

How to Claim the Host of a WebEx

- You will receive an email with all of the needed information

Hi, PDCCC WebEx1,

You are scheduled to host this WebEx meeting.

Host key: 229835 → You will need this number to claim the Host role

Test 1

Wednesday, September 10, 2014
9:15 am | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Join WebEx meeting ← Click on this 15 minutes before WebEx to open site

Meeting number: **644 008 772** → You are asked for the meeting number when you call in to join

This number is used by everyone calling into join the meeting → **1-877-668-4493** Call-in toll-free number (US/Canada)

Join by phone

1-650-479-3208 Call-in toll number (US/Canada)

Access code: 644 008 772

[Toll-free calling restrictions](#)

Can't join the meeting? [Contact support.](#)

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. You should inform all meeting attendees prior to recording if you intend to record the meeting.

- Fifteen minutes before time for the meeting to start, click on Join WebEx Meeting in the email, and then key in the meeting number from email

test 2

Wednesday, September 10, 2014 | 11:15 am Eastern Daylight Time (GMT-04:00) | 1 hour | ● Time to join

Host: PDCCC WebEx1 [Add to My Calendar](#)

[▶ More information](#)

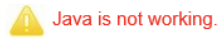
Your name:

Email address:

If you are the host, [start your meeting.](#)

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

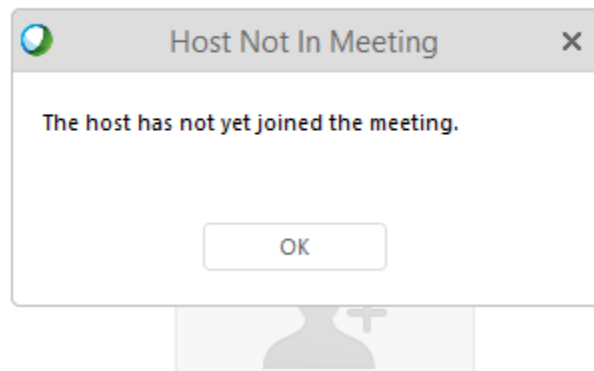
- IF you receive a message about Java, click on **Run a temporary application**



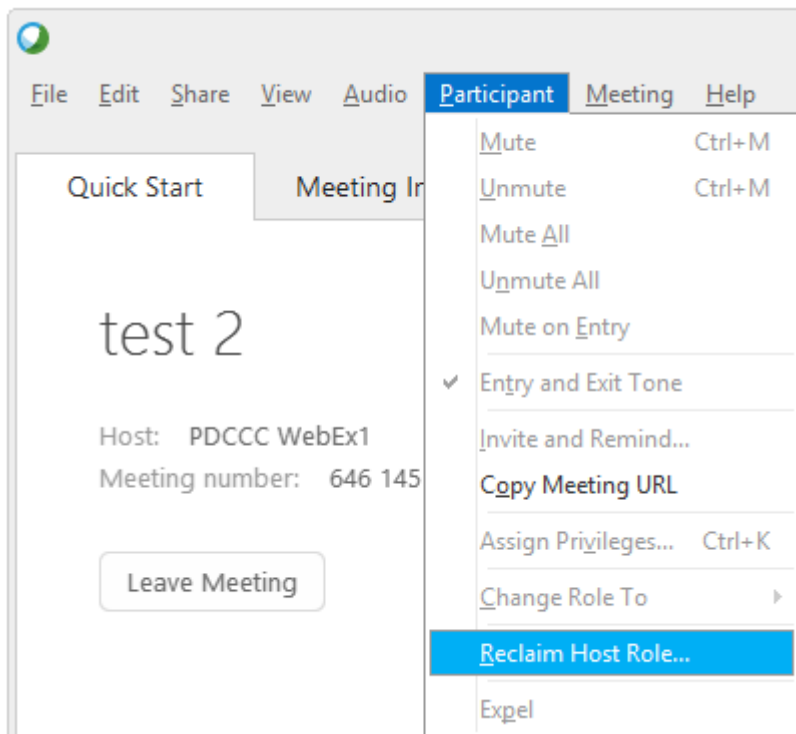
To have the best experience joining meetings, Java must be installed on your computer and enabled in your browser and the Java Control Panel. Install and enable Java, restart your browser if needed, and then join the meeting again.

Having problems? [Run a temporary application](#) to join this meeting immediately.

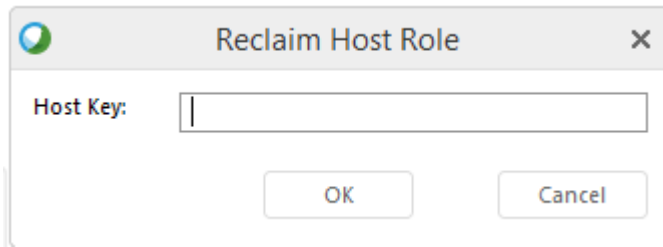
- Click OK on the host dialog box.



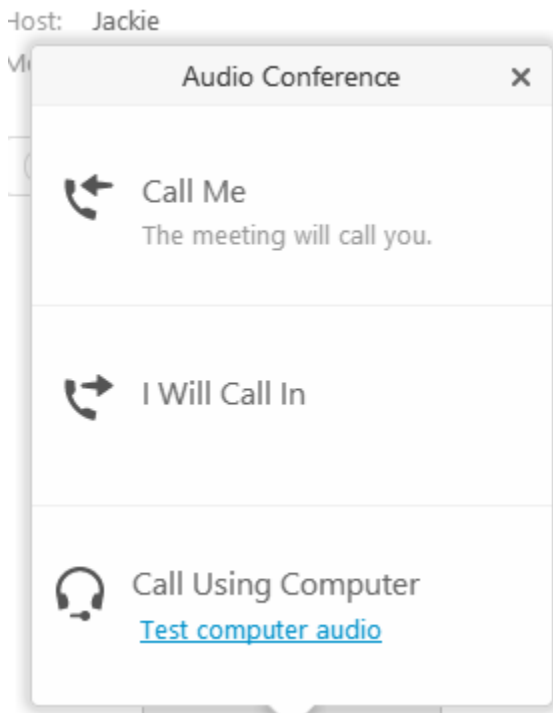
- When the screen opens, click on Participant, Reclaim Host Role.



- Key in the Host Key that was in the email you received



- Your session is now open. If you are only starting the session and do not need to be on the call, close out the call dialog box. Once the meeting is started, anyone with the phone number and meeting number may call into the meeting.



- When the meeting is over, REMEMBER TO END THE MEETING!

