Hosting Webex Events

Hosting a Webex Event from a computer or laptop is done through Canvas. You must either have created the meeting or have access to the Canvas course where it was created. As the meeting host, once you’ve created the meeting, you can open it at any time. All other participants can join the meeting up to 15 minutes early.

Opening the Meeting

Log in to Canvas and go to the course where the meeting was created, then click on the Webex tab on the left. You should see the meeting listed under the “Event Calendar” tab. Click on the Host button\(^1\) on the left or under the meeting name to open the meeting. If you have not already installed the Webex app on your computer, you will be prompted to do so at this point.

The first window that will open allows you to check your audio and video settings before fully connecting. You should see your self-view in the window, but to test your audio or change any settings, click in the lower right.

In this window, you can use the drop-down menus to change your selected speakers, microphone, and webcam. The Test button by the speakers will play a test sound and the bars below the microphone will light up to show that your mic is picking up sound.

When you are ready to finish connecting to the event, click the Start Event button.

\(^1\) The button may be labeled differently in some cases, but it will function the same way:
- Prepare - the meeting start time is more than 15 minutes away
- Substitute (as host) - someone else created the meeting
- Prepare (as host) - someone else created the meeting and its start time is more than 15 minutes away
**In-Event Controls**

After you have set up your audio/video settings and started the event, you should see the Webex window:

Most of the features can be accessed via bubble icons that appear at the bottom of the video window when you mouse over the screen:

- Share content
- Recorder
- Toggle Participant list
- Toggle chat panel
- Stop your video
- Mute
- More options
- Leave/end meeting

You can change your audio/video settings during the event through the More options button. Choose “Speaker, microphone, and camera” to open a menu similar to the one before you started the event, where you can change and test your devices.
Attendee Settings

By default, any attendees who join the meeting and connect their audio will not be muted. If you wish for attendees to only be able to hear, click on the Participant tab and enable “Mute on Entry.” If any attendees have already connected, you can also use the “Mute All” option to ensure they are also muted.

Attendees initially have access to Q&A and Chat with the meeting host, presenter, and panelists. If you wish for chat to be open so that attendees can send public chat messages that all other attendees can see, click on the Participant tab, mouse over “Assign Privileges To” and then click “Attendees.” On the window that opens, check the Box by “All attendees” under “Communications” on the right, then click OK.
Adding Presenters/Panelists

If you have additional presenters who need to be able to share audio, video, and/or content, you will have to assign them the role of “Panelist.” To do this, open the list of attendees under the Participant list by clicking View all attendees… In this window, select the presenter’s name, then click Make Panelist.

Once the attendee has been made a panelist, they will be able to start sharing video as well as freely mute/unmute their audio.
If a panelist also needs to share their screen, they will need to be made the “Presenter.” To change their role, right-click on their name in the Participant List, mouse over “Change Role To” then click “Presenter.” Only one person can be the Presenter and share content at a time.

Sharing Content

To begin sharing content, click on the icon. A pop-up window will appear where you can choose to share your entire screen or an open application. While sharing content, there will be a drop-down menu at the top of your screen where you can access controls such as video/audio mute as well as stop sharing content.
Chat and Q&A

The Chat and Q&A sections can be toggled via the bubble icons. Q&A is found in the icon.

You can change who you send chat messages to by clicking on the drop-down menu by “To:”
If you do not have the Chat section open, incoming messages will show up temporarily and a red circle will appear on the Chat icon. Incoming Q&A messages will cause a red circle to appear on the icon.

As the host or a panelist, you will only be able to respond to questions in the Q&A section after they are asked. Click on the question you are responding to, then you will be able to type a response and click Send.
Recording

If you wish to record the event, click on the Recorder icon 🎬. Before starting to record, you can choose to save the recording to the cloud or locally onto the computer you are using. Recording to the cloud is recommended.

Once you begin recording, you will be able to either pause or stop the recording from the Recorder icon. Using Pause will allow you to resume the same recording later, while Stop ends the current recording, and any further recording will be saved as a separate file.

Recordings will take some time to process, depending on how long they are. To access recordings saved to the cloud, return to the Canvas course where you scheduled the event, go to the Webex tab, then to “Event Recordings.” Look for the name of the event and click the “Check for Recordings” button (this will change to “View Recordings” after initial viewing). If you do not see the recordings, they may still be processing.

You should see two options, one with “(Streaming)” at the end. We recommend using the non-streaming version – you can download the file and share it via your preferred platform (e.g. Box).