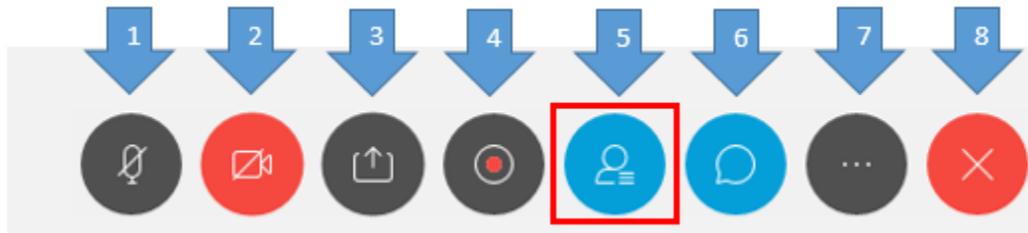


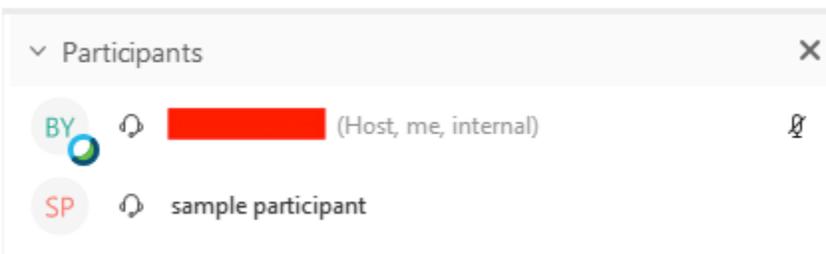
WebEx Participant's Panel

Once the meeting has started you will see a group of buttons at the bottom of the screen. Clicking on the participant icon will show you a list of participants in the meeting in a panel on the right of the screen. To close the panel, to have more screen space, click on the button again.



1. Mute (Red = muted, Black = unmute)
2. Video (Red = video off, Black = video on)
3. Share content
4. Record
- 5. Participants**
6. Chat
7. Other
8. Leave Meeting

Participants



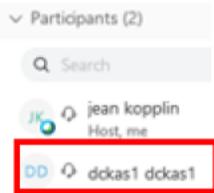
In the participants' panel, you will see a list of participants. You can see details about the participants, such as the name of the participant, how they are connected and if are muted or not.

Rename Attendee

To change the call-in user name text:

1. Right-click on the **Call-in user_xx** name, then select **Rename**. Type in the real name of the caller and press Enter.
- Or
2. Double-click on the **Call-in user xx** name. Type in the real name of the caller and press Enter.

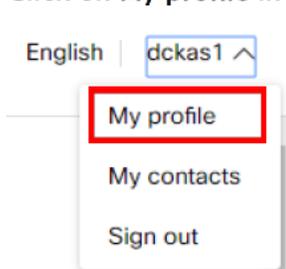
Note: If attendee's names are appearing in the participant's panel as their active directory user name, you will not be able to rename these. As this is confusing to the host and participants alike, we would like them to adjust their profile name.



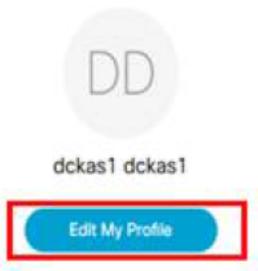
Either walk the user through the below procedures - or send procedures to them.

IF they have a WebEx app on installed on their desktop:

