

Cisco WebEx/MeetingPlace 8 Basic Hosting

This primer covers the basics of hosting a Cisco WebEx/MeetingPlace 8 meeting

The new address for MeetingPlace is <http://meetwithme.webex.com>. This is the replacement for both mymeeting.cci.org and schedule.cci.org. There are no longer two separate addresses.

In WebEx/MeetingPlace 8, every meeting has a host. Hosting is much the same as Moderating from MeetingPlace 7. The host is the only person that is allowed to add or remove participants, mute/unmute participants, or end the meeting. Unlike Moderators, there can be only 1 host at a time. This person has the ability to assign someone else as the host during the meeting. The person who scheduled the meeting is automatically a host of the meeting, and has the option to assign other invitees as alternate hosts.

For any meeting, a host must start the meeting before participants can interact. If you are the host of a meeting, follow these steps to begin the meeting:

- 1) Go to the web interface at <http://meetwithme.webex.com> (fig. 1).

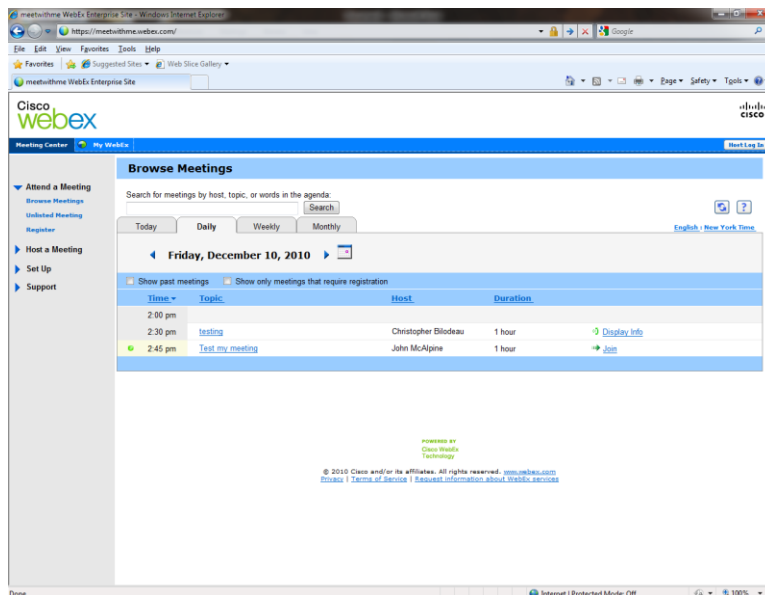


Figure 1: WebEx/MeetingPlace 8 Main Screen / Browse Meetings

- 2) Click on the “Host Log In” button at the top right.

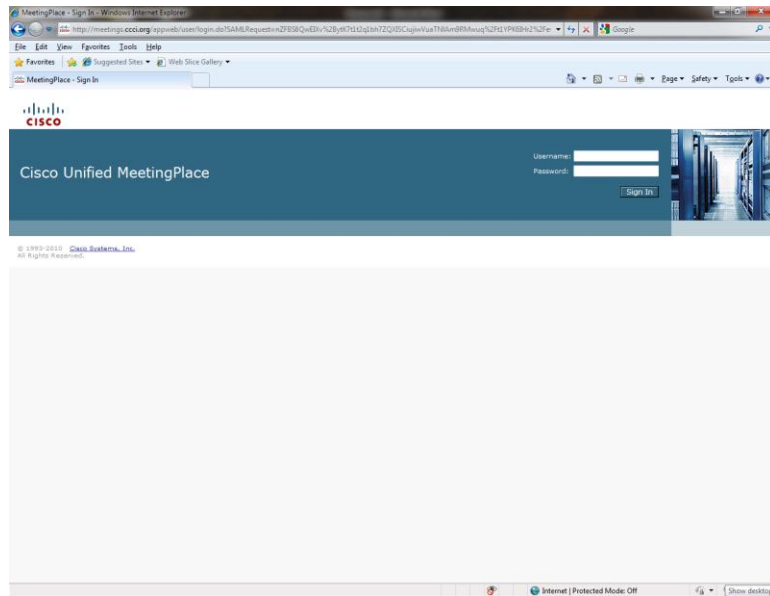


Figure 2: WebEx/MeetingPlace sign in screen; Sign in using Relay credentials.

- 3) At the login screen (fig. 2), enter your Relay (formerly GCX) username and password.
- 4) Click “Sign In”. You will then be sent back to the main page (fig. 3).

