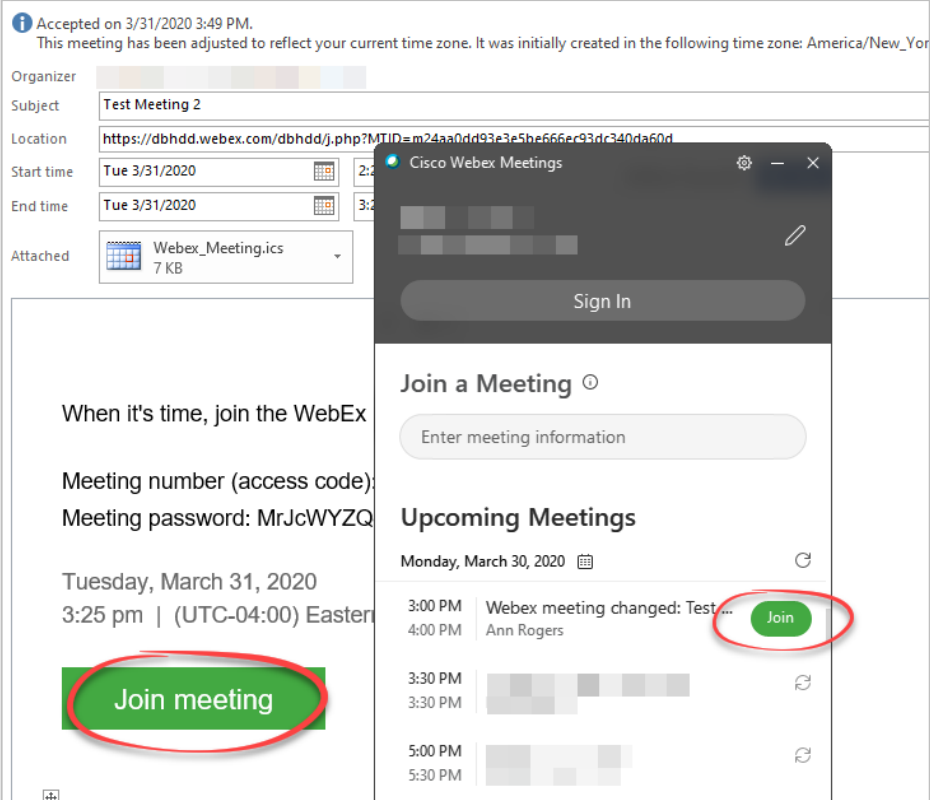
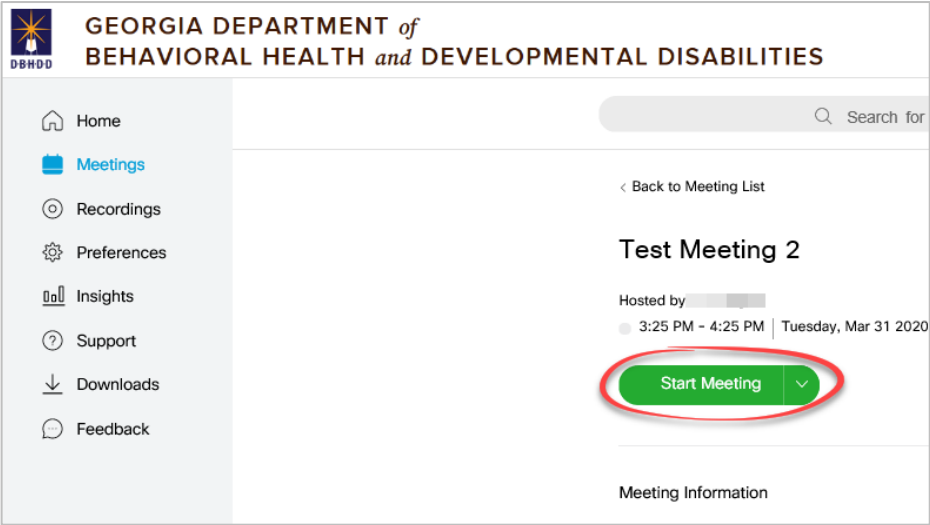




