

Webex Events User Guide for Host



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1. System & Browser Support

	Windows	Mac OS X
Operating Systems	<i>Windows 8 and higher</i>	<i>10.13 and higher</i>
IE	<i>11 (32-bit/64-bit)</i>	
Edge	<i>Windows 10</i>	
Firefox	<i>Latest</i>	<i>Latest</i>
Safari		<i>11 and higher</i>
Chrome	<i>Latest 32-bit/64-bit</i>	<i>Latest 32-bit/64-bit</i>

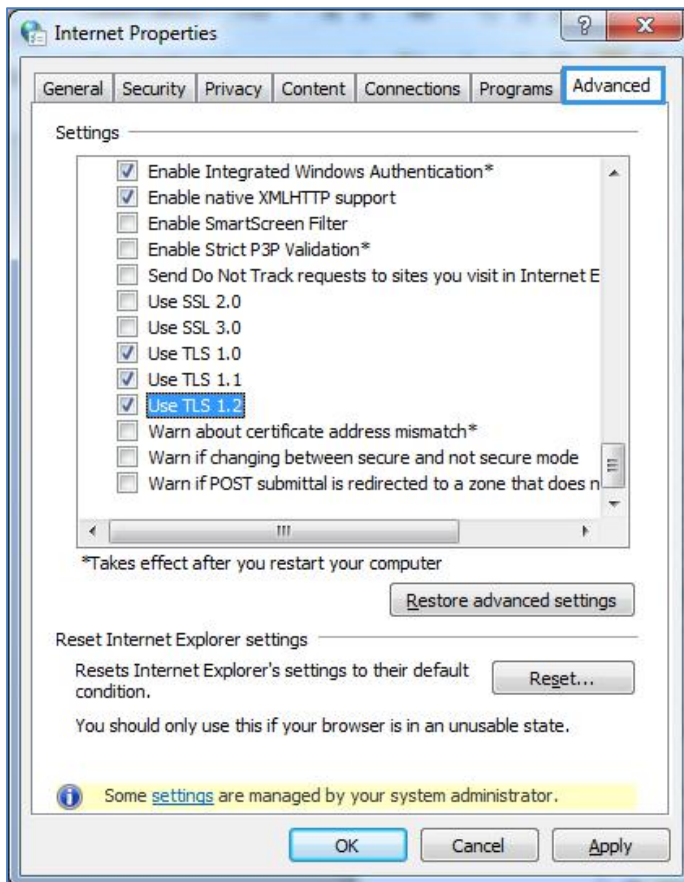
2. TLS1.2

All the Webex users must open **TLS1.2**.

Open Control Panel>Network and Internet>Internet Options, or Open Control Panel >Internet Options;



Advanced, check on “Use TLS1.2”.



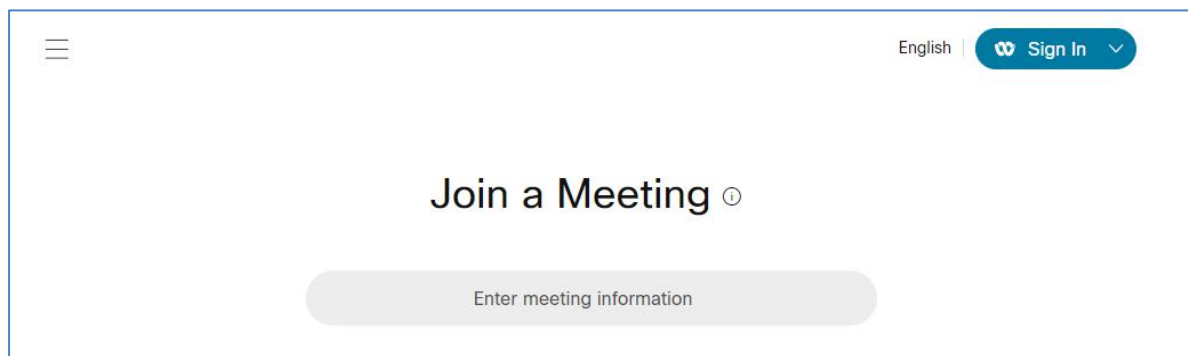
3. Host Sign In

Host needs to sign in before schedule or start a event.

