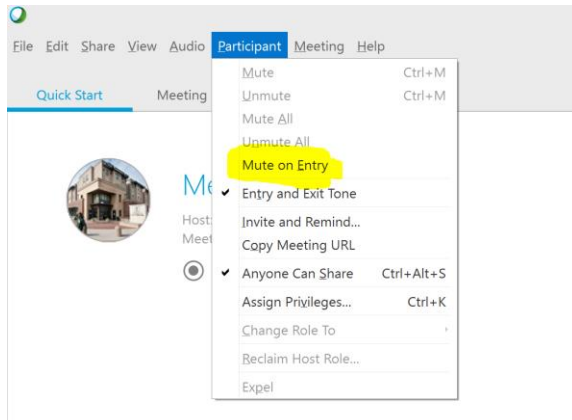


## Special Event Tips for WebEx and Telepresence Meetings

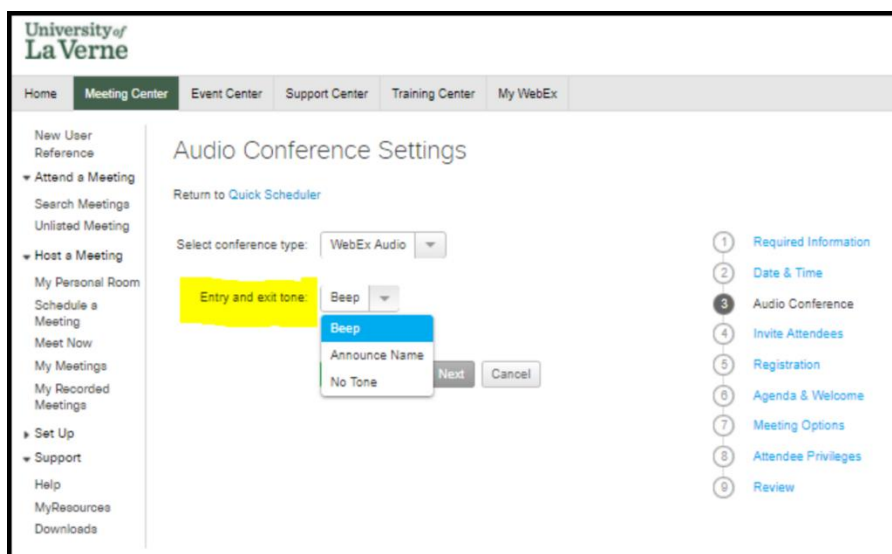
### Muting:

- Large events require muting all parties
  - Use the Mute on Entry on the Participant Menu.



### Entry and Exit Tone:

- When creating/scheduling a large meeting, go to Advanced Scheduler>Audio Conference Settings>Entry and exit tone. Select No Tone. This will prevent background noise from attendees joining and leaving the meeting.



## Special Event Tips for WebEx and Telepresence Meetings

### Sharing:

- Large events require adjustments to Attendee Privileges
- Users attending meetings do not need to share
- When creating/scheduling a meeting, use the Advanced Scheduler>Attendee Privileges to eliminate attendees sharing privileges. Remove the default for Attendee Privileges.

### Attendee Privileges

[Return to Quick Scheduler](#)

Select privileges that you want attendees to have when meeting begins:

Privileges:

- Save
- Print
- Annotate
- View participant list
- View thumbnails
- Control applications, web browser or desktop remotely
- View any document
- View any page
- Contact operator privately

Participate in private chat with:

- Host
- Presenter
- Other participants

[Save as template](#)

1 Required Information  
2 Date & Time  
3 Audio Conference  
4 Invite Attendees  
5 Registration  
6 Agenda & Welcome  
7 Meeting Options  
8 Attendee Privileges  
9 Review

### Recording:

- Recordings are created during a WebEx Session
- Recordings can be found Meeting Center>Host a Meeting>My Recorded Meetings

# Special Event Tips for WebEx and Telepresence Meetings

## Attendee Privileges:

Privileges for attendees can be implemented in the Advanced Scheduler. Default settings allow for all to view the participant list, allow for control applications, and to participate in a private chat with the host, presenter, and other participants.

Large events may need adjustments to the default settings. Below are the recommended changes for larger events.

### Attendee Privileges

[Return to Quick Scheduler](#)

Select privileges that you want **attendees** to have when meeting begins:

Privileges:

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- Print
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- View participant list
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