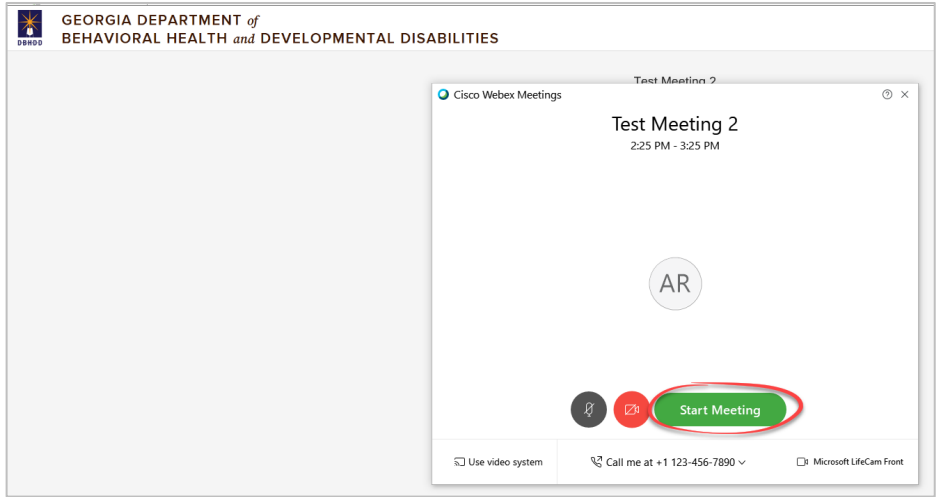
Hosting a WebEx Meeting

Step	Action	Visual
1	<p>To start a meeting, locate the meeting information in your Outlook calendar, email, or on the WebEx application panel and click on the green Join Meeting or Join button.</p> <p>Don't have access to your WebEx calendar?</p> <p>Log into https://dbhdd.webex.com/ using your email address and password you've set up for your host account.</p> <p>If you scheduled the meeting, click My Meetings and navigate to the date, then click Start.</p>	 





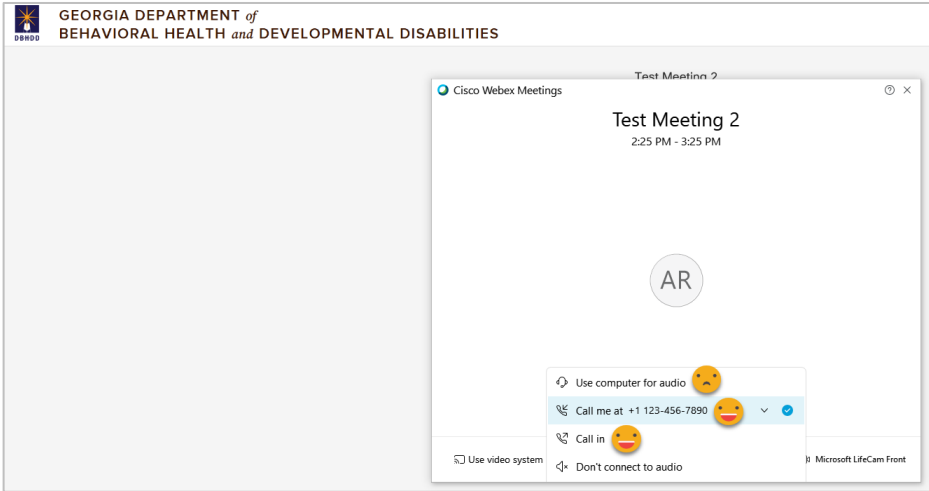
DBHDD

Hosting a WebEx Meeting

Step	Action	Visual
2	Click on the green Start Meeting button again to enter the meeting space.	 A screenshot of the Cisco WebEx interface. At the top left, it says "GEORGIA DEPARTMENT of BEHAVIORAL HEALTH and DEVELOPMENTAL DISABILITIES". The main window is titled "Test Meeting 2" with a time of "2:25 PM - 3:25 PM". In the center, there is a large "AR" button. At the bottom, there are three buttons: a microphone icon, a red "Join" button, and a green "Start Meeting" button which is circled in red. At the very bottom, there are three status indicators: "Use video system", "Call me at +1 123-456-7890", and "Microsoft LifeCam Front".