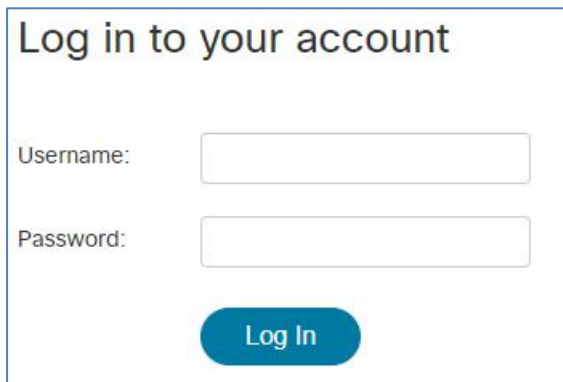
Please visit Webex site in the browser, such as: [SITENAME.webex.com.cn](#).

✧ Notes: There's no www, and there's no same SITENAME.

Click "Sign In" at the top-right corner;



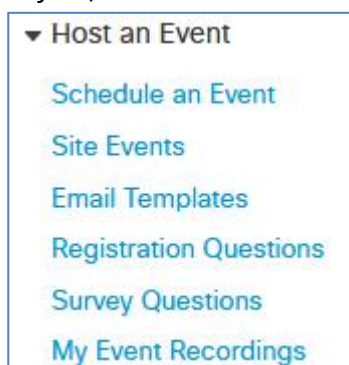
✧ Note: You can reset the password through "Forgot your username or password?".



4. Schedule and Start an Event

4.1 Schedule an Event

At first, click "Webex Events>Host an Event>Schedule an Event".



Then, set the basic event information; click “Schedule This Event”.

Schedule an Event

Asterisks (*) indicate required values.

Basic Information:

* **Event type:** Online Event **Event Template:** [Webex Events Default]
 * **Event name:** ?
 Listed on public calendar ?
 Delete from My Meetings when completed
Registration: Required ?
Event password: The password must be at least 4 characters.
Program: Select a program [Add a new program](#)

Date & Time:

* **Start date:** February 18 2019 ?
 * **Start time:** 1:00 am am pm [Plan event time zones...](#)
Estimated duration: 1 hour 00 minutes
 * **Time zones:** Beijing (China Time, GMT+08:00) ?
 None
 None
 None
 Attendees can join 0 minutes before the scheduled start time
 Attendees can also connect to audio conference
Email reminder: Send me a reminder email None minutes before event starts

Audio Conference Settings:

Select conference type: Webex Audio ?
 Display global call-in numbers
 Allow attendees to receive a call back (call-in will still be available)
 Provide audio to attendees using Audio Broadcast ?
 Mute upon entry for all participants
Entry & exit tone: No Tone

[Schedule This Event](#)

4.2 Start an Event

Click “Site Events” on the left, find the scheduled event, and click “Start”.

<ul style="list-style-type: none"> Host an Event Schedule an Event Site Events Email Templates Registration Questions 	<p> <input type="checkbox"/> Show past events <input type="checkbox"/> Show only events that require registration Date & Time Topic Host </p> <p> February 2019 </p> <table border="1"> <tr> <td>Feb 18, 2019 1:15 am</td> <td>Test</td> <td>kty Webex</td> <td style="text-align: right;">Start</td> </tr> </table>	Feb 18, 2019 1:15 am	Test	kty Webex	Start
Feb 18, 2019 1:15 am	Test	kty Webex	Start		

4.3 Modern view, New Event

The host in the modern view, click “Schedule an Event”;

- Home
- Meetings**
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

[Schedule an Event](#)

My Webex Meetings

Upcoming Completed

Show earlier meetings

Set the topic, password, advanced options and click “Schedule”.

Schedule an Event beta ▼

*** Topic**

*** Event password**

Date and time

Panelists ①

*** Panelist password**

Hide advanced options ▼

Tuesday, May 25, 2021 10:25 am Duration: 1 hour ▼
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi ▼

Cancel
Schedule

5. Audio Connection

✧ *Note: It's the first step to connect audio when you join the event. Please choose the appropriate method according to the actual situation.*

