



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=NY2FjMzVkNjk5&RT=MiMQ>
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**

English: New York Time

**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.

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.

Cindy Morgan invites you to attend this online meeting.

Topic: Windows Test Meeting  
Date: Thursday, May 27, 2010  
Time: 10:45 am, Pacific Daylight Time (San Francisco, GMT-07:00)  
Meeting Number: 964 136 604  
Meeting Password: 1234

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.

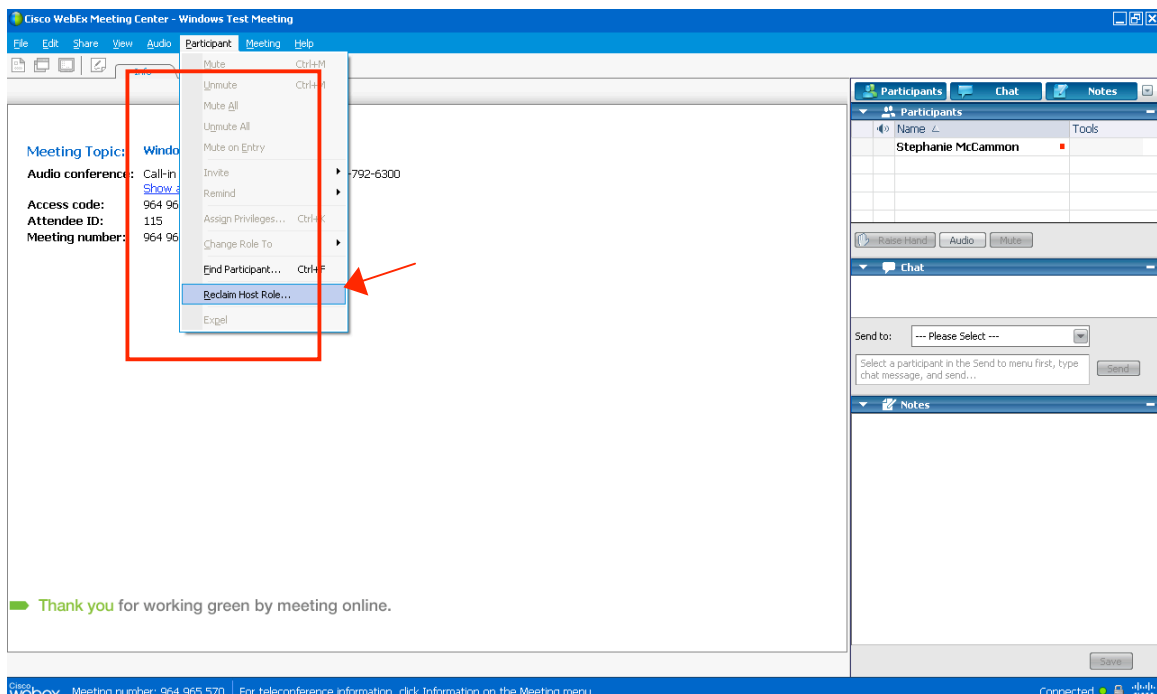


Figure 4

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.

