

I E T F®

When you request a WebEx session from the IETF using the form at <http://www.ietf.org/private/webex-request.html>, you will receive two emails back from the IETF Secretariat. One is the PARTICIPANT email, which will have a subject line like "Meeting invitation: (Meeting Name)." The other is the HOST email, which will have a subject line like "Meeting scheduled: (Meeting Name)" and contains the Host Key you will use as a participant to claim the Host role in the meeting.

To run your meeting, you will join the session as a regular participant using the instructions in the PARTICIPANT email, and then use the Host Key provided in the HOST email to claim the Host role for the session. Detailed instructions follow.

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Claim the Host Role in an IETF WebEx Meeting (Windows)

1) Meetings will be set up to allow participants to join 10 minutes prior to the published start time. You will need to join the meeting as a participant and then reclaim the host role. To join the online meeting, go to the PARTICIPANT email instructions you received from us, and click on the link in *Figure 1* to join the meeting.

Topic: Windows Test Meeting
Date: Thursday, May 27, 2010
Time: 12:30 pm, Pacific Daylight Time (San Francisco, GMT-07:00)
Meeting Number: 964 965 570
Meeting Password: 1234

To join the online meeting (Now from iPhones too!)

1. Go to <https://workgreen.webex.com/workgreen/j.php?ED=134158287&UID=1126227037&PW=NY2FjMzVkJk5&RT=MiMo>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: 1234
4. Click "Join".

Figure 1

2) That link will take you to the screen shown below in *Figure 2*. Enter your name, email, and the meeting password (**not** the host password) that was distributed to all participants via email, if a password is required, and click the Join Now button. (Note: If you try to join the meeting more than 10 minutes before the published start time, WebEx will ask you to join as the Host. You will need to wait until 10 minutes before the meeting is scheduled to start to join the meeting.)

Cisco webex

Meeting Information: Stephanie Test Meeting

Meeting status: Not started
Starting date: Wednesday, February 3, 2010
Starting time: 5:00 pm, Eastern Standard Time (New York, GMT-05:00)
Duration: 1 hour
Host's name: IETF Secretariat

Join Meeting Now

To join this meeting, provide the following information.

Your name:

Email address:

Password:

Remember me on this computer
(Clear my information)

I would like to take a free WebEx trial (email required).

Join Now

View Meeting Details

Before you join the meeting, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the meeting.

Done Internet

Figure 2

Claim the Host Role in an IETF WebEx Meeting (Windows)

Figure 3 shows where to get the meeting password in the PARTICIPANT email.

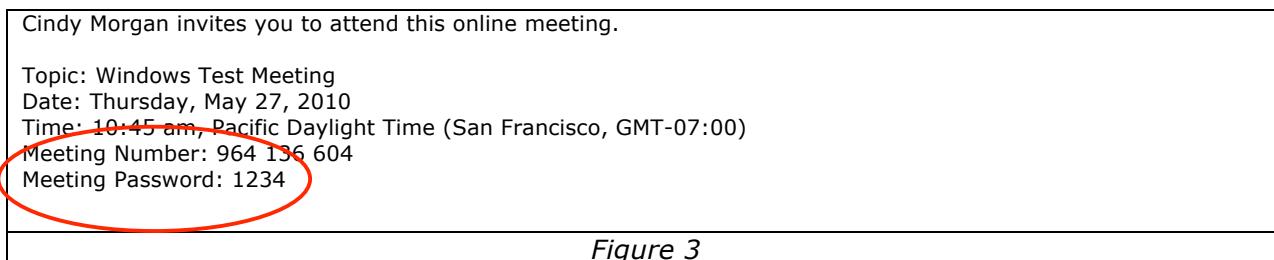


Figure 3

Once you have entered in the meeting password, the meeting will start. However, you are not yet the host, which means you are not able to present slides or manage your meeting yet.

4) Look at the WebEx menu choices at the top of the screen and select "Participant." Then choose "Reclaim Host Role..." as shown in *Figure 4*.