1. Click on **My profile** in their WebEx account (upper right on home page)



2. Click on **Edit My Profile**



3. Type in **First Name** and **Last Name** and click on **Save**

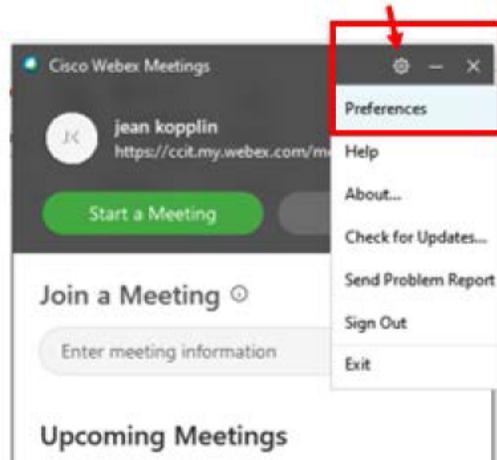


4. A banner will now appear. Click on the **Return to your profile page** link

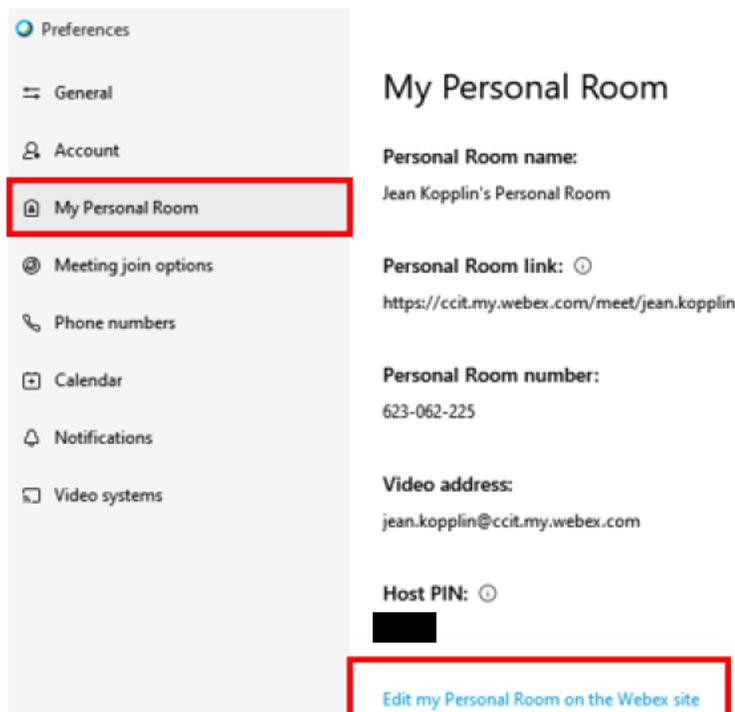
Your first and last name were successfully updated. [Return to your profile page.](#)

IF they do not have the WebEx app installed on their pc, they can start from the productivity tool.

1. Click on the **Gear Icon** and then **Preferences**



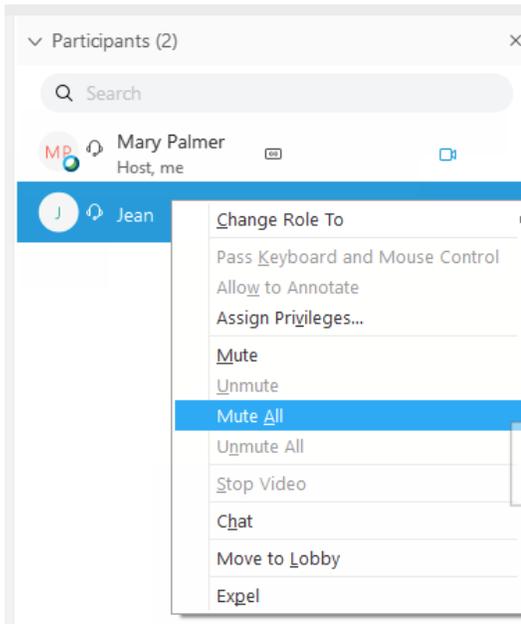
2. Click on **My Personal Room** on the left panel, and then **Edit my Personal Room** on the bottom of the right panel.



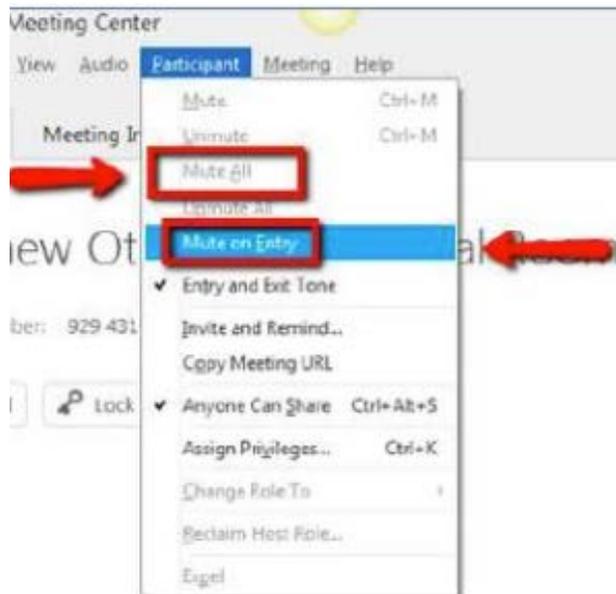
3. Then follow the directions above in the desktop directions.