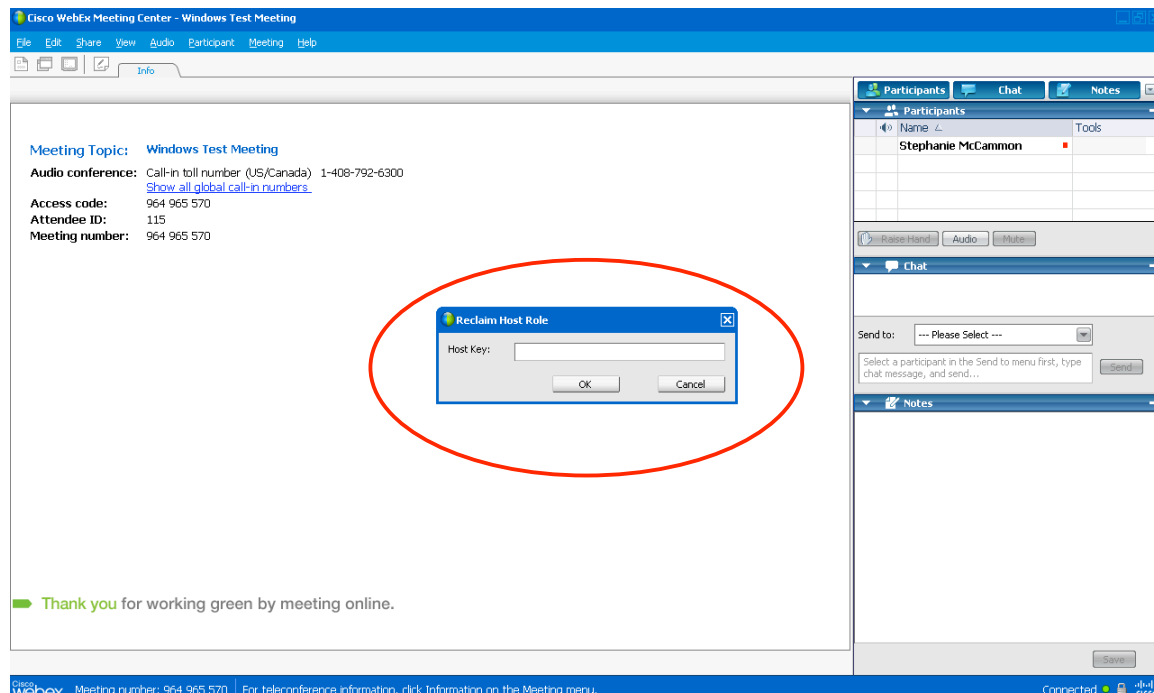


Figure 5

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

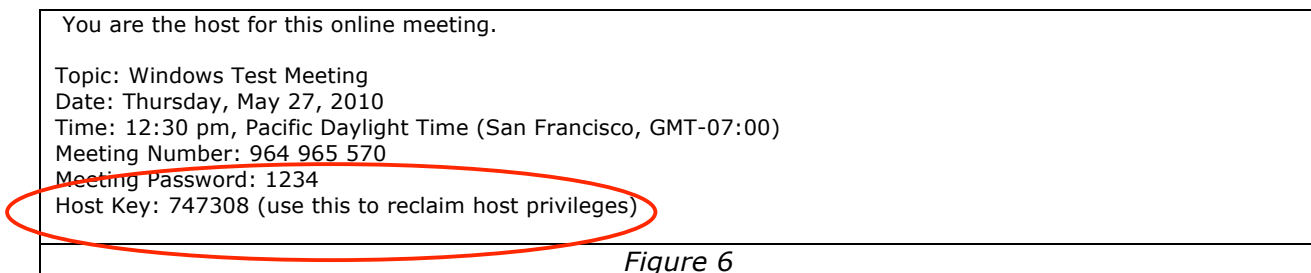


Figure 6

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](mailto: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

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To join the online meeting (Now from iPhones too!)  
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1. Go to <https://workgreen.webex.com/workgreen/j.php?ED=134159882&UID=1126234047&PW=NMDIiNTZiMDQy&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.)

The screenshot shows the Cisco WebEx interface for a meeting titled "Mac Test Meeting". On the left, under "Meeting Information", the status is "Not started", the starting date is "Thursday, May 27, 2010", the starting time is "1:15 pm, Pacific Daylight Time (San Francisco, GMT-07:00)", the duration is "1 hour", and the host's name is "Cindy Morgan". A "More Info" link is provided. On the right, a red circle highlights the "Join" section. It features a green status icon and the text "It's time to join!". Below this, it says "If you are the host, [start your meeting.](#)". There are input fields for "Your name:" (containing "Morgan Cindy") and "Email address:". Below these are two checkboxes: "Remember me on this computer" (with a "Clear my information" link) and "I would like to take a free WebEx trial (email required)". At the bottom of the highlighted area is a blue "Join" button.

*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.

Cindy Morgan invites you to attend this online 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

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.

