**WebEx Tips**

Hosting Meetings:

1. In any high profile meeting or if anticipated large attendance have a designated “host” and a designated “presenter”. This allows the host to mute noisy callers without disrupting the meeting.
2. When connecting via telephone, be sure to associate your user id to with your audio by using the attendee ID number provided when logging in to the conference. In the event the host has to mute all, it will be easy to identify and unmute the presenter or the ERCOT Staff person that needs to speak.
3. The host has the ability to mute, unmute, expel or transfer presenter or host privileges to another participant by right clicking on that participant’s name.
4. The host/presenter must make sure to select “end the meeting” rather than “leave the meeting” because if you choose “leave the meeting, the meeting will extend past the scheduled end time and until the last person leaves.