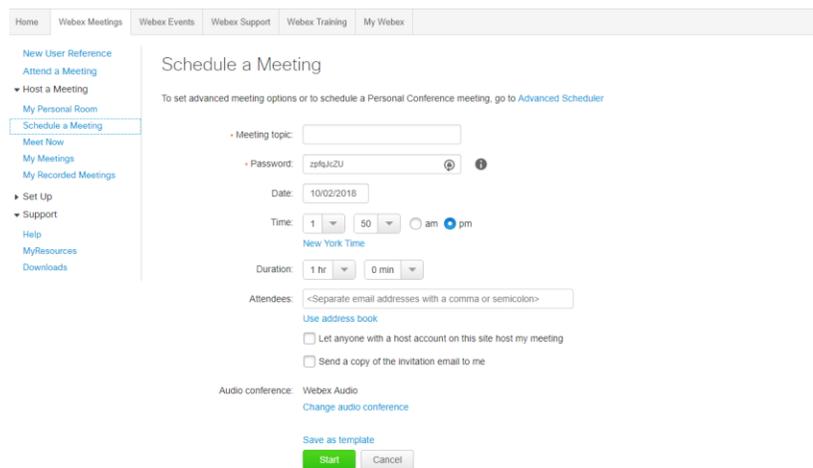


WEBEX MEETINGS: JOINING BEFORE THE HOST

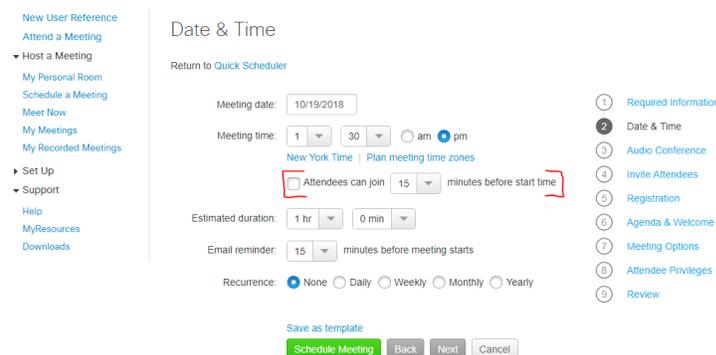
This sheet will show users how to set up meetings to allow users to join before the host. All instructions must be completed before the Meeting is started. These instructions apply to users logging in at indiana.webex.com OR indianaenhanced.webex.com.

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**.



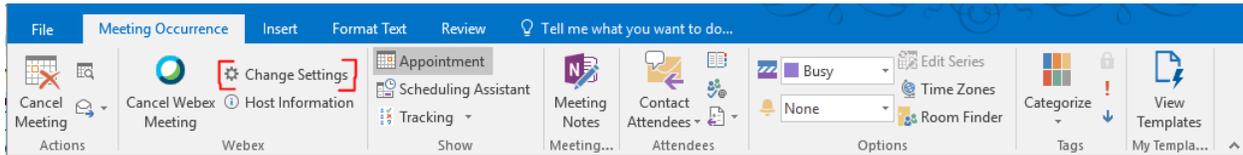
2. Enter all of the relevant information for your meeting as needed until you reach step 2; **Date & Time**. On this page, there is an option to allow attendees to join up to 15 minutes prior to start time. Once you hit **Next**, it will save this option and you can continue setting up your meeting.



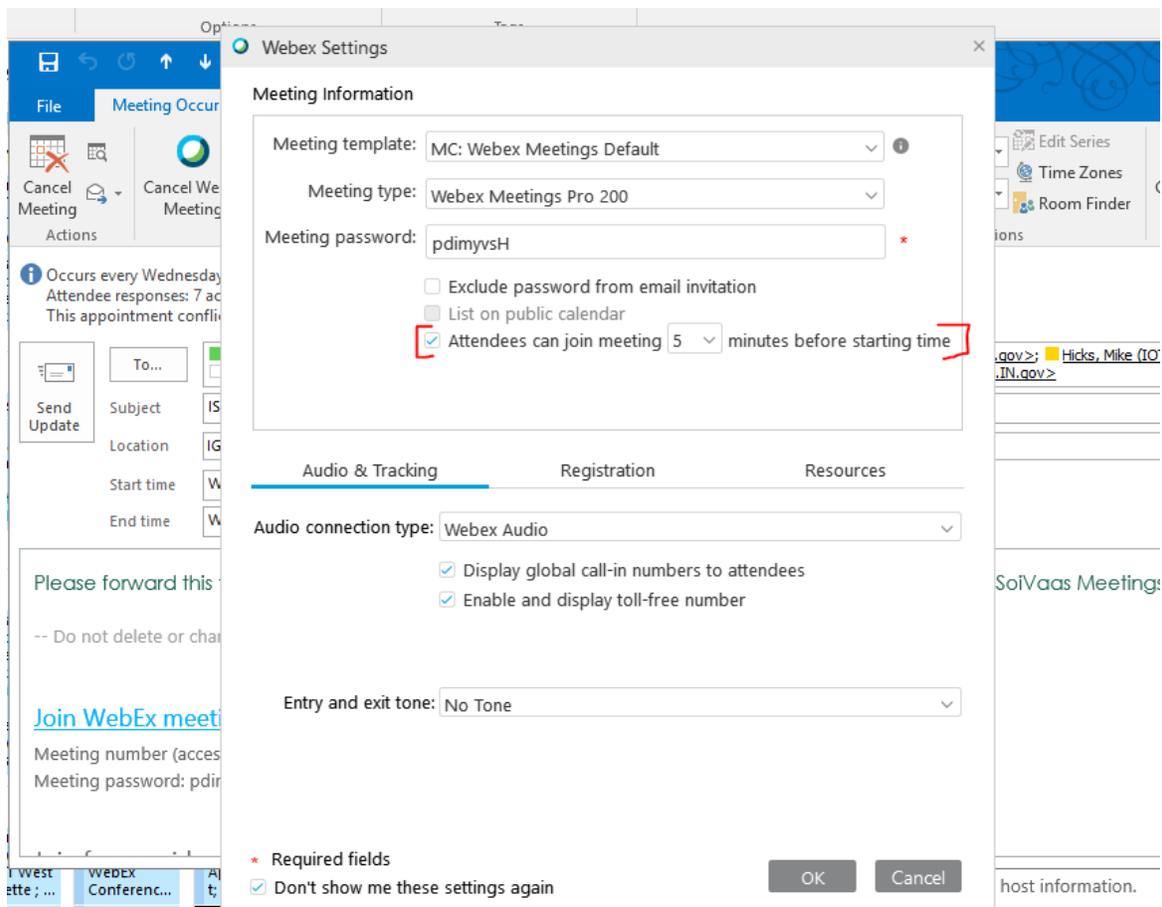
JOINING BEFORE THE HOST (IN ALREADY CREATED MEETINGS ON OUTLOOK)

If you have already created a meeting in Outlook, but need to change when attendees can join, there is a simple process to follow.

1. Select the meeting that you want to allow attendees to join early. **Note:** you can make this change on a single meeting or an entire occurrence.



2. In the top menu bar, click the option for **Change Settings**.
3. Upon clicking **Change Settings**, Outlook will connect to the WebEx servers and generate a new menu. On this menu, there will be a checkbox option that reads 'Attendees can join [] minutes before starting time. Click the box to enable it for the meeting, then you can choose how soon they can join the meeting before the host, with a maximum time of 15 minutes.



4. Click **OK** to save your changes.