



WEBEX MEETINGS: JOINING BEFORE THE HOST

This sheet will show users how to set up meetings to allow users to join before the host. All instructions must be completed before the Meeting is started. These instructions apply to users logging in at indiana.webex.com OR indianaenhanced.webex.com.

If you have additional questions, please contact Mike Hicks at <u>mhicks@iot.in.gov</u>, or Gary Flynn at <u>gflynn@iot.in.gov</u>.

1. After logging in at indiana.webex.com, choose the **WebEx Meetings** tab in the upper left-hand corner. On the left side, select Schedule a Meeting. You should reach a screen resembling below. Once you have, select **Advanced Scheduler**.

Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex						
New User Reference Attend a Meeting • Host a Meeting My Personal Boom Schedule a Meeting Meet Now My Meetings My Recorded Meetings • Set Up • Support Help		Sche To set adv	dule a Me vanced meeting opt • Meeting to • Passw D	eeting tions or to scheduk pic:	e a Personal Co	enference m (P) am (O) p	eeting, go to A	dvanced Sche	duler		
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			Audio conferer	Use address Let anyo Send a c Change aud Save as tem Start	s book one with a host a copy of the invita o io conference uplate Cancel	ation email t	this site host m	y meeting			

Enter all of the relevant information for your meeting as needed until you reach step
 2; Date & Time. On this page, there is an option to allow attendees to join up to 15 minutes prior to start time. Once you hit Next, it will save this option and you can continue setting up your meeting.

New User Reference	Date & Time			
Host a Meeting	Return to Quick Schedule	a		
My Personal Room Schedule a Meeting Meet Now	Meeting date:	10/19/2018	1	Required Information
My Meetings My Recorded Meetings	Meeting time:	1 💌 30 💌 🔿 am 💿 pm	2	Date & Time Audio Conference
▶ Set Up ✓ Support		Attendees can join 15 v minutes before start time	4	Invite Attendees
Help MyResources	Estimated duration:	1 hr 💌 0 min 💌	6	Registration Agenda & Welcome
Downloads	Email reminder:	15 The minutes before meeting starts	7	Meeting Options
	Recurrence:		9	Review
		Save as template		
		Schedule Meeting Back Next Cancel		





JOINING BEFORE THE HOST (IN ALREADY CREATED MEETINGS ON OUTLOOK)

If you have already created a meeting in Outlook, but need to change when attendees can join, there is a simple process to follow.

1. Select the meeting that you want to allow attendees to join early. **Note:** you can make this change on a single meeting or an entire occurrence.

	File M	eeting Occurrence Insert Form	nat Text Review 🖓	Tell me wha	t you want to do					
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l	Actions	Webex	Show	Meeting	Attendees		Options	Tags	My Templa	~

- 2. In the top menu bar, click the option for **Change Settings.**
- 3. Upon clicking Change Settings, Outlook will connect to the WebEx servers and generate a new menu. On this menu, there will be a checkbox option that reads 'Attendees can join [] minutes before starting time. Click the box to enable it for the meeting, then you can choose how soon they can join the meeting before the host, with a maximum time of 15 minutes.

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File Meeting Occur	Meeting Information	
	Meeting template: MC: Webex Meetings Default \checkmark 0	Edit Series
Cancel Cancel We Meeting Meeting	Meeting type: Webex Meetings Pro 200 V	Room Finder
Actions	Meeting password: pdimyvsH *	ions
Occurs every Wednesday Attendee responses: 7 ac This appointment conflic	 Exclude password from email invitation List on public calendar 	7
₹ ● To	Attendees can join meeting $5 \checkmark$ minutes before starting time	. <u>qov>;</u> <mark>Hicks, Mike (IO'</mark> .IN.gov>
Send Subject IS		
Location IG		
Start time 🛛 🛛 🛛	Audio & Tracking Registration Resources	
End time W	Audio connection type: Webex Audio	
Please forward this	 Display global call-in numbers to attendees Enable and display toll-free number 	SoiVaas Meeting:
Do not delete or chai		
Join WebEx meet	Entry and exit tone: No Tone	
Tweeting password: pdif	 Required fields On't show me these settings again OK 	host information.

4. Click **OK** to save your changes.