

Webex Meetings FAQs

The new (modern) Webex

1. What device(s) support the new (modern) Webex?

This is dependent on local settings. If a device is not restricted or has admin access the service will work on Windows, Mac, Android or iOS.

2. What is the maximum number of attendees in the new (modern) Webex?

Up to 1,000 attendees including the host.

3. Can I still use BT MeetMe (in US 888 575 #) if I am not using Webex?

Yes, MeetMe is available as a standalone audio service.

4. Webex meeting template – for ease of client use

Suggest saving in to signatures (this would only be applicable to the Personal Room as these details are static).

5. What is easier, personal link name or creating a scheduled meeting?

Personal link is persistent (Dependent on use case. **Note**, the scheduled meetings generate dynamic details which can be used for external meetings for increased security).

Personal Room (Static meeting details)

This is your virtual conference room and is always available. This can be used for unscheduled meetings. The meeting details are static and anyone with your room details can join at any time.

Webex Meeting (Dynamic meeting details)

This meeting type is used for scheduled meetings. Each scheduled meeting has a unique / dynamic meeting number and URL, only people with these details will be able to join the meeting.

6. How do I change my personal meeting room name?

Log onto the Webex site, **Preferences > My Personal Room** – Here you can change the Room name and update the room link.

7. How do I find the Meeting ID and dial-in info for my personal room?

Log onto the Webex site and click on '**More ways to join**', this will display your Personal Room details.

8. If I dial in using audio, vs using computer audio, what are the phone commands, to mute/unmute as host and also to ask attendees to unmute lines during meeting?

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	•	•

9. When I schedule a meeting why can't I open the room before the scheduled time as a host?

As a host you should be able to open any meeting you scheduled prior to the start time.

10. What are the new functions – in the Webex room?

Lock room – When using your Personal Room you have the ability to lock the room which places attendees in a virtual lobby and the host can admit an attendee when needed. Ideal when you have back to back Personal Room meetings.

Cohost – The host may designate other Participants as Cohosts either prior or during a meeting.

Share Content – When sharing content you can use annotations to create impact. Pause during the presentation, from the top menu select '**Annotations**', select the relevant annotation and use it on the intended content.

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Mute Audio

Mute all – This function is only available for the Host. From the Webex interface click on '**Mute all**' on the participant panel or using the touch tone commands on a phone press **##**.

Participant mute – From the Webex interface click on '**Mute**' on the participant panel or using the touch tone commands on a phone press ***6**.

Hide Participant view – Click on the '**Participant**' menu option to show / hide the participant panel. Each participant in the meeting has individual control of this feature.

To block attendees from viewing others in the meeting, the Host will need to remove the privilege by going to **Participant > Assign Privileges...**, click the '**Participant**' tab and remove the tick / check next to the intended privilege. Click '**Apply**' and then '**OK**' to save the changes.

