

Pro Tips for WebEx Meeting Hosts

1. Host and attend meetings on the go.

Download the WebEx App to your Mobile Device to host or join meetings while you are away from the office. WebEx is compatible with Apple, Android, and Windows Phone mobile devices.

2. Tune out the noise.

Eliminate distracting background noise in your meeting by asking mobile participants to press *6 when not speaking, to mute their line.

3. Recover your password.

If you can't remember your WebEx password, click **Host Login** from your WebEx site, then click **Forgot your password?** Follow the on screen instructions.

4. WebEx Productivity Tools.

WebEx Productivity Tools integrate with Microsoft Office. Go to your WebEx site, click on **Meeting Center**, click **Downloads**, click **Productivity Tools**.

5. Schedule your meetings using Outlook.

Schedule WebEx meetings through Outlook using the WebEx Productivity Tools. Click **Install WebEx Productivity Tools** for more information.

6. Designate an alternate meeting host when you can't be there.

You can designate an alternate host to start the meeting and act as the host for your WebEx meetings.

7. Recorded meetings are deleted after 90 days.

Due to limited recording space, please delete your WebEx recording when no longer needed. *Recordings will be deleted after 90 days.*

8. Set up a Personal WebEx Conference Room.

Schedule WebEx meetings through Outlook using the WebEx Productivity Tools. Click **Install WebEx Productivity Tools** for more information.

9. Remind attendees of an upcoming meeting using an automated email message.

Using the Advanced Scheduler, you can choose if and when a reminder email should be sent to meeting attendees.

10. Receive non-verbal feedback from meeting participants.

The online chat panel provides attendees with a selection of icons they can use to provide real-time, non-verbal feedback to the meeting host. Icons for "Too fast", "Too slow", "Yes", "No", "Applause" and "Laughter" are available.

11. Know who's attending and participating in your meeting.

WebEx online meetings offer a viewable panel to see who is in attendance and indicates the name of who is speaking.