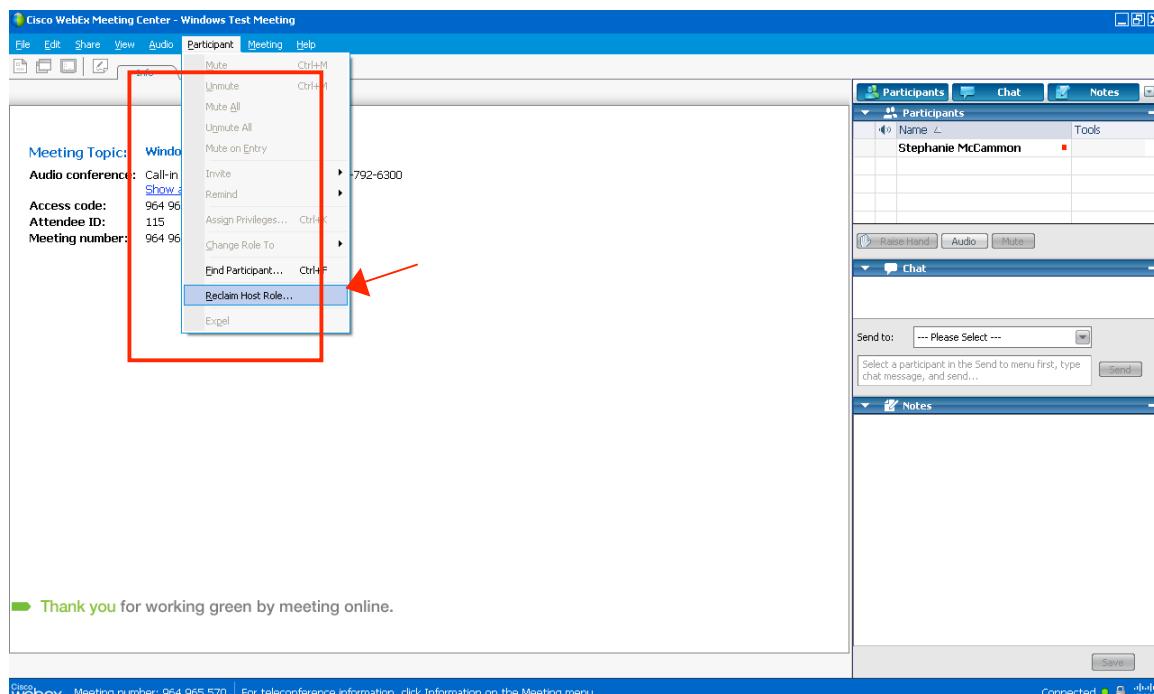


Figure 4

Claim the Host Role in an IETF WebEx Meeting (Windows)

5) WebEx will prompt you (*Figure 5*) for the "Host Key," which is a six digit numerical key found in the HOST email.

