WEBEX MEETINGS: ADDING REGISTRATION

This sheet will show users how to set up registration for any WebEx Meeting they want to host. All instructions must be completed before the Audio Conference Bridge can be used. These instructions apply to users logging in at indiana.webex.com OR indianaenhanced.webex.com.

If you have additional questions, please contact Mike Hicks at mhicks@iot.in.gov, or Gary Flynn at gflynn@iot.in.gov.

1. After logging in at indiana.webex.com, choose the WebEx Meetings tab in the upper left-hand corner. On the left side, select Schedule a Meeting. You should reach a screen resembling below. Once you have, select Advanced Scheduler.

![Schedule a Meeting](image)

2. Enter all of the relevant information for your meeting as needed until you reach step 5; Registration. **NOTE:** All meetings have a default password that is added to the meeting; users do NOT need to enter this password to join meetings, they only need to register. Upon clicking Require Attendee Registration, a popup will appear. Click ‘OK’ and additional features will populate. On this page, you can make several options mandatory for users to fill out before receiving an invite to the meeting.

At the bottom of this list is an option that reads ‘Automatically accept all registration requests.’ Checking/unchecking it will cause your registration options to behave one of two ways.
Leaving the last option unchecked forces the person sending the invite to know exactly who is receiving the invites and to approve them as a participant before they can gain access to the meeting and add it to their calendar. This option works well for limited meetings, or meetings where you need to know exactly who has attended and who has not.

Checking the last option will allow users to complete registration and immediately add the invite to their calendars, then join the meeting at the appropriate time. To get the link for this meeting, you can add yourself as an attendee on Step 4: Attendees, which will send you a form for registration as it would a participant via email. Once you receive the email, you can click the blue ‘Registration’ link provided to bring up the form. The URL can then be copied and shared with anyone.

**Testing**
Tuesday, October 2, 2018
3:00 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

**Register**
After your request has been approved, you'll receive instructions for joining the meeting.

CHECKING/APPROVING YOUR REGISTERED USERS

Once you have made your link public for people to join, or you have sent all of your email invites out to the necessary party, you can check to see who has registered for your meeting at any time from your WebEx account. Under WebEx Meetings, choose My Meetings and choose the meeting you want to check registration for. The info for that meeting should appear similar to what is shown below:

Here you can select Manage Registration, which will give you a full page populated with all users who have registered for your meeting, along with options to Accept their registration or Reject them from the meeting. By clicking Details, a pop up window will load all users on the page in an Excel style sheet that can be exported.

Registered Attendees: Testing

<table>
<thead>
<tr>
<th>Name</th>
<th>Email address</th>
<th>Phone number</th>
<th>When registered</th>
<th>Request accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td><a href="mailto:vanessa.brasfield@gmail.com">vanessa.brasfield@gmail.com</a></td>
<td>1-</td>
<td>10/21 5:41 pm</td>
<td>Yes</td>
</tr>
</tbody>
</table>

By joining this meeting, you are accepting the Cisco Webex Terms of Service and Privacy Statement.