

The Host

Joining an Event as a Host




The Host Role

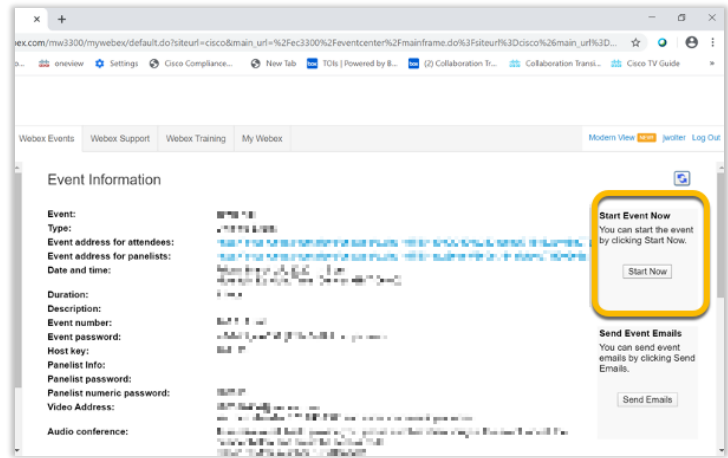
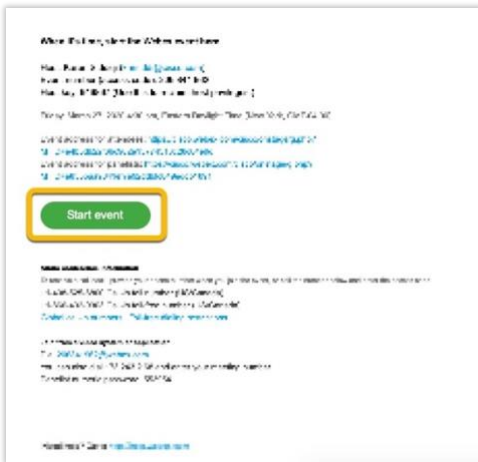
An event host is responsible for coordinating and controlling an event. As the Host of a Webex event, you will start and end the call and can manage and communicate with panelists and attendees through polls, share content, managing Q&A and chat.

Cisco strongly recommends that hosts schedule and facilitate a dry run before any event to ensure all critical participants are able to join and use the tools required effectively.

Start the Webex Event

First, the host must download the Cisco Webex Meetings desktop application [here](#).

Click the  button in your invitation email or the desktop notification or the URL in your calendar reminder and then click **Start Now** at the Event Information screen.



Integrate the Audio

Next, select whether to use a video system or integrate audio to your desktop experience via Call Me, call-in or computer audio options.

PRO TIP! If you are in an area with slow or unreliable internet, connect your audio via call-me or call-in for a more stable audio experience.

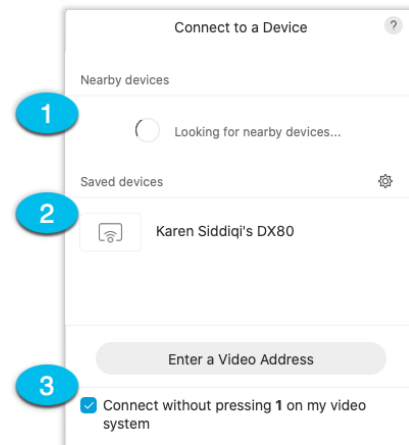
Webex Events Joining as a Panelist

Use Video System

To integrate your desktop join experience with a video system, simply click Use Video System and then select from the available options:

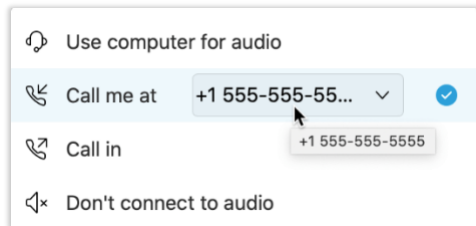
1. Enter video address
2. Select a saved device
3. Select a nearby device using Cisco's Intelligent Proximity

After selecting one of the options above, click **Start Event**.



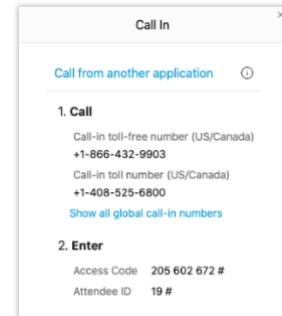
Call Me

1. Select **Call me** from the drop-down beneath the Join Event button.
2. Click to enter your phone number then click **Start Event**.
3. When your phone rings, simply answer and if prompted press "1" to join the event.



Call In

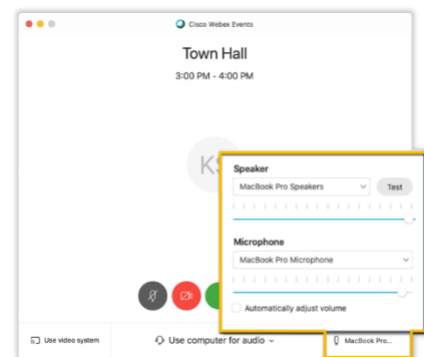
1. Select Call in from the drop-down beneath the **Start Event** button.
2. Click **Start Event**.
3. Follow the on-screen instructions to dial-in and enter the **access code** and **attendee ID** when prompted.



Use Computer Audio

Integrate your desktop experience with computer audio by selecting "Use Computer Audio". Be sure to test your audio equipment before joining the call. Remember, most laptops and desktop computers aren't manufactured with high-quality microphones; *it is important to use a headset with built-in mic to deliver the best audio experience.*

After testing your audio equipment, click **Start Event**.



Want to know more? Check out some great resources for hosts [here](#) and [here](#). For more best practices and helpful tips for running successful meetings and events, [check out our resources here](#).