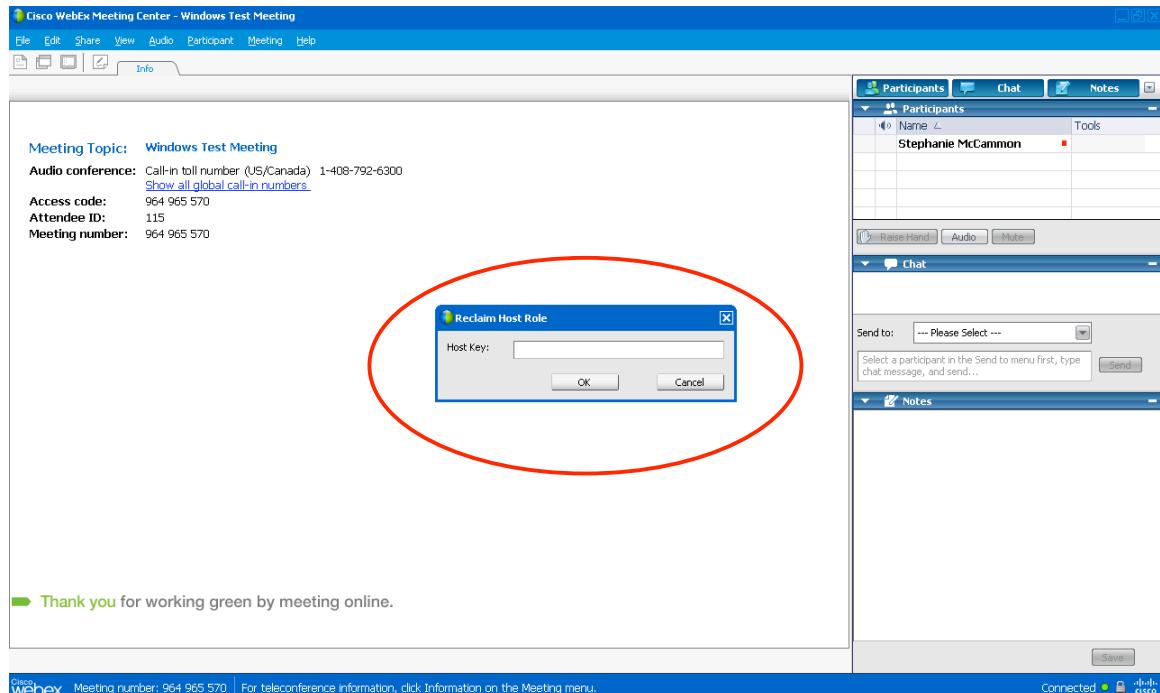


Figure 5

Figure 6 shows where to get the Host Key in the HOST email.



Figure 6

Enter the six-digit host key as shown in *Figure 5* and click OK.

Once the host key has been entered, you should be able to perform all host functions to run your WebEx meeting. If you encounter any issues trying to start your meeting, please feel free to contact the IETF Secretariat at +1-510-492-4080 or ietf-info@ietf.org. Good luck!

Claim the Host Role in an IETF WebEx Meeting (Macintosh)

1) Meetings will be set up to allow participants to join 10 minutes prior to the published start time. You will need to join the meeting as a participant and then reclaim the host role. To join the online meeting, go to the PARTICIPANT email instructions you received from us, and click on the link in *Figure 1* to join the meeting.

Topic: Mac Test Meeting
Date: Thursday, May 27, 2010
Time: 1:15 pm, Pacific Daylight Time (San Francisco, GMT-07:00)
Meeting Number: 964 016 431
Meeting Password: macintosh

To join the online meeting (Now from iPhones too!)

1. Go to <https://workgreen.webex.com/workgreen/j.php?ED=134159882&UID=1126234047&PW=NMDliNTZiMDQy&RT=MiM0>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: macintosh
4. Click "Join".

Figure 1

2) That link will take you to the screen shown below in *Figure 2*. Enter your name, email, and the meeting password (**not** the host password) that was distributed to all participants via email, if a password is required, and click the Join Now button. (Note: If you try to join the meeting more than 10 minutes before the published start time, WebEx will ask you to join as the Host. You will need to wait until 10 minutes before the meeting is scheduled to start to join the meeting.)

Cisco webex

Meeting Information: Mac Test Meeting

English : San Francisco Time

Meeting status: Not started
Starting date: Thursday, May 27, 2010
Starting time: 1:15 pm, Pacific Daylight Time (San Francisco, GMT-07:00)
Duration: 1 hour
Host's name: Cindy Morgan
[More Info](#)

It's time to join!
If you are the host, [start your meeting](#).

Your name: Morgan Cindy
Email address:
 Remember me on this computer
([Clear my information](#))
 I would like to take a free
WebEx trial (email required).

Join

Figure 2

Claim the Host Role in an IETF WebEx Meeting (Macintosh)

Figure 3 shows where to get the meeting password in the PARTICIPANT email.

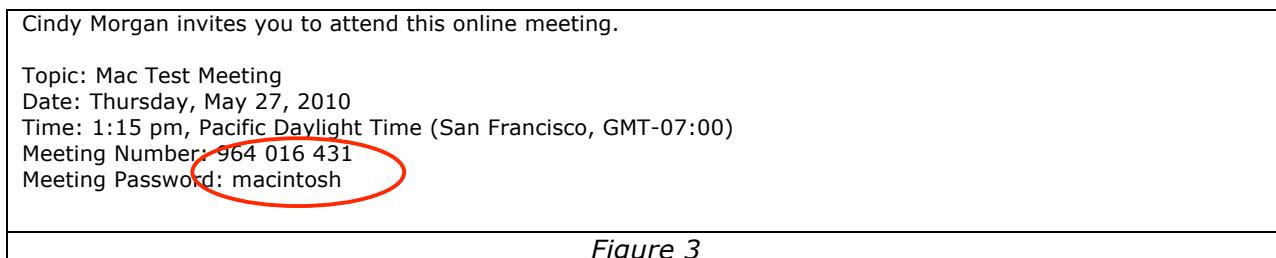


Figure 3

4) Once you have entered in the meeting password, the meeting will start. You will get a pop-up that tells that the Host has not yet joined the meeting (Figure 4). Click OK to get rid of this pop-up. You will claim the Host role in the next step, which will allow you to present slides and manage your meeting.