Hosting a WebEx Meeting

Step	Action	Visual
3	<p>Select the Call me at +1 option from the dropdown list. You may use either the, Call In option or the Call me at +1 option.</p> <p> Do not use the Use computer for audio option because it may cause audio disruption.</p> <p>If you decide to call in, turn off any speakers in your meeting space to avoid audio disruption.</p> <p> Regular long-distance phone charges may apply if you call from a home or cell phone.</p> <p>If you select the Call me at +1 option, enter your phone number into the provided space, and click the Start Meeting button again.</p>	 <p>The screenshot shows the Cisco Webex Meetings interface for a meeting titled "Test Meeting 2" (2:25 PM - 3:25 PM). The interface includes a "Test Meeting 2" window with a "Call me at +1 123-456-7890" option selected. Below the window, there is a dropdown menu with options: "Use computer for audio", "Call me at +1 123-456-7890", "Call in", and "Don't connect to audio". The "Call me at +1 123-456-7890" option is highlighted. The interface also shows "Use video system" and "Microsoft LifeCam Front" options.</p>



Hosting a WebEx Meeting

4

Mute host and participants on entry into the meeting.

To mute yourself:

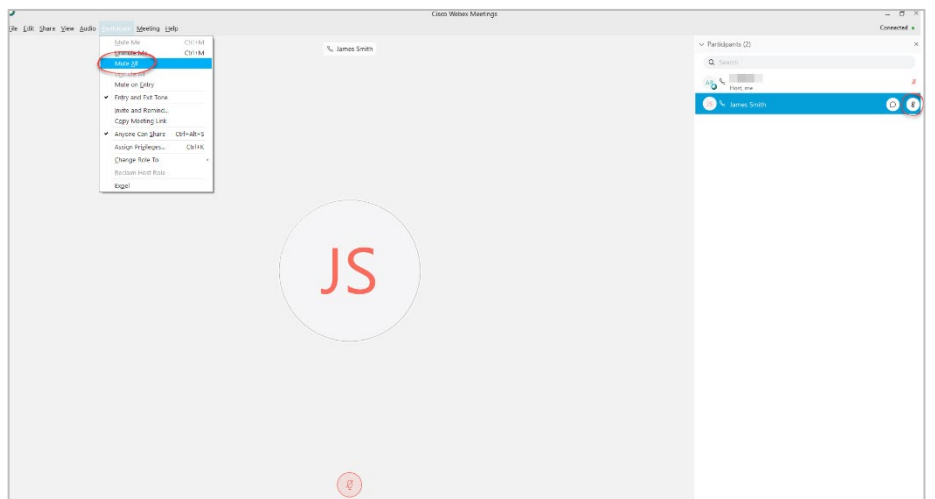
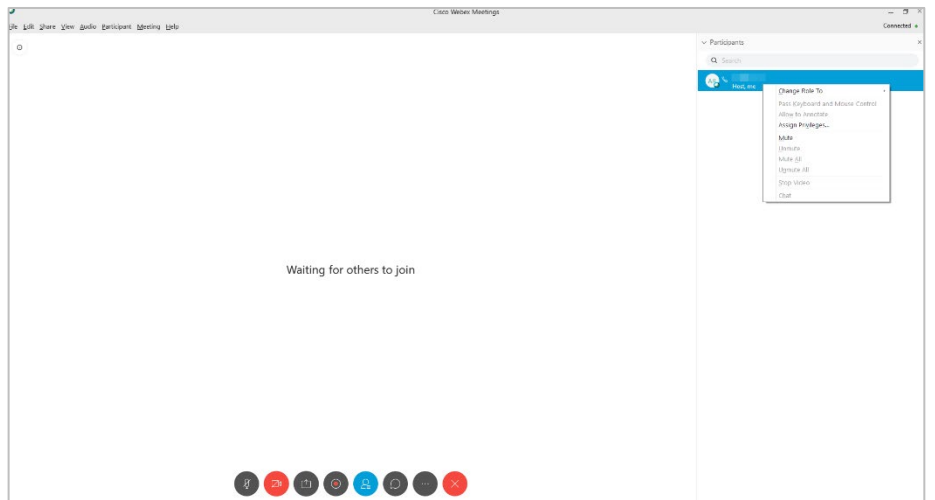
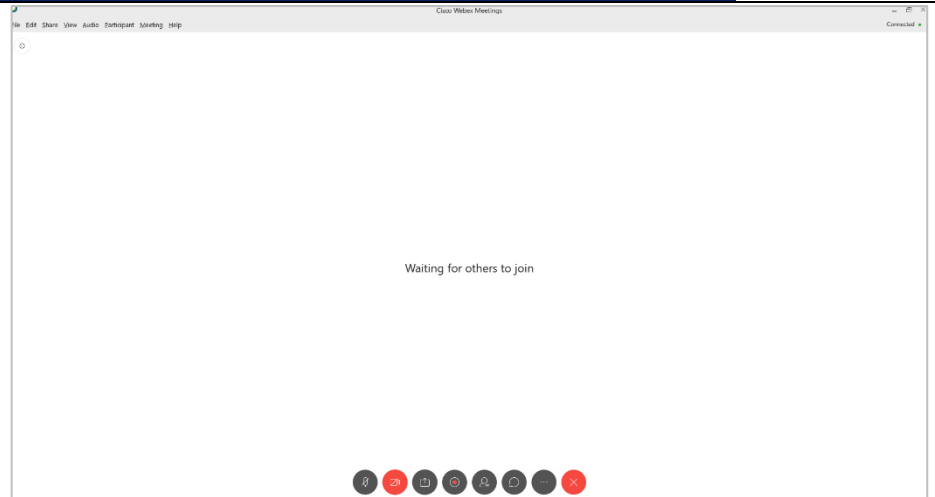
- a) Click on the microphone symbol at the bottom of the screen, OR
- b) Right click on your name on the Participants panel and click the mute button.



