Getting Started

- Read or Watch "How to Login and Start a Meeting with an ASHRAE Webex account" on ashrae.org/meetinghostresources

- Do not login more than 15 minutes before your official start time.

- Your name will appear as ["WebexMTGXX@ashrae.org](WebexMTGXX@ashrae.org)". You will not be able to change your display name.

- It is recommended that you start your video so that participants can see who you are.

Hosting Features – Must Haves

- Open the Participants list by clicking on "Participants" at the bottom of your screen
  - Use the "Mute All" button if needed at the bottom of Participants list
  - Hover over the participant's name to make them "Host" "Co-Host" or "Presenter"
- Open the chat box by clicking on "Chat" at the bottom of your screen.
- Use the "Share" button to share your screen. All participants will have the ability to share their screen.

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Hosting Features – Must Haves

- Assign your vice chair (or someone else) as "Co-Host" by hovering over their name and clicking "Make co-host"

- Click the button at the bottom of your host bar that has three dots. This button will allow you to:
  - If you are having audio issues, click "Switch Audio" to see Call-in information or ask Webex to call you to connect you via your phone.
  - You can lock a meeting, meaning no one else can join, if you go into Executive Session, etc.

- At the top left corner of your screen click on "Meeting Info" to copy and paste meeting link and access info.

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Host Features – Nice to Haves

- The "Reactions" button at the bottom allows you and all attendees to react during the conversation (i.e. clap emoji, thumbs up, etc)

- On the bottom far right of the screen click the three dots to:

  - Open the Q&A tab – attendees can submit a private question, hosts and presenters can answer verbally or by private message

  - Unfortunately, "Polling" and "Notes" features are only available if using the downloaded Webex application.

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Hosting Announcements

- Encourage your members to click on the "Participants" button to view participants and click on the "Chat" button to view the chat.

- If you plan to use the Q&A, also ask attendees to click that button to utilize as well.

- Remind attendees to keep themselves muted unless they need to speak.

- Ask attendees to use the "Raise Hand" feature if they want to be called on.

Helpful Reminders for Hosts

- Plug into your internet router for a stronger internet connection
- If using computer audio, a headset with a built-in mic has the best quality.
- Use the "Call Me" feature if you're having audio connection issues.
- End the meeting by clicking "End Meeting For All" using the red "x" on the hosting bar at your assigned end time.
- You MUST end NO LATER than 15 minutes past your scheduled end time.

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Support on the Day Of Your Meeting

virtualsupport@ashrae.org
678-539-2108

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