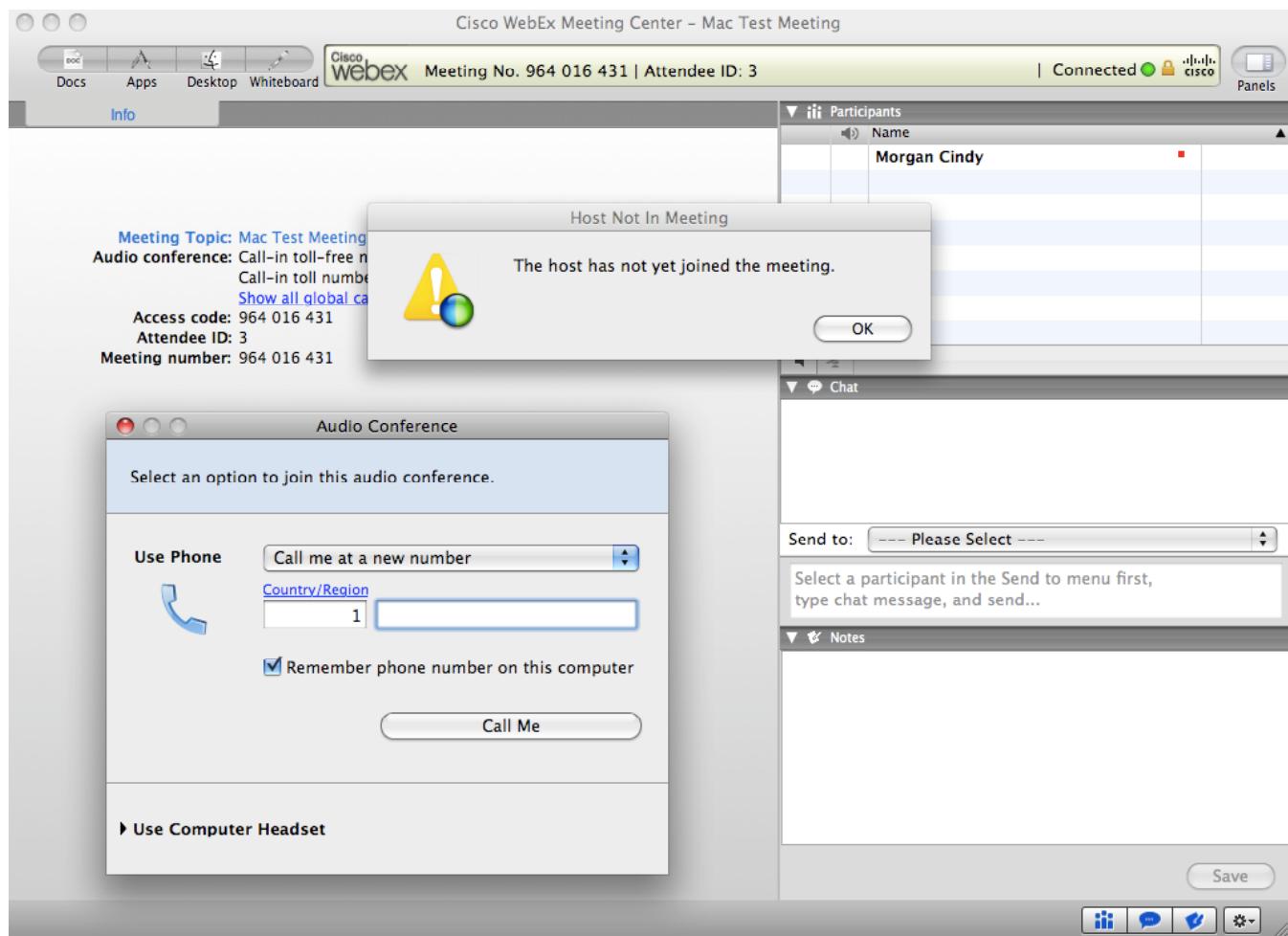


Figure 4

Claim the Host Role in an IETF WebEx Meeting (Macintosh)

5) Look at the WebEx menu choices at the top of the screen and select "Participant." Then choose "Reclaim Host Role..." as shown in *Figure 5*.