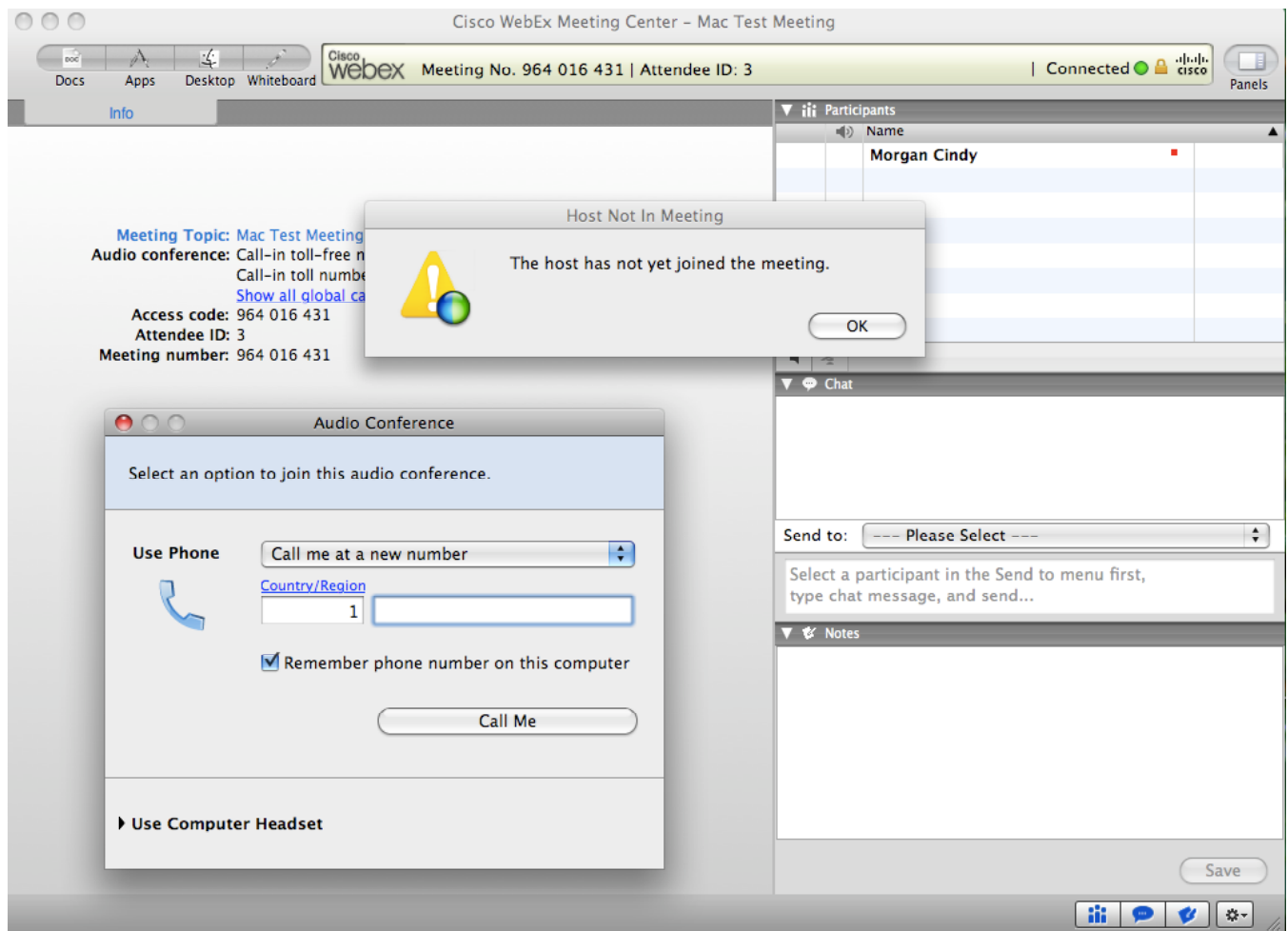


Figure 4

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*.

