

Make Someone the Host in webEx

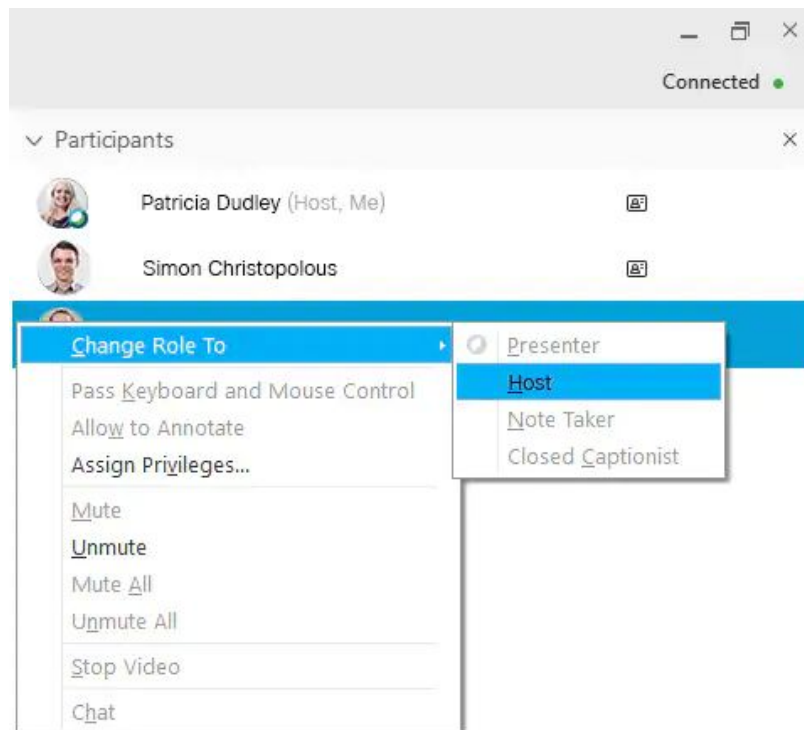
As a host, you can make someone else the host in WebEx meetings. If you have to leave a meeting early, you can transfer the host role to a meeting attendee.

Participants with the host role can:

- Add or remove participants
- Mute or unmute participants
- Lock or unlock the meeting
- Record the meeting
- End the meeting

Transfer the Host Role During a webEx Meeting

You can transfer the host role during a WebEx meeting at any time. Go to the Participants panel, right click on the participant who you want to make host, and then click **Change Role To > Host**.



When assigning another person as a host, you will then be the presenter allowing you to just focus on your lesson.

How to Lock a Meeting

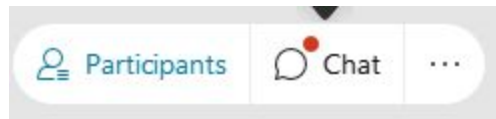
To lock a meeting in WebEx you must follow these steps. This will only work if you are using the desktop app. The web app does not give you the menu bar.

- From the menu bar click on meeting
- Click on Lock meeting

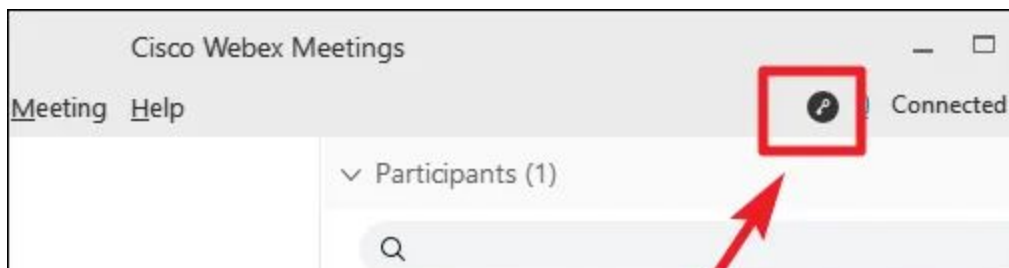
******* Note: Only the host can do this. *******

WebEx has since updated and you can now see if you have students or teachers trying to get into your meeting once it is locked.

Click on Participants on the bottom right of your screen.



Scroll all the way to the top of the participant list and you will see the lock symbol.



WebEx has updated and you can now click on the lock and it will tell you if there is someone in the lobby waiting to come in without having to unlock the meeting.

You can also send students to lobby by right clicking on their name and the clicking **Send to Lobby**.