

# Webex Meetings - Old vs New

How do I ...?	Old (Current Version November 2020)	New Version																																																
<b>Start an instant meeting?</b>	Log onto your Webex site (e.g. company.webex.com) > <b>Webex Meetings &gt; Meet Now</b>	Log onto your Webex site (e.g. company.webex.com) > and click on <b>Start a Meeting</b>																																																
<b>Schedule a meeting from the Webex site?</b>	Log onto your Webex site (e.g. company.webex.com) > <b>Webex Meetings &gt; Schedule a Meeting &gt; Complete the form</b>	Log onto your Webex site (e.g. company.webex.com) > <b>Schedule &gt; Complete the form</b>																																																
<b>What applications do I need to start a meeting?</b>	BT MeetMe and Cisco Webex	Cisco Webex																																																
<b>Connect to Audio?</b>	Via the BT MeetMe app	Via the Webex app																																																
<b>What do I need to start an audio only call?</b>	Local dial-in country number, chairperson passcode.	This can only be hosted in a <b>Personal Room</b> . You will require your local call-in number, meeting access number and host PIN. Note, the meeting access number is the same for a host and participant.																																																
<b>How do I get my dial in details?</b>	Refer to the Welcome mail received from BT.	Log into the Webex site, click on <b>More ways to join</b> to obtain your information.																																																
<b>How do I start a meeting as a host by dialling in?</b>	Dial your local country number and enter the chairperson passcode followed by #.	Dial your local country number and enter the meeting access code for your <b>Personal Room</b> followed by #, then enter the Host PIN followed by #.																																																
<b>How do I control a call with touch tones (DTMF commands)?</b>	<table border="1"> <thead> <tr> <th>Command</th> <th>Description</th> <th>Host</th> <th>Attendee</th> </tr> </thead> <tbody> <tr> <td>*5</td> <td>Mute/Un-Mute ALL Participants' Lines</td> <td>•</td> <td></td> </tr> <tr> <td>*6</td> <td>Mute and unmute yourself</td> <td>•</td> <td>•</td> </tr> <tr> <td>*7</td> <td>Lock or unlock the meeting</td> <td>•</td> <td></td> </tr> <tr> <td>*8</td> <td>Record (if applicable)</td> <td>•</td> <td></td> </tr> </tbody> </table>	Command	Description	Host	Attendee	*5	Mute/Un-Mute ALL Participants' Lines	•		*6	Mute and unmute yourself	•	•	*7	Lock or unlock the meeting	•		*8	Record (if applicable)	•		<table border="1"> <thead> <tr> <th>Command</th> <th>Description</th> <th>Host</th> <th>Attendee</th> </tr> </thead> <tbody> <tr> <td>*5</td> <td>Lock or unlock the meeting</td> <td>•</td> <td></td> </tr> <tr> <td>*6</td> <td>Mute and unmute yourself</td> <td>•</td> <td>•</td> </tr> <tr> <td>##</td> <td>Mute all</td> <td>•</td> <td></td> </tr> <tr> <td>99</td> <td>Unmute all</td> <td>•</td> <td></td> </tr> <tr> <td>*#</td> <td>Play a participant count</td> <td>•</td> <td>•</td> </tr> <tr> <td>**</td> <td>Play help menu</td> <td>•</td> <td>•</td> </tr> </tbody> </table>	Command	Description	Host	Attendee	*5	Lock or unlock the meeting	•		*6	Mute and unmute yourself	•	•	##	Mute all	•		99	Unmute all	•		*#	Play a participant count	•	•	**	Play help menu	•	•
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<b>Operator assistance using the touch tone command *0</b>	<ul style="list-style-type: none"> <li>- Connects you to the operator</li> <li>- Real time troubleshooting</li> <li>- Assist to disconnect lines</li> <li>- Control the call</li> </ul>	<ul style="list-style-type: none"> <li>- Connects you to the operator</li> <li>- Basic 'How to' instructions</li> <li>- General troubleshooting</li> <li>- Technical tickets will be raised to the Cisco team</li> </ul>																																																