Reclaim Host Role as a Participant

You will need the meeting host key in order to reclaim the host role - this will have to be provided by the meeting creator. The host key will be a 6-digit number (e.g. 612345).

Connect to the meeting as you would normally through the provided meeting link. For additional instructions on joining a meeting, see the Joining a Webex Meeting guide: https://www.baylor.edu/lib/factech/doc.php/312742.pdf

After you set up your audio and video settings and join the meeting, you will see a notice that the host has not joined. Click the Participant tab at the top, then select Reclaim Host Role… A pop-up window will appear asking for the Host key. Enter the host key and click OK. You will become the host and your audio and video will connect.
Host Key Location (for meeting creator)

The host key is found in the same place in Canvas where you create Webex meetings.

Login to Canvas, go to the course where you created the meeting, then go to the Webex tab. Click on the name of the meeting in the Event calendar to expand it for more details, as you would when getting the meeting link for participants. Click More Details button to open a new window with the meeting information. The host key will be listed on this page.

If you have questions or need additional support, contact Baylor Classroom Technology Services at 254-307-1614, Option 2, or CTS@baylor.edu.