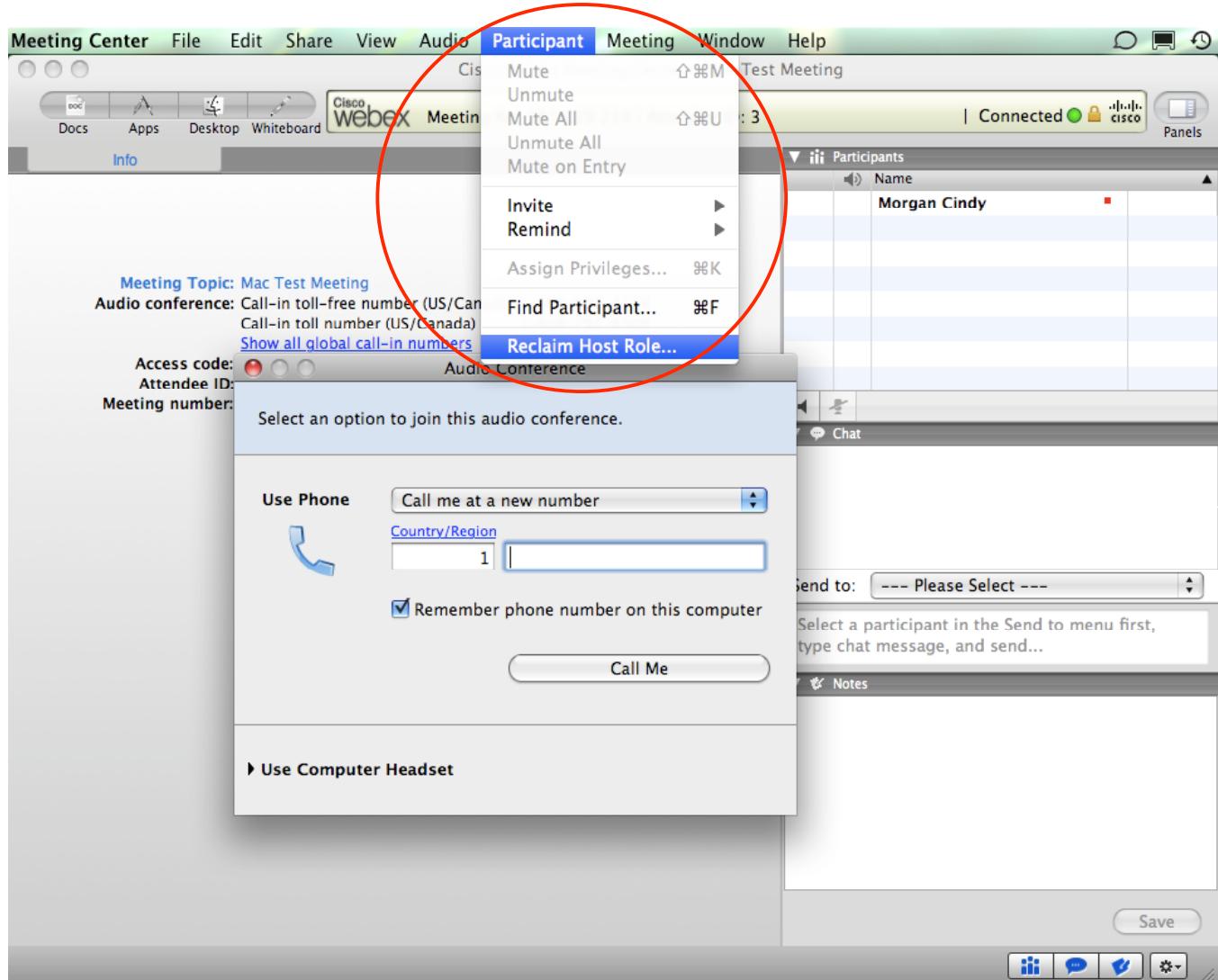


Figure 5

Claim the Host Role in an IETF WebEx Meeting (Macintosh)

6) WebEx will prompt you (*Figure 6*) for the "Host Key," which is a six digit numerical key found in the HOST email.

