For secure remote meetings DC Government uses Cisco Webex. Meetings that have fewer participants with an open forum discussion format will have the most success with Webex meetings.

For public meetings with a high volume of participants and designated speakers you should consider using Webex Events to control registration and moderate attendees (control muting).

This guide will walk you through setting up, running and moderating a Webex Event.

1. Go to dcnet.webex.com and sign in*.

2. Go to Webex Events at the bottom left of your Home page.

3. On the navigation bar, select Host an Event > Schedule an Event.

* To set up or activate a Webex account call OCTOhelps: 202-671-1566 or DCNET support: 202-715-3733

For Webex questions or technical support call Cisco WebEx support: 1-866-229-3239
USING WEBEX EVENTS FOR PUBLIC MEETINGS

Complete your scheduling information with the following:

**Basic Information:**
- **Event type:** Online Event
- **Event name:** ANC 9 - Weekly Meeting
- **Listed on public calendar:**
- **Delete from My Meetings when completed**
- **Listed events are shown on your Webex Events site and visible to everyone. Only invitees can see the details for an unlisted event. This means people with Webex accounts may be able to find and join your meeting. (risk is low)**
- **Registration:**
- **Required:**
- **Event password:** ANC9mtg2020
- **Program:** Select a program

**Notes:**
- Registration allows you to learn information about the people who plan to attend your event but does not need to be required if you think it will be a barrier to entry.
- Passwords protect against unauthorized attendance and strengthen the security of your meetings.

**Date & Time:**
- **Start date:** April 7 2020
- **Start time:** 7:00 am
- **Estimated duration:** 1 hour
- **Time zones:** New York (Eastern Daylight Time, GMT-04:00)
- **Attendees can join:** 5 minutes before the scheduled start time
- **Attendees can also connect to audio conference**
- **Email reminder:** Send me a reminder email 15 minutes before event starts

**Notes:**
- The estimated duration is for your planning purposes only. An event does not end automatically after the specified duration.
- Pay attention to the time zones, incase your participants are joining from out of town.
- Allow attendees to enter a few minutes early to help start on time.

**Audio Conference Settings:**
- **Select conference type:** Webex Audio
- **Mute upon entry to minimize background disturbance and moderate your crowd.**
- **Select whether you would like an entry and exit tone. Choose No Tone to avoid disruptions in your larger events.**

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1. Click **Create invitation list**.

The screen shows options for Attendees & Registration:

- **Attendees:**
  - Create invitation list
  - View invitation list

- **Invite friends:**
  - Allow registrants to invite friends to this event

- **Maximum number of registrants:**
  - 10,000

- **Registration form:**
  - Click [here](#) to customize your registration form

- **Destination URL after registration:**
  - [http://](http://)

- **Approval required:**
  - [ ] Yes
  - [ ] No
  - [ ] Set up approval rules

- **Registration password:**
  - [ ] Yes, specify password:
  - [ ] No

- **Registration ID required:**
  - [ ] Yes
  - [ ] No

In the window that appears, do one of the following:

- To add a new contact individually, enter information under **New Attendee**
- If you have a large number of contacts in a distribution list, you can import the distribution list in the CSV (comma-separated/comma-delimited values) format. To add a distribution list in CSV format, click **Import Contacts** then follow the instructions on your screen.

**Registration:**

If you select **Yes** for Registration ID required, each attendee receives a unique registration ID after you approve the registration request. **This option provides more security for your event.**

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USING WEBEX EVENTS FOR PUBLIC MEETINGS

In Webex Events, panelists can assist the host and speak during the event. The host can designate any attendee as a panelist during an event.

Notes
Similar to adding Attendees select Create invitation list.

You can select Select Contacts to add panelists from your contact list, import a csv. Or add them individually.

Once done, Add to Invitation List. When all the panelists show on the Panelists to invite list, select Invite.

Panelists are able to speak without the host needing to unmute them. They can unmute and mute themselves.

Panelists cannot mute or unmute attendees.

You can make a panelist or any attendee an alternate host to help with moderator duties, like:

- Monitor the chat stream
- Ask or announce questions in the Q&A box
- Grant privileges to attendees or panelists during an event

For a complete list of host capabilities go to: help.webex.com/en-us/WBX21452/Understanding-Roles-in-Webex-Events

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When finished specifying your event details, select **Schedule This Event**.