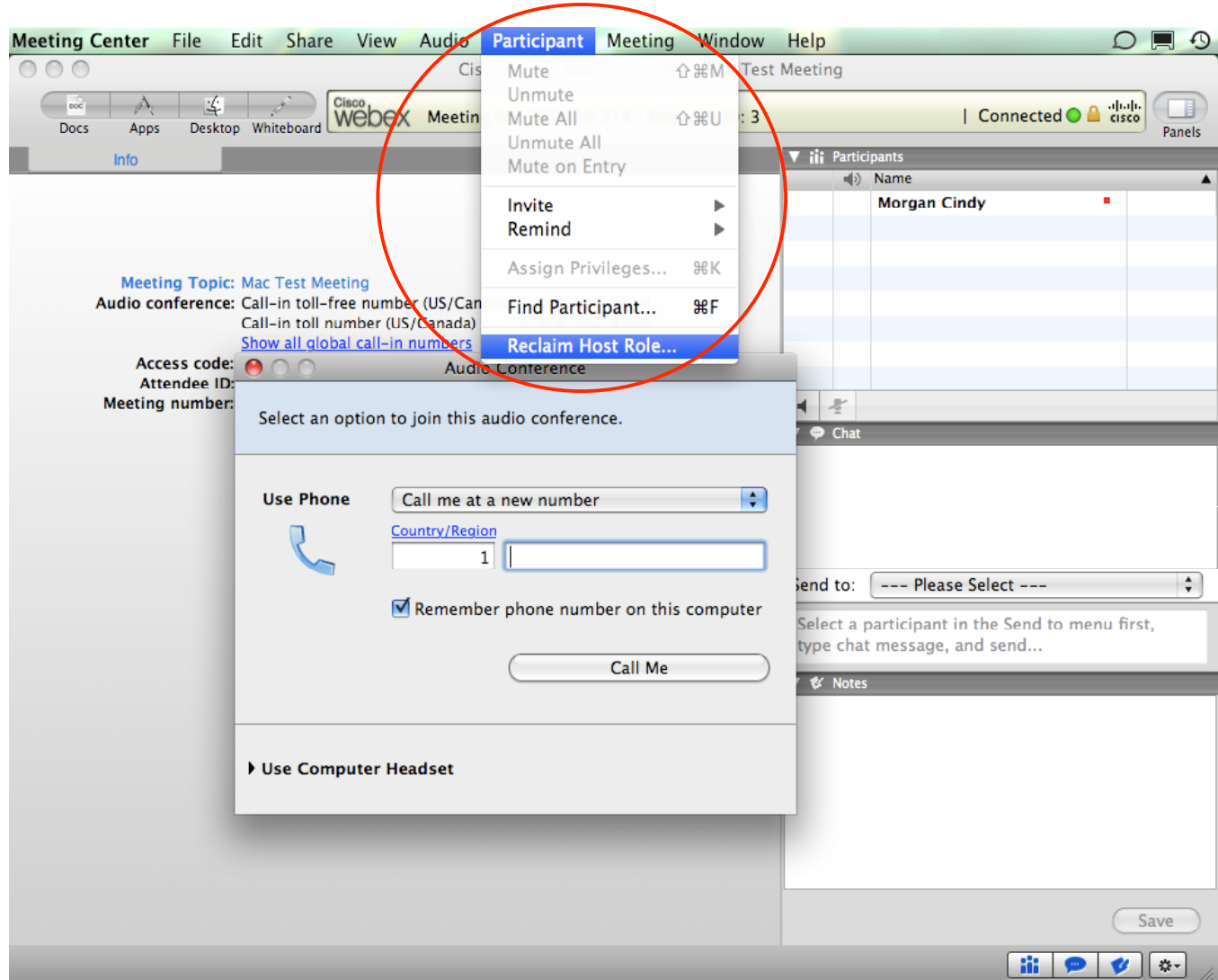


Figure 5

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.