Don't forget to unmute before starting the meeting.

To mute participants:

- a) Click the mute icon next to the person's name, OR
- b) Click the **Participants** tab at the top of the screen and select **Mute All**.



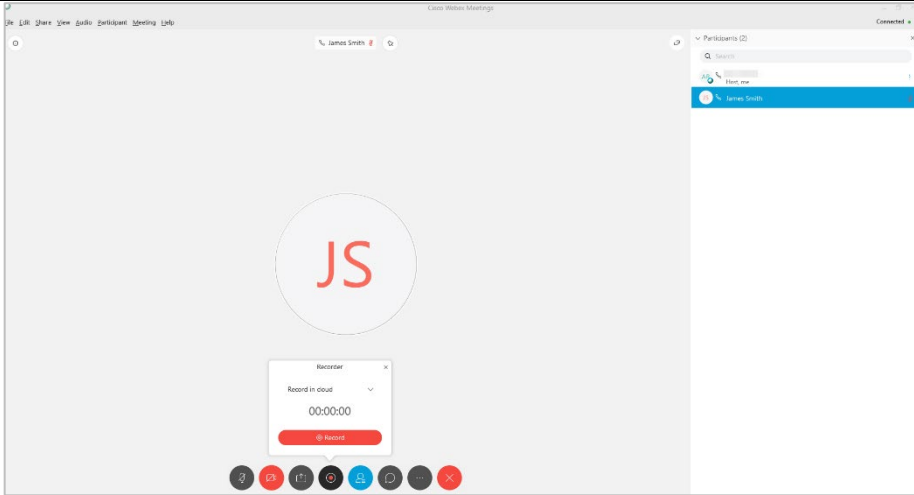
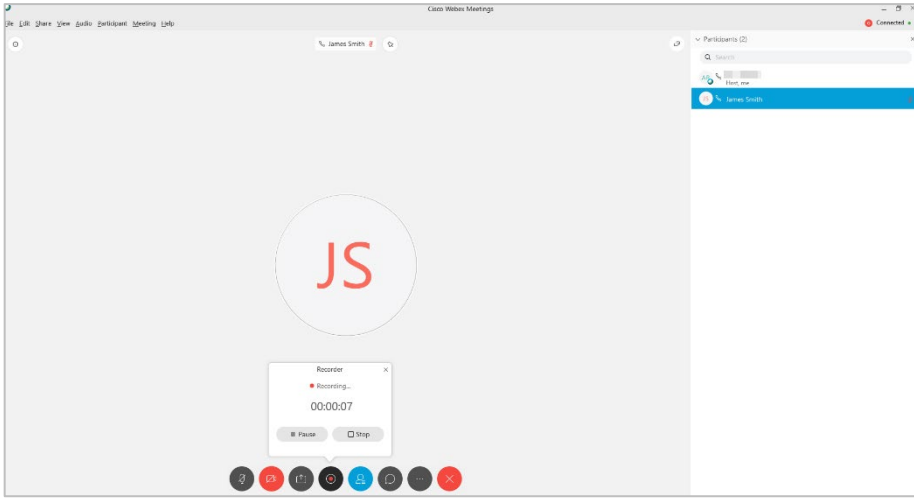





