Hosting a WebEx Event Center Meeting

Hosting a WebEx Event Center meeting can only be 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 “Upcoming Events” tab.

Click on the Host button¹ to open the meeting. If you have not already installed the WebEx extension on your computer, you will be prompted to do so at this point.

Audio & Video

Once the WebEx window opens, you will have to manually connect your audio and video. To connect audio, click the “Connect to Audio” circle. After a couple seconds, the circle should turn blue and the text below it will say “Connected to Audio” to confirm you are connected. To connect video, click on the camera icon next to your name under Participants on the right. Your video should then appear in the top-right.

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
Audio & Video Settings

Take note that all attendees will be muted automatically, but they will be able to hear your audio as soon as they join the meeting. The quickest way to mute/unmute your microphone is to click on the mic icon next to your name in the Participants list. When muted, the icon will be red.

If you need to adjust your audio settings during the meeting, click the Communicate tab and select Speaker/Microphone Audio Test... to open a pop-up menu where you can change, confirm, and test your selected speakers and microphone.

If you need to change your selected webcam, click on the gear icon at the top right of the Participants list. You can turn your video off by clicking the camera icon again.

If you want to disable video entirely for all participants, click the Event tab and choose Options... Under “Communications,” uncheck the Video box. You can enable/disable other features of the meeting here as well.
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… – this will open a pop-up window. In this window, select the presenter’s name, then click Make Panelist.

You will have to do this for all the presenters, so it is recommended that the host and presenters connect early to leave time for this process.

If the panelists need to share their video, click on the Panelist Video Options button at the bottom left of the Participant list as seen in the picture below. In the new pop-up window, check the boxes next to all the panelists who need to share video, then click OK.

There can only be 5 panelists at a time sharing video including the host, so if you need additional panelists to share video, you will have to alternate by manually unchecking and re-checking the boxes as needed.
Sharing Content

To share content, such as a PowerPoint or other document, you can click on either the middle circle above “Share Screen/Share Application”, or click More Options below that to specifically choose what application or screen to share.

While sharing content, there is a hidden menu at the top of the screen that will appear when you mouse over it. This menu will allow you to stop sharing as well as mute your audio, open the chat, and access a few other features.

Only one panelist can share content at a time, so if multiple panelists need to share content during the meeting, you will have to pass the presenter role around as needed. To give another panelist the ability to share, you must make them the “Presenter.” Right-click on their name, mouse over Change Role To, then select Presenter.

When a panelist is the active presenter, they can right-click on another panelist to make them the presenter, but only the host can change the Presenter role at will.
Chat and Q&A

By default, attendees can use Chat to message the host, presenter, and panelists, but not other attendees. If you want to make Chat open so that all attendees can chat with all participants, go to the Participant tab, mouse over Assign Privileges To, then click Attendees. In the pop-up window, check the “All attendees” box under “Communications,” then click OK.

You can show or hide the Chat and Q&A sections by clicking their icons in the upper right, above the Participants list (you can also show or hide the Participants list and Recorder this way).

You can change who you send chat messages to by clicking on the drop-down menu by “Send to:”

If you have the Chat and Q&A windows open but minimized, they will turn red if there are unread messages.

As the host (or as 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.