Audio connection

Use computer audio ✔

Call me ▼

Connect to audio without pressing 1 on my phone

Call in

Don't connect to audio

🔇 Unmute ▼

📺 Start video ▼

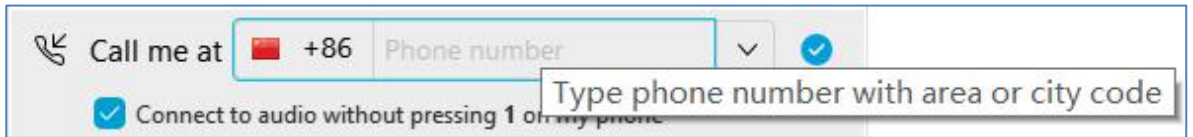
Start Event

5.1 Method One: Call Me

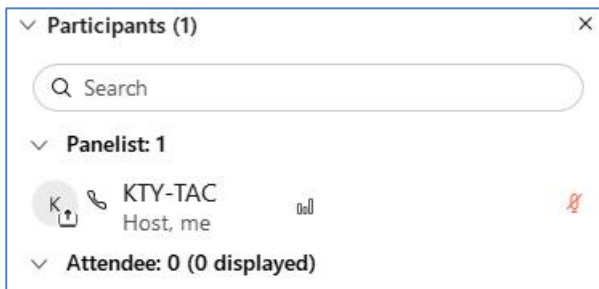
Fill in your mobile phone number or direct phone number, and answer the call to

connect.

✧ *Note: Direct phone number (China Mainland number only).*

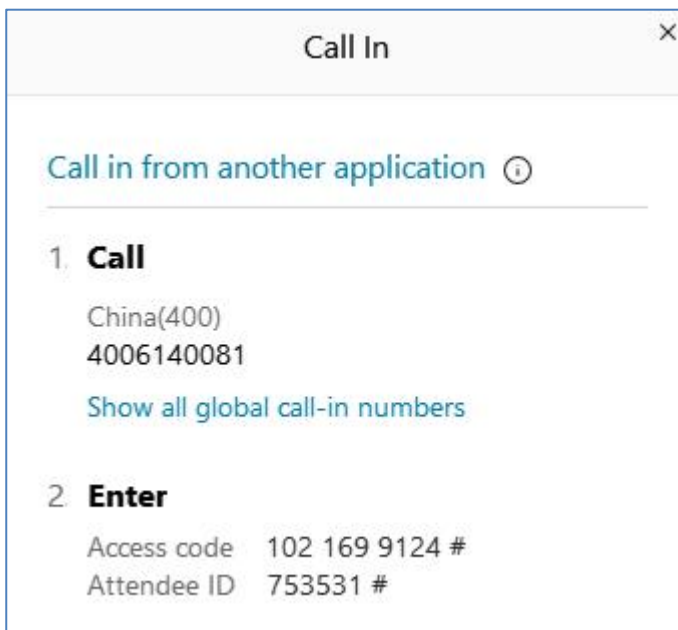


After audio connected, you can find a “Phone” icon on the left of the name. You can click the “Microphone” icon on the right to mute or unmute yourself.

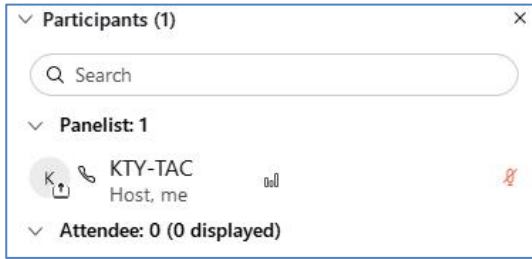


5.2 Method Two: Call In

Please use mobile phone or fixed-line phone to call the phone number in the event, follow the steps to connect the audio.



After audio connected, you can find a “Phone” icon on the left of the name. You can click the “Microphone” icon on the right to mute or unmute yourself.