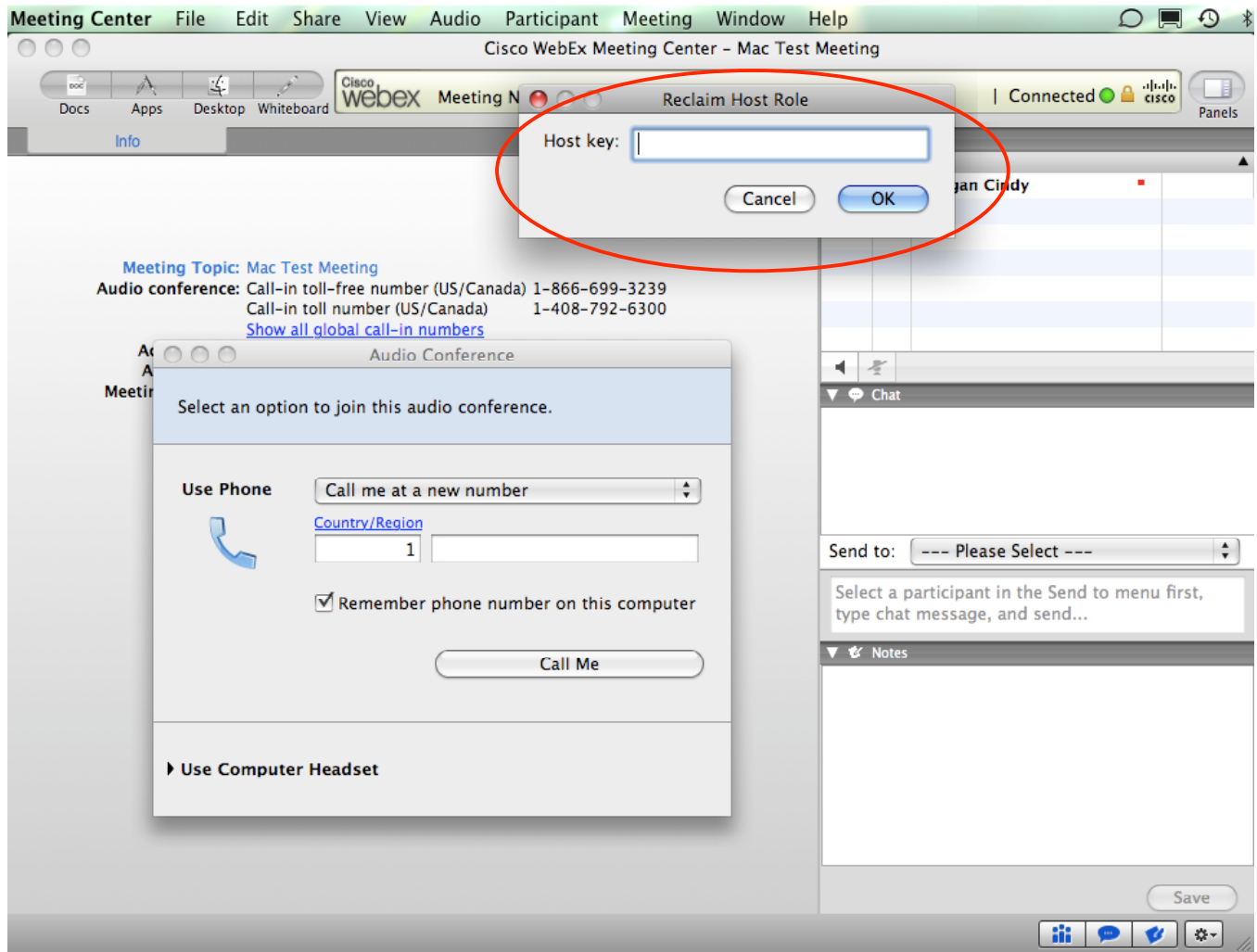
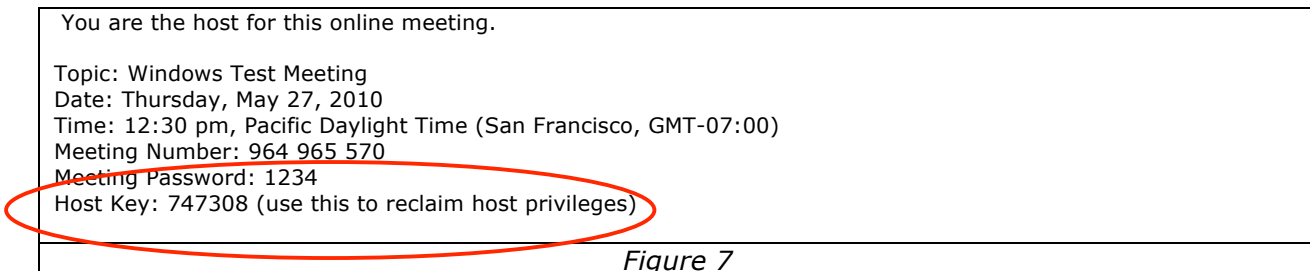


Figure 6

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



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](mailto:ietf-info@ietf.org). Good luck!