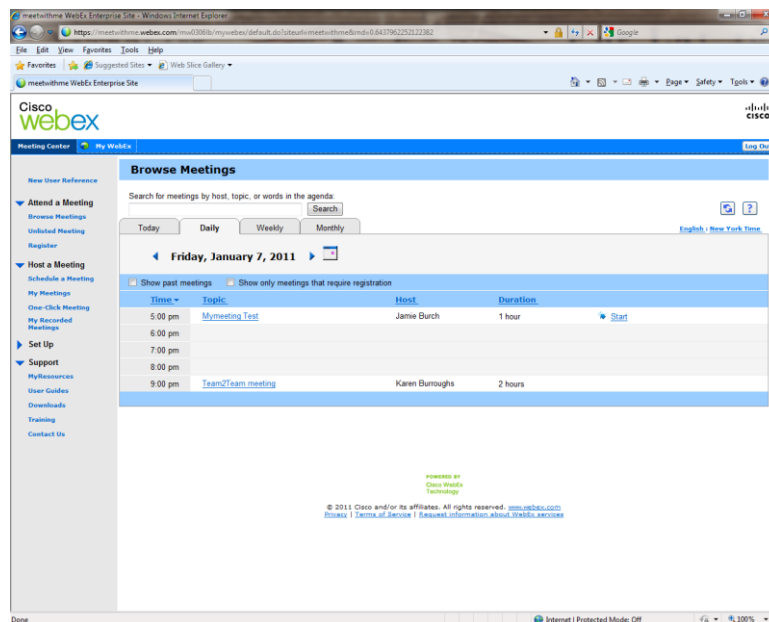
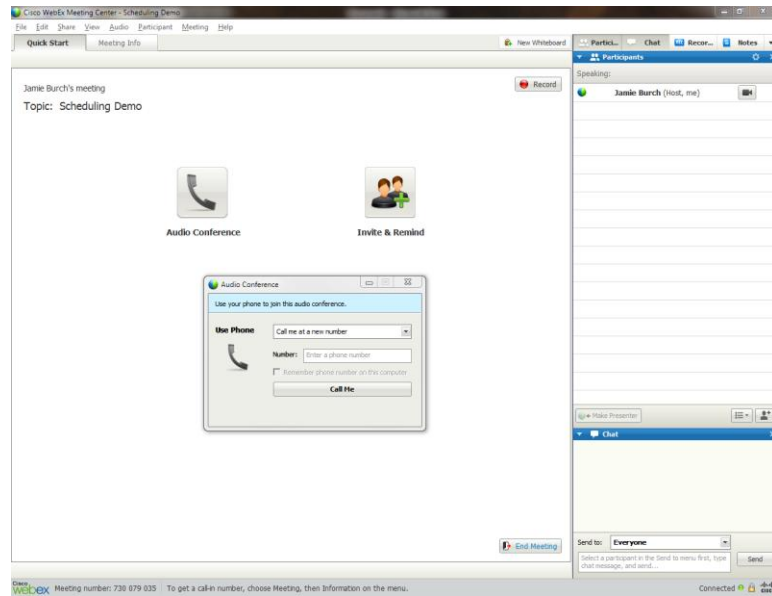


Figure 3: WebEx/MeetingPlace sign in screen; Sign in using Relay credentials.

- 5) Find your meeting in the list, then click “Start”. This will only appear for meetings you scheduled or if the meeting scheduler designated you as a host.



6)

Figure 4: The WebEx/MeetingPlace 8 Webex interface with Audio Conference.

- 5) After a few seconds, the Audio Conference window will open automatically. If you are using any Cisco or Tandberg device to attend by audio or video, type your 4 digit extension. If you are using any other phone, enter your phone number. Remember to add 9 for an outside line, 91 for long distance, or 9011 for international.

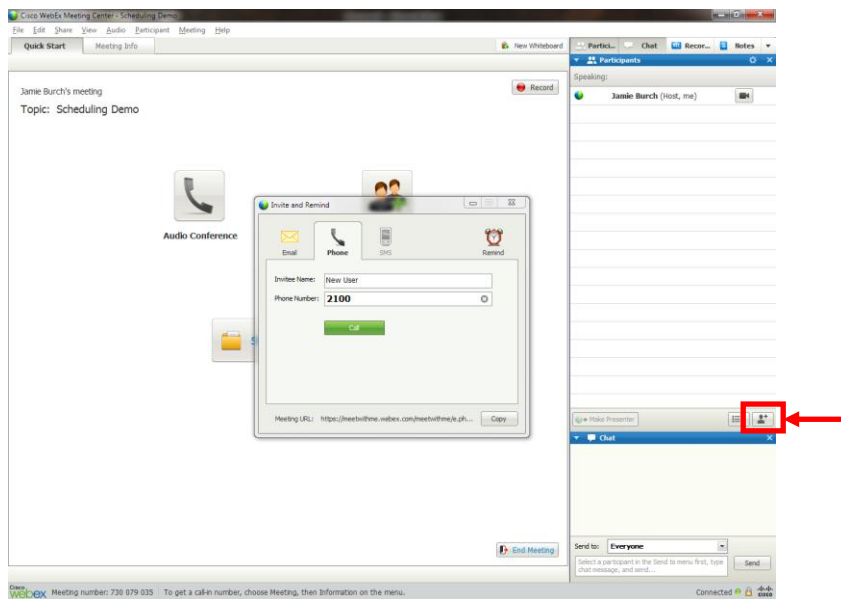


Figure 5: Add a Participant – phone tab

- 6) To call out to a new participant who is unable to connect them self, click the Add Participant button on the right.
- 7) Click on the Phone tab.
- 8) Type the user’s name and number. The same rules apply as in step 5 above.

- 9) If you used step 5 to connect yourself on audio or video, you will be temporarily taken out of the meeting to speak with the new user directly.
- 10) Confirm that the person you are talking to is the correct person that should be in the meeting.
- 11) Dial #1 to connect this person, or #2 to disconnect them (if you click cancel on the screen, your call will disconnect as well).
- 12) To make someone else the presenter or host, right click on their name in the participants list, highlight “Change Role To”, and select either Presenter or Host.
- 13) If you leave the meeting without making someone else the host, the meeting will end and all participants will be disconnected. The meeting will then need to be rescheduled.