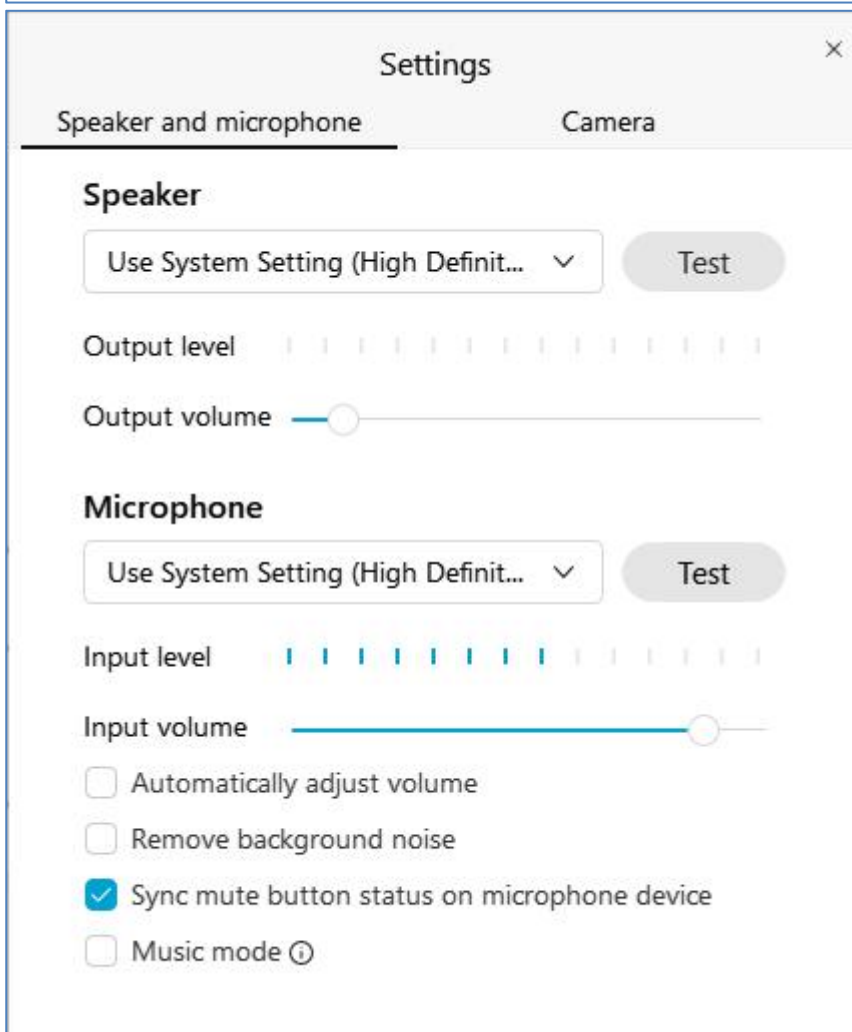
5.3 Method Three: Use Computer for Audio

Use internal microphone and speaker to provide free online audio.

✧ Note: We recommend you to use external USB device.

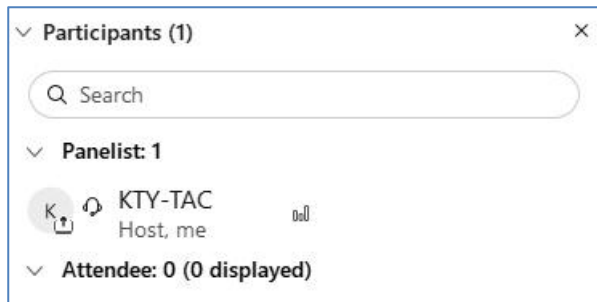
At first, choose appropriate speaker and microphone:

- Click “Test speaker and microphone”;
- Speaker: Select listed speaker, please select the device with sound;
- Microphone: Select listed microphone, please select the device can record voice.



After audio connected, you can find an “Earphone” icon on the left of the name. You

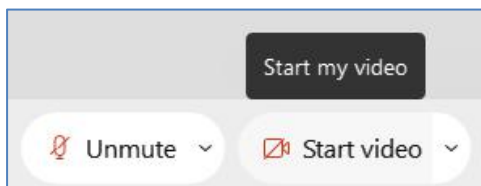
can click the “Microphone” icon on the right to mute or unmute yourself.