The Send Event Emails page will appear, select the recipients of the invitation email message, and then select **Send Now**.

Save as template if you would like to use this event set up again.

An email with calendar invite has also been sent to your inbox.

You can edit the email templates in your Webex Events homepage.

Use the dropdown to find the template you need to edit.

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**USING WEBEX EVENTS FOR PUBLIC MEETINGS**

Set up auto delivery of emails about the meeting:

Selecting Send Later takes you to the Event Information page, on which you can send event updates email messages later.

An email with calendar invite has also been sent to your inbox.

**NEW USER REFERENCE**

- Attend an Event
- List of Events
- Unlisted Events
- Search
- Host an Event
- Schedule an Event
- Site Events
- Email Templates
- Registration
- Questions
- Survey Questions
- My Event
- Recordings

**EMAIL TEMPLATES**

The page contains the email templates set up by your site administrator. You can view and edit them. The changes you make automatically apply to any new event.

**HTML Email Templates:**
- First Reminder#1
- First Reminder#2
- First Reminder#3

**Plain Text Email Templates:**
- First Reminder#1
- First Reminder#2
- First Reminder#3

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USING WEBEX EVENTS FOR PUBLIC MEETINGS

When you’re ready to start your event you can find your upcoming events on your homepage or meetings page.

**Cancel an event.**
1. Log into dcnet.webex.com.
2. Select My Webex > My Meetings.
3. Check the check box next to the event you want to cancel, select Delete, and confirm.
4. Select email notification options.

**Edit an event.**
1. Log into dcnet.webex.com.
2. Select My Webex > My Meetings.
3. Find your event and select Edit Event.
Using Webex Events for Public Meetings

How participants join an event.
Attendees and panelists can join a Webex event from your email invitation, or from their mobile device.

Each attendee and panelist you invite will receive an email that looks similar to the image to the right.

1. Select the join link in your email invitation.
2. Select Join Now.
Or the attendee can join by phone.

If you do not have a list of invitees and you do not require registration, you can simply email or post the event link and call-in information after you schedule the event.

Your event details will appear after you successfully schedule your event.

For details on how to address some technical issues or distractions that arise for participants joining go to:

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Date and Time:
Monday, December 4, 2017 4:15 pm, Pacific Standard Time (San Francisco, GMT-08:00)
Event number: 152 618 575
Registration ID: This event does not require a registration ID
Event password: gPhmt26p

To join the online event
Click here to join the online event.
Or copy and paste the following link to a browser:
https://go.webex.com/go/attendee/g.php?MTID=e6825bac7f1658c979e9e9f9a60d3

To view in other time zones or languages, please click the link:
https://go.webex.com/go/attendee/g.php?MTID=e68c8b3e61118c8219331275e5b3a98

To join the audio conference only

To receive a callback, provide your phone number when you join the event, or call the number below and enter the access code:
US Toll Free: 1-877-608-4468
Global call-in numbers: https://www.webex.com/go/globalcallin.php7
accesscode: 152618575

Access code: 152 618 575

Event Information

Event:
ANCO Trust Meeting
Type:
Listed Event
Event address for attendees:
https://www.webex.com/store/events?eventID=e783e88b1c0c44d010db49862a0c9
https://www.webex.com/store/events?eventID=e783e88b1c0c44d010db49862a0c9
Event address for panelists:
https://www.webex.com/store/events?eventID=e783e88b1c0c44d010db49862a0c9
Date and time:
Eastern Daylight Time (New York, GMT-04:00)
Duration:
1 hour
Description:

Event number:
470 834 502
Event password:

590234mph
Host info:
120476
Panelist info:
Panelist password:
4706266
Parallel numeric password:
4706266
Video Address:
4706266
Audio conference:
4706266

470834502@webex.com
You can also dial 1713 243 58 and enter your meeting number.
To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code:
Call-in toll number (US/Canada)
1-866-474-3528
Show all global call-in numbers
Access code: 470 834 502
To Mute or to Unmute

1. Remember when scheduling your event your checked “Mute All upon Entry” to control distractions from background noises.

2. When you mute participants in Webex Events, **only you can unmute them**. They can’t unmute themselves.

3. As host you can mute and unmute a participant from the participant panel and clicking the microphone next to them.

**Notes:**
Chat and Q&A boxes can be found in the right-hand popup window where the participant list appears.

For instructions on how to conduct a poll or Q&A session go to:


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