# Getting Started

- Read or Watch "How to Login and Start a Meeting with an ASHRAE Webex account" on [ashrae.org/meetinghostresources](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
    - Click on the icon of a participant to make them the "Presenter" (aka Host)
- Encourage participants to 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. To disable this, go to "Participant" drop down at the top and unselect "Anyone can share"

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# Hosting Features – Must Haves

- Assigned your vice chair (or someone else) as "Co-Host" by clicking on their name in the Participant window and going to "Participant" dropdown at the top and select "Change Role" and "Make Co-Host." This allows for this person to take over should you get disconnected.

- 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.
    - You can invite and remind a member who may have issues logging in by entering their email address
    - Copy Meeting link to send to someone else if needed during the meeting.

# 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 question, hosts and presenters can answer
  - Open the "Notes" tab – if you want to designate someone to take notes during the meeting you can Save as a .txt file when you're done by clicking on save.
  - Open the "Polling" tab – hosts and presenters can set up a poll and attendees can answer

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# Hosting Announcements

- Encourage your members to open the "Participants" list and "Chat" box so that all attendees can view those two items from the beginning of your meeting.

  - If you plan to use the Q&A or Polling features, also ask attendees to open those tabs as well.

- Ask 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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678-539-2108