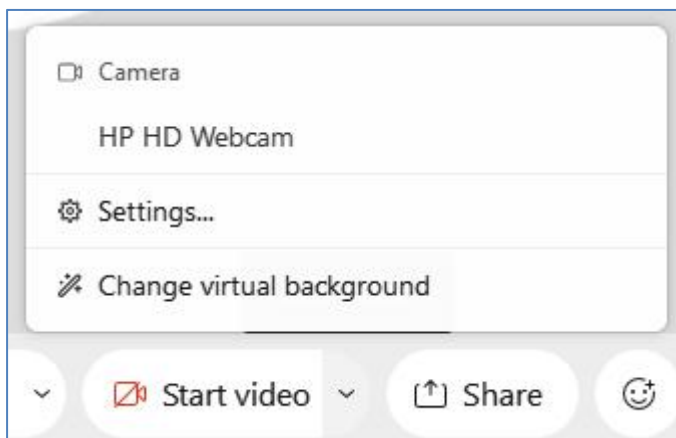
6. Camera Video

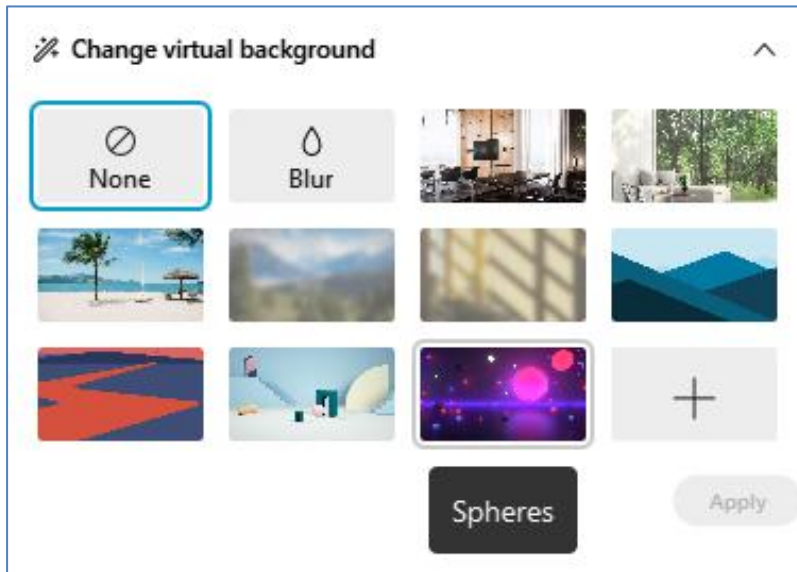
Choose your camera device and connect, or select “No Video” if you don’t need to open camera.

◇ Note: Only panelist can open camera in the event.



In the event, you can click “Change virtual background”, use default images or manually upload the virtual background.





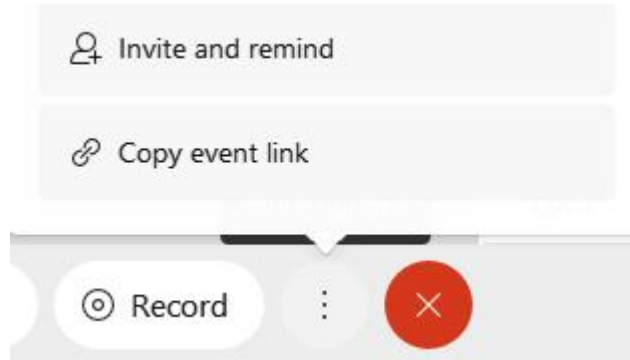
If you want to use “Virtual Background”, your device must satisfy the following conditions.

	Windows	Mac	iOS	Android
Operating System	Windows 8 or Windows 10 32-bit/64-bit	macOS High Sierra (version 10.13) and later	iPhone 7 and later' iPad (5th generation) and later; iPad Pro and later; iPad mini (5th generation) and later; iPad Air (3rd generation) and later	Android 9.0 (Pie) and later
Processor	Intel Core i3, i5, or i7 4000 series or higher; AMD Ryzen 5, 7, 9, or higher	Intel Core i9 dual-core processor or higher; Intel Core i7 quad-core processor or higher; Intel Core i7 5000 series dual-core processor or higher; Intel Core i5 6000 series dual-core processor or higher; Intel Core i5 3000 series quad-core processor or higher; Intel Xeon dual-core processor or higher; Intel Core m3 7000 series dual-core processor or higher; Other Intel processors: 6 cores or higher; Non-Intel processors: 8 cores or higher		Snapdragon 845; Samsung Exynos 9810; Equivalent processors with eight or more cores
Memory	8GB or more of RAM			3.5 GB or more of RAM