Muting Participants

1. To mute individual attendees, click on the microphone to the right of their name. 
2. To mute all participants in the participant panel, right click, then select **Mute All**.



3. As an alternative, you can go to the **Participant tab** at the top of the WebEx meeting room, and **select Mute All**. You can also select **Mute on Entry** to mute participants as they enter the meeting room.

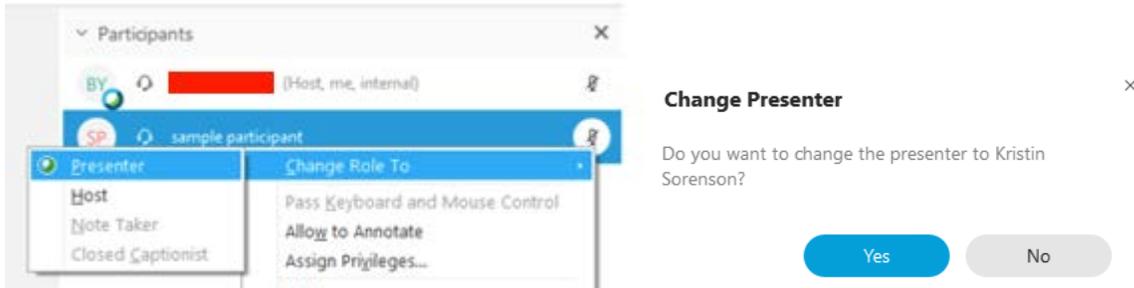


Change Presenters

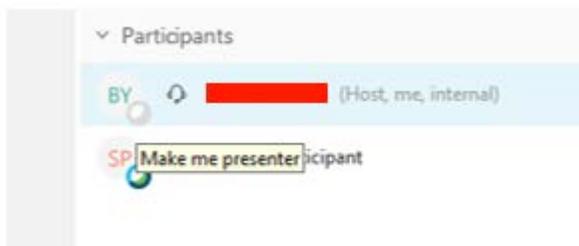
If you are the host, you can make the other participants the presenter, by left clicking on the globe to the left of their name and dragging it to the person you want to present, or by right-clicking their name, selecting **Change Role To**, and selecting **Presenter**. You will get a message for you to acknowledge – select **Yes**



Note: The participant will receive a notification that they are now the presenter.



To take back the presenter role, left click on the globe to the left of your name and drag it back or right-click and follow step above..



Note: If the host needs to leave early, they can move the host role to an alternate they have previously defined by selecting **Host** above instead of participant. That way the meeting stays active.

Raise Hand to Speak

If the host has muted all Participant's, the attendee will need to raise their hand to speak. When they do this, the host can then unmute their microphone. The host may need to indicate this at the beginning of the meeting and help walk them through the procedure.

The attendee should click on the **hand icon** to the right of their name. The host will see the same icon next to their name and can call on them.



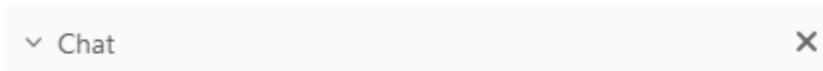
After speaking, the attendee will need to click on the same icon to lower their hand as the host is NOT able to do it from their side. It will then disappear from the host's view. They can tell if their hand is raised or not by hovering over the icon.

Chat

Click on the chat icon at the bottom of the screen. The chat panel will appear in the bottom right corner of the WebEx.



By default, when sending a message, it will go to all the participants. You can send messages to individual participants by selecting the dropdown labeled **Send to:** and choosing the participant's name.



To: Everyone ▼

Enter chat message here

Selecting an individual participant will start a private chat which will not be seen by other participants.