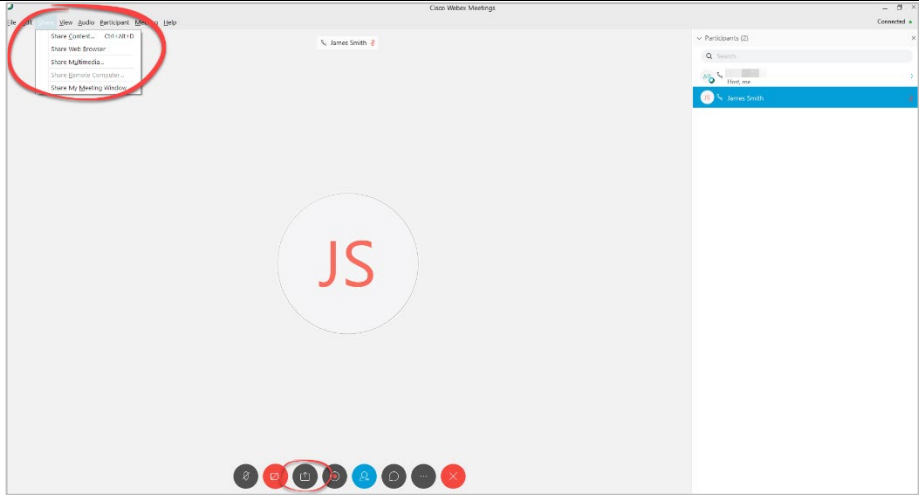
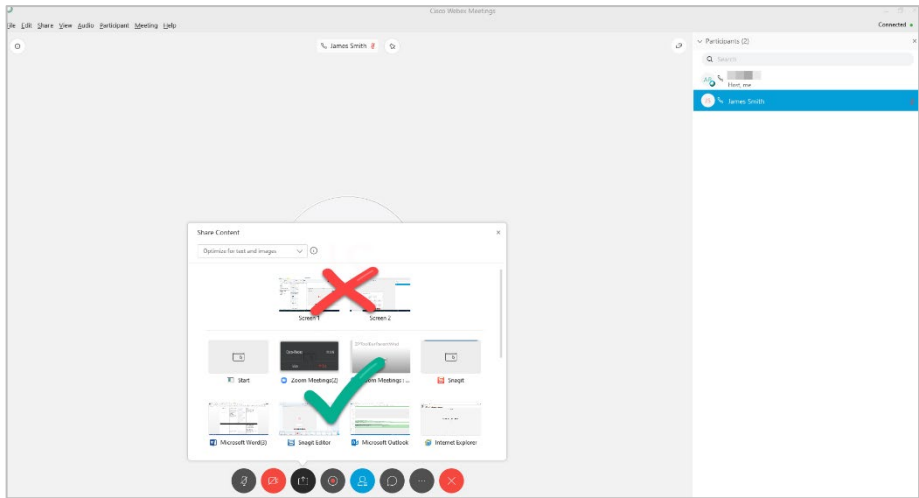
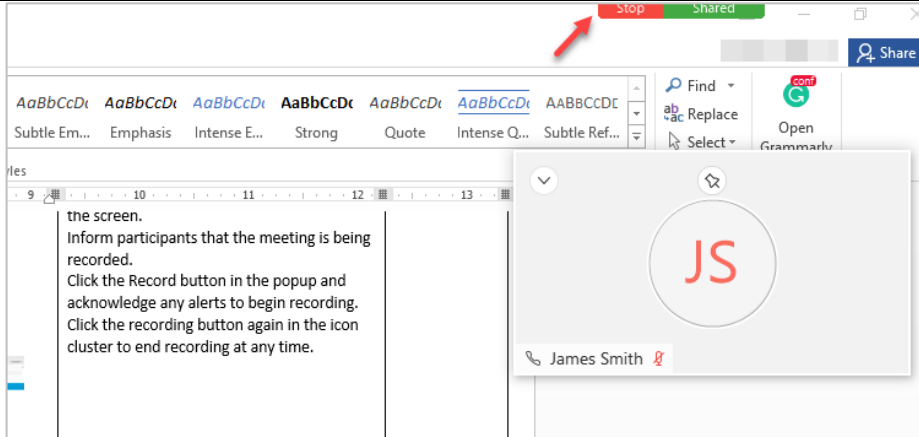
Hosting a WebEx Meeting