7. Invite Attendees

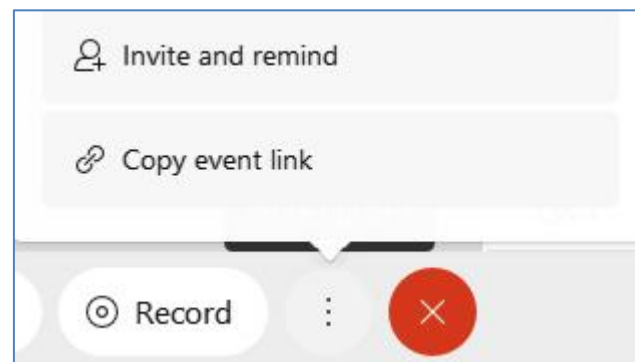
7.1 Quick Invite

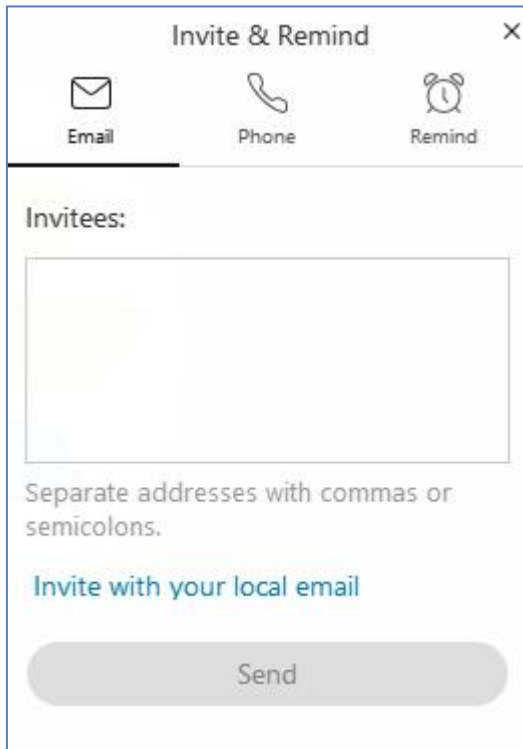
Click “Copy event link” and send it to attendees.



7.2 Invite by Email

Choose “Invite and remind”, click “Email”, fill in attendee’s email address and send.

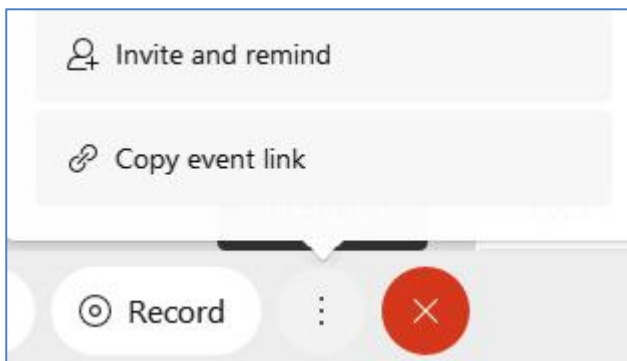


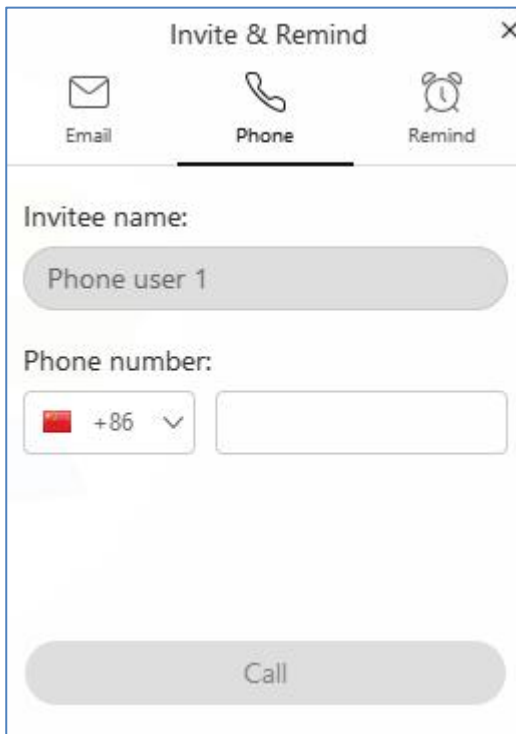


7.3 Invite by Phone

Choose “Invite and remind”, click “Phone”, fill in attendee’s mobile phone number or direct phone number.

✧ Note: Direct phone number (China Mainland number only).