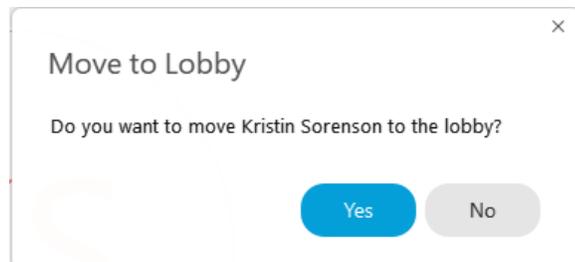
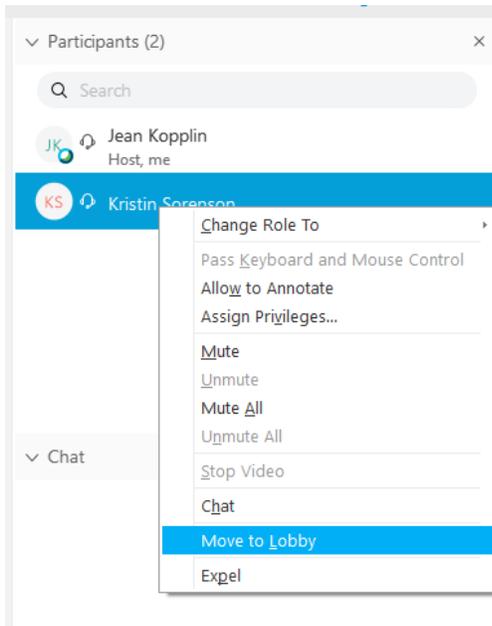


Click in the area that says **Enter chat message here** and type in your message. When done, hit enter to send.

Move Attendee to Lobby

If you are going into closed session, or need to speak privately with a person, you can move participants to the lobby. There they will not see or hear anything that is going on in the WebEx.

Right click on their name and select **Move to Lobby**, and then acknowledge you have selected the correct person by clicking on **Yes**.



The attendee will see the below.

Testing

Host Jean Kopplin

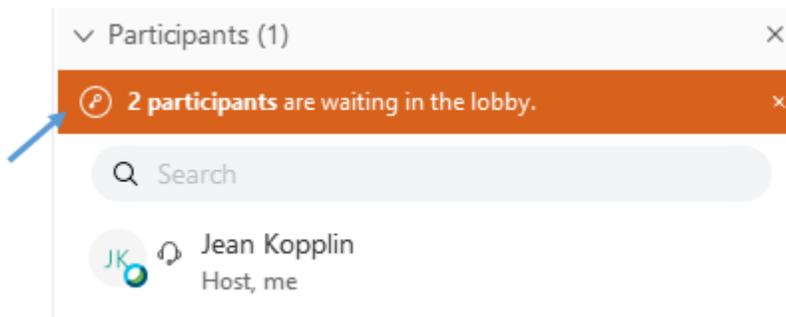
You can join the meeting after the host admits you.



To readmit attendee, go to the top of the Participants panel and click on **Admit**.

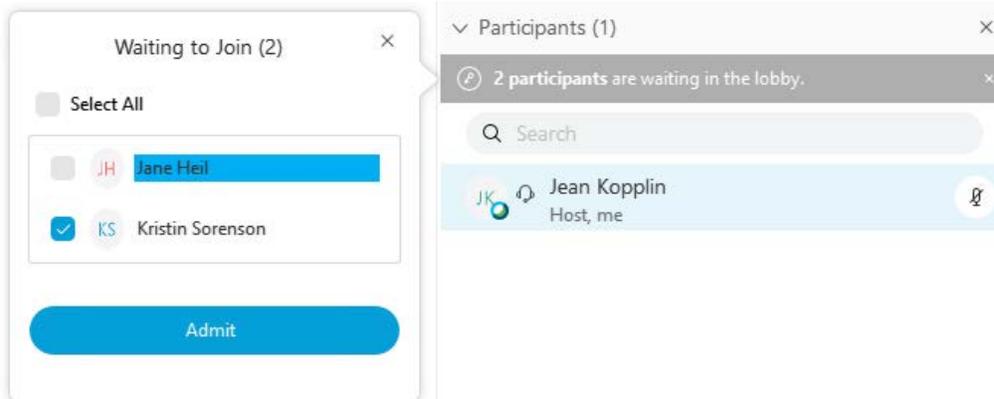


If you have multiple participants in the lobby, click the notification and choose who to admit.

