Tips for Hosting Webex Meetings
Using an ASHRAE Account
(launch using browser mode)
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”. 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.
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.
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.
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.
Support on the Day Of Your Meeting

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