Step	Action	Visual
5	<p>To start the meeting:</p> <ul style="list-style-type: none">a) Unmute yourself by clicking the red microphone button in the icon cluster.b) Mute the participants by clicking the Mute All from the Participants tab or right click on specific participants names.	<p>The visual section contains two screenshots of the WebEx interface. The top screenshot shows the 'Participants' tab with a red microphone icon circled in the bottom toolbar. The bottom screenshot shows the 'Participants' list with a right-click context menu open, highlighting the 'Mute All' option.</p>

Hosting a WebEx Meeting

Step	Action	Visual
<p>6</p>	<p>Do you want to record the meeting?</p> <p>If yes, click the black recording button in the icon cluster at the bottom of the screen.</p> <p> Inform participants that the meeting is being recorded.</p> <p>Click the Record button in the popup and confirm you want to begin recording.</p> <p> Click the button again in the icon cluster and confirm you want to end recording at any time.</p>	 


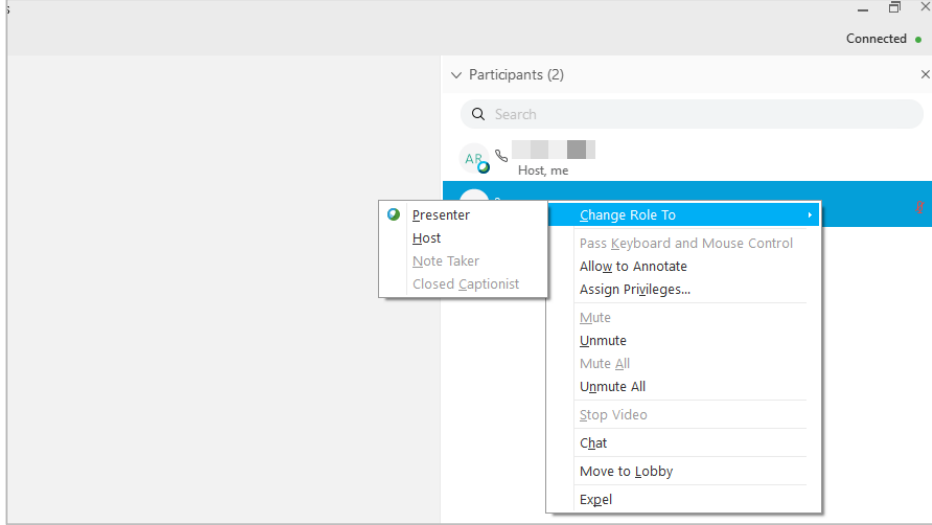
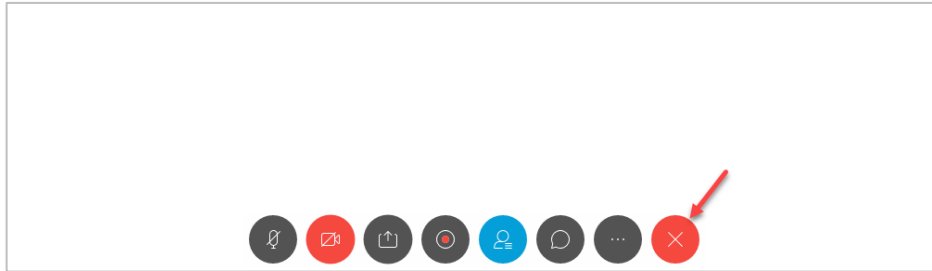
Hosting a WebEx Meeting