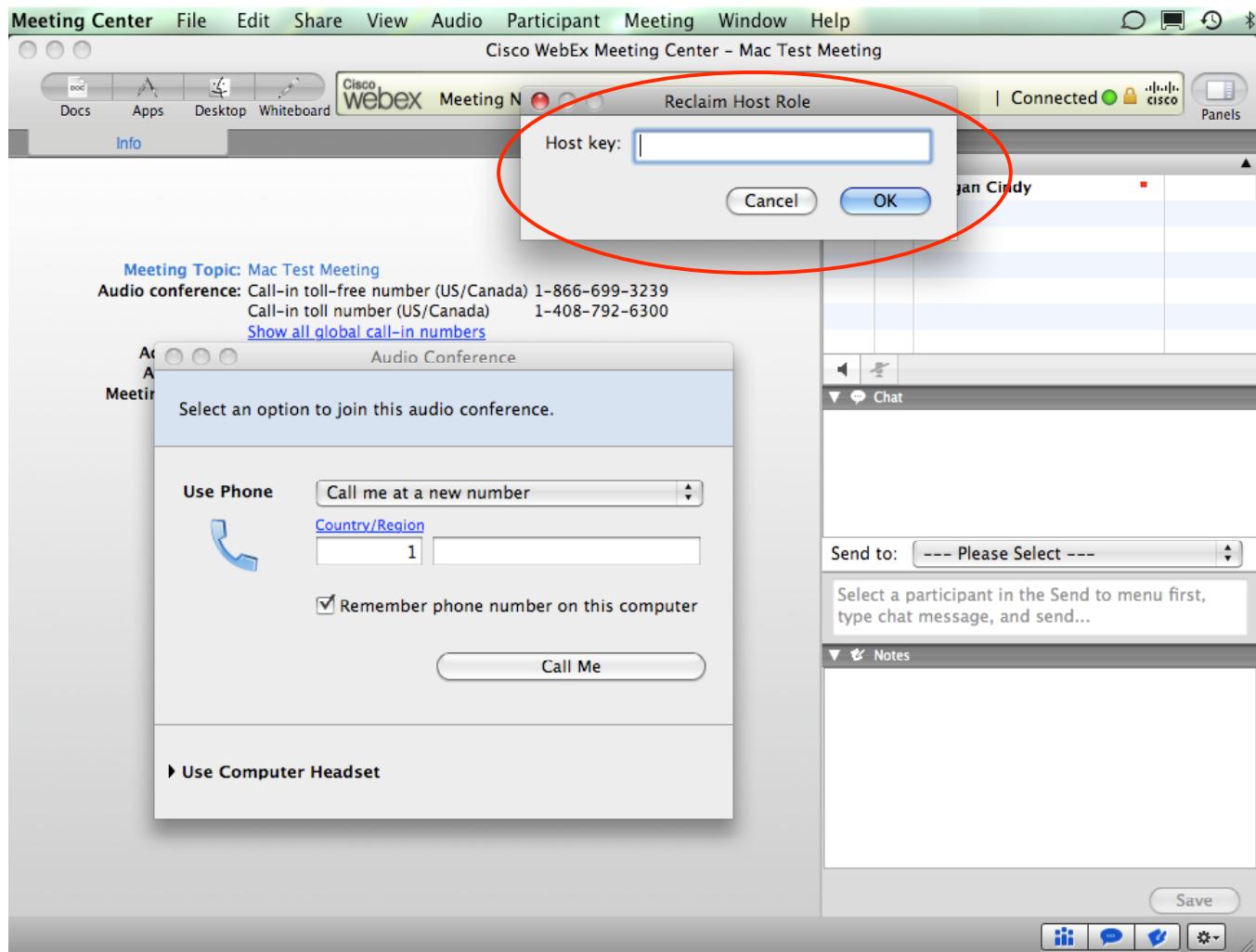


Figure 6

Figure 7 shows where to get the Host Key in the HOST email.

You are the host for this online meeting.

Topic: Windows Test Meeting
Date: Thursday, May 27, 2010
Time: 12:30 pm, Pacific Daylight Time (San Francisco, GMT-07:00)
Meeting Number: 964 965 570
Meeting Password: 1234
Host Key: 747308 (use this to reclaim host privileges)

Figure 7

Enter the six-digit host key as shown in *Figure 6* and click OK.

Once the host key has been entered, you should be able to perform all host functions to run your WebEx meeting. If you encounter any issues trying to start your meeting, please feel free to contact the IETF Secretariat at +1-510-492-4080 or ietf-info@ietf.org. Good luck!