	Select Participant > Assign Privileges, and then check or uncheck the appropriate option.
Invite people to a meeting in progress	From the Quick Start tab, select Invite and Remind, and enter the requested information.
Leave a meeting	Select File > Leave Meeting.
Lock meeting access	Select Meeting > Lock Meeting. This option prevents anyone from joining the meeting, including those who were invited but haven't joined yet
Make someone else the host	Right-click the name or thumbnail and select Change Role to > Host.
Make someone else the presenter	Drag the Webex ball to the next presenter.
Mute participant microphones	To mute everyone as they join the meeting, select Participant > Mute on Entry. To mute or unmute everyone but you, select Participant > Mute All. To mute someone specifically, select Participant > Mute or Unmute.
Reclaim the host role	Select your name in the Participant list, then select Participant > Reclaim Host Role, and enter the requested information.

Record your meeting	<p>Select Record.</p> <p>Pause and resume the recording as necessary, rather than stopping and restarting recording, to avoid creating multiple recording files.</p>
Remove a participant from a meeting	Right-click the name in the Participants list and select Expel.
Rename a call-in user	Right-click the name in the Participants list and select Rename.
Send a meeting transcript email	<p>Select File > Send Transcript, enter the requested information, and send the email.</p> <p>If you saved them during the meeting, you can also attach:</p> <ul style="list-style-type: none"> • Shared documents • Chat • Poll questionnaire • Poll results • Public notes or closed captions taken or published during the meeting. <p>The transcript is sent to all participants who provided their email addresses when joining.</p> <p>Audio-only participants are not listed on the transcript.</p>
Turn off participant entry and exit beeps and tones	Select Participant > Entry and Exit Tone.
Unlock meeting access	Select Meeting > Unlock Meeting.