Step	Action	Visual
<p>7</p> <p>Do you have a file to share with the participants?</p> <p>Click Share from the quick start tab at the top of the screen or click the black Share Content button in the icon cluster at the bottom of the screen, then click the thumbnail for the file you'd like to share.</p> <p> Avoid clicking your computer screen(s) thumbnail because you could share email alerts and other items that participants do not need to see.</p>		 
<p>8</p> <p>Do you want to stop sharing your content?</p> <p>To stop sharing, click the Stop Sharing button on the control palette that is usually at the top of your screen.</p>	<p>the screen. Inform participants that the meeting is being recorded. Click the Record button in the popup and acknowledge any alerts to begin recording. Click the recording button again in the icon cluster to end recording at any time.</p>	




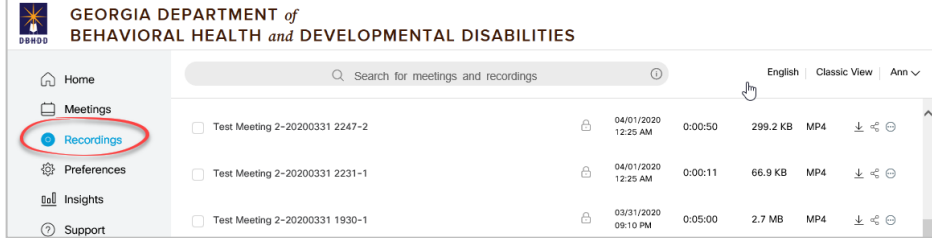
DBHDD

Hosting a WebEx Meeting

Step	Action	Visual
<p>9</p>	<p>Do you want to give a participant presenter or other privileges?</p> <p>If yes, right-click on the person's name, then select Change Role To and then select Presenter or another role.</p> <p>Result: The host and the selected person will be notified of the new role.</p> <p> If you make the other person the host, you will lose hosting privileges.</p>	
<p>10</p>	<p>To end the meeting, click the red X in the icon cluster at the bottom of the screen.</p>	



Hosting a WebEx Meeting

Step	Action	Visual																											
11	<p>To download the recording, log into your WebEx account and navigate to Recordings.</p> <p> The availability of the recording will vary based on the size of the file. Check back within an hour or more for the recording.</p>	 <p>GEORGIA DEPARTMENT of BEHAVIORAL HEALTH and DEVELOPMENTAL DISABILITIES</p> <p>Home Meetings Recordings Preferences Insights Support</p> <p>Search for meetings and recordings</p> <p>English Classic View Ann</p> <table border="1"><tbody><tr><td><input type="checkbox"/></td><td>Test Meeting 2-20200331 2247-2</td><td>04/01/2020 12:25 AM</td><td>0:00:50</td><td>299.2 KB</td><td>MP4</td><td>↓</td><td>🔊</td><td>🔍</td></tr><tr><td><input type="checkbox"/></td><td>Test Meeting 2-20200331 2231-1</td><td>04/01/2020 12:25 AM</td><td>0:00:11</td><td>66.9 KB</td><td>MP4</td><td>↓</td><td>🔊</td><td>🔍</td></tr><tr><td><input type="checkbox"/></td><td>Test Meeting 2-20200331 1930-1</td><td>03/31/2020 09:10 PM</td><td>0:05:00</td><td>2.7 MB</td><td>MP4</td><td>↓</td><td>🔊</td><td>🔍</td></tr></tbody></table>	<input type="checkbox"/>	Test Meeting 2-20200331 2247-2	04/01/2020 12:25 AM	0:00:50	299.2 KB	MP4	↓	🔊	🔍	<input type="checkbox"/>	Test Meeting 2-20200331 2231-1	04/01/2020 12:25 AM	0:00:11	66.9 KB	MP4	↓	🔊	🔍	<input type="checkbox"/>	Test Meeting 2-20200331 1930-1	03/31/2020 09:10 PM	0:05:00	2.7 MB	MP4	↓	🔊	🔍
<input type="checkbox"/>	Test Meeting 2-20200331 2247-2	04/01/2020 12:25 AM	0:00:50	299.2 KB	MP4	↓	🔊	🔍																					
<input type="checkbox"/>	Test Meeting 2-20200331 2231-1	04/01/2020 12:25 AM	0:00:11	66.9 KB	MP4	↓	🔊	🔍																					
<input type="checkbox"/>	Test Meeting 2-20200331 1930-1	03/31/2020 09:10 PM	0:05:00	2.7 MB	MP4	↓	🔊	🔍																					