**How to Start and Run a WebEx Meeting**

Navigate to [**https://ercot.webex.com**](https://ercot.webex.com/mw0401lsp13/mywebex/default.do?siteurl=ercot&service=0%20)

* + For publicly listed meetings, enter the meeting number provided then “Join” the meeting.
  + If the WebEx scheduler sent you a link, click the “Join Meeting” direct meeting link.
  + For unlisted (private) meetings, navigate to the top left of the page. Under “Attend a Meeting”, click “Unlisted Meetings”. Enter the meeting number you were provided and click “Join”.
  + The page will display all of the WebEx information. Copy the meeting link and paste into an internet browser.
  + Enter your name and your email address.
  + Click “Join” to access the meeting (Do not use “If you are the host, start your meeting.”)
  + You will see a notice that says “The host has not yet joined the meeting”. Click “OK”.
  + Go to the top toolbar, click “Participant Tab”
  + Scroll to Reclaim Host Role.
  + Type in host key number given by WebEx for “Host Key” tab.
  + Click “OK”. You should now have full control of WebEx as Host.

The Presenter should open their presentation materials, then in the WebEx, navigate to the  “Share Content” icon at the bottom of the Webex screen.

If the Quick Start icons  are not visible,

click towards the bottom of the screen to get the “Quick Start” tabs to appear.

Click the  “Share Content” icon, then select the document you wish to share, which allows you to make edits to your documents and allows your participants to view the edits real time.

To **allow a Participant to present a document**, right click on their name in the Participants field (top right area of the page) and click “Change role to…” and select “Presenter”. They will now be able to share their screen, but you retain ownership of the WebEx.

* + To **assign Host privileges to another attendee** for the WebEx meeting so they can run the meeting for you, right click on their name in the Participants field (top right area of the page). Click “Change role to…” and select “Host”. This will change the host privileges to them and they will run the meeting going forward.

**Start the WebEx audio**: Using the phone/audio system:

* In the window entitled “Meeting Info” make note of the Attendee ID # (you’ll need to link your attendee # to the audio conference call)
* Dial 9, then 1, then the WebEx number provided to you. If you cannot locate it, it can be viewed in the “Information” section in the WebEx under the “Meeting” tab at the top of the page.
* Enter the Meeting number then the # sign when prompted
  + Enter the Attendee ID you noted earlier when you logged into WebEx, followed by #. This will associate your name with the host audio. (So that you don’t mute the host phone audio later when managing noisy callers)

**End Meeting:** After the host has ended the meeting.

* + - * End the WebEx: On the WebEx Meeting Manager window click on “x”, then click “End Meeting.”
* Wait for WebEx to announce the end of the meeting over the conference bridge
* Using the phone/audio system, “hang up” and turn off the projector (if in a conference room).

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**\*** For technical issues with using WebEx, contact the ERCOT Help Desk by calling (512) 248-6800 if using an ERCOT phone, dial ext. 6800) and choosing option 2

or via e-mail at [HelpDesk@ercot.com](mailto:HelpDesk@ercot.com)or Contact Tina Schaefer (512) 248-3149.