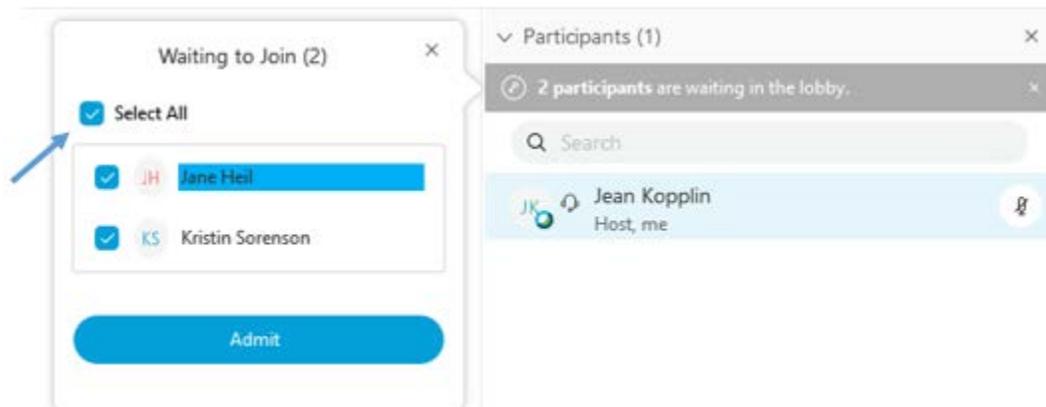


Under **Waiting to Join**, do one of the following:

- To admit individual participants, select the check box next to their names and select **Admit**.



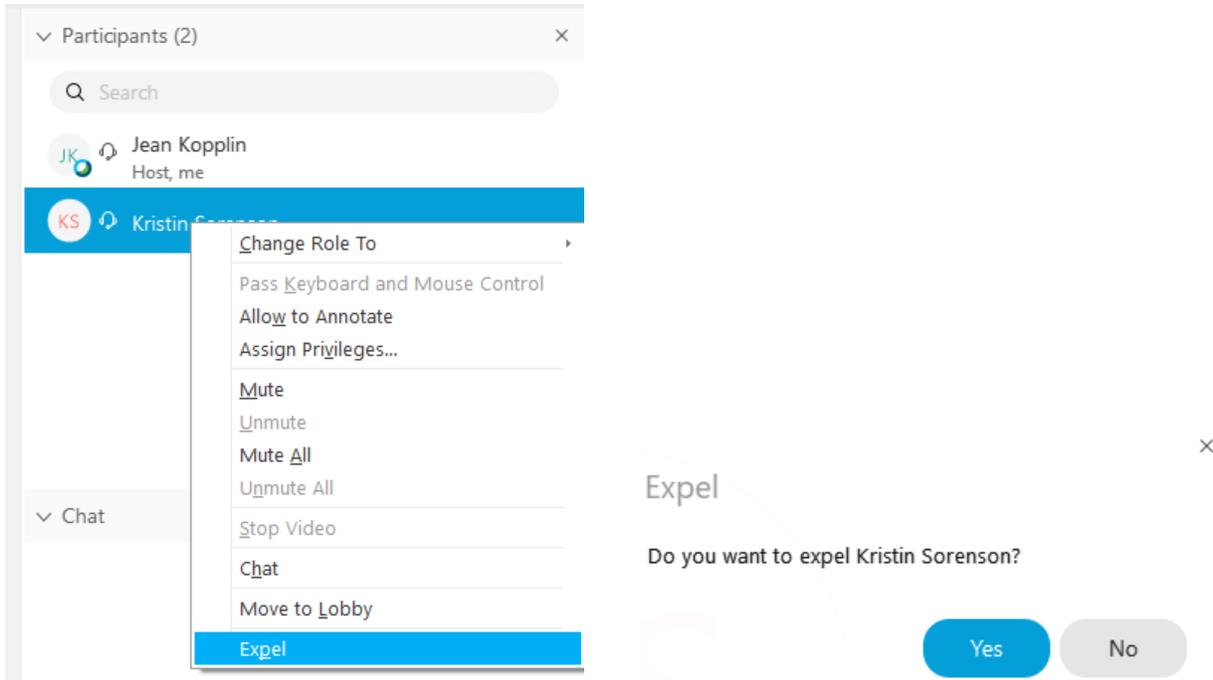
- To admit everyone who's waiting, select the **Signed In** check box and select **Admit**.



Expel Attendee

If you experience a disruptive person, or a person logged in you can't identify, or a person who should not be in your meeting, you can expel them. Right click on their name and select **Expel**, and then acknowledge you are expelling the correct person by clicking on **Yes**.

Note: This is a temporary solution as the attendee can go back to their invite link and rejoin.



The Attendee will see the below message.