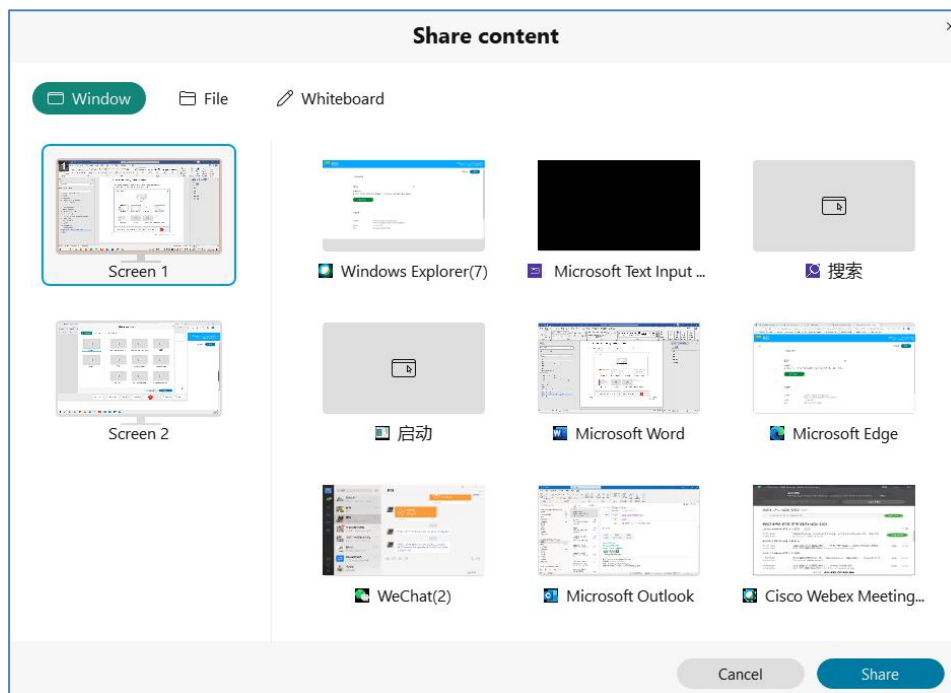




8. Presenter Sharing and Change Role

Click “Share” icon in the event to share screen, files or applications.

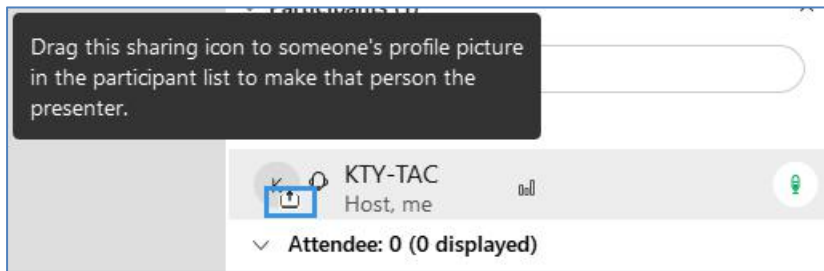
✧ Note: Only presenter can share content in the event.



Presenter has Webex ball before the name.

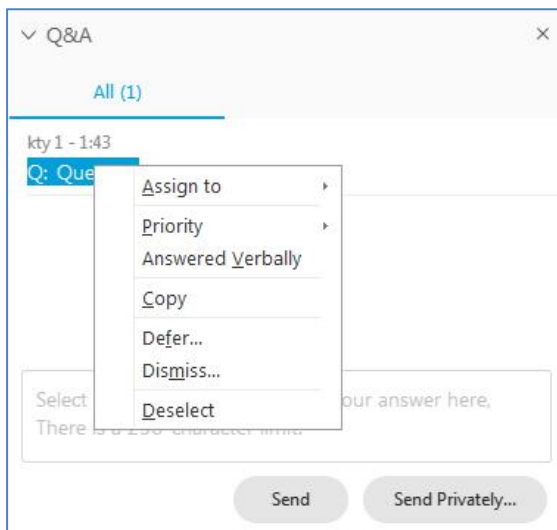
Host or Presenter can transfer the presenter role. Directly drag the sharing icon to

another participant.



9. Q & A

After attendee asked question, panelist can click the question to answer, or right click the question to assign it to another panelist.



If you have any problem, please contact us on 400 058 3528;

Please follow us on WeChat.

