FAU College of Medicine Support Center

Webex: Role of Cohost

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Adding a Webex Cohost When Scheduling the Meeting:

COHOST: If the host is running late or can't attend, a cohost can **start and manage the meeting or webinar in their place**. Cohosts can also assist the host with meeting management, which is useful for larger meetings. If the host isn't in the meeting, a cohost assumes the host role until the original host joins.

> Only users with Meetings host licenses on your Webex site can be made a cohost when you schedule a meeting.

1. Sign in to your Webex site (fau.webex.com) and select **Schedule a meeting**.

2. On the **Schedule a meeting** page, specify the basic options for your meeting.

3. In the **Attendees** field, add attendees separated by commas or semicolons, and then press **Enter**.

4. To designate specific attendees as cohosts, hover over the next to the attendee's name and click **Make this attendee a cohost**.
   > If you don't see this option, go to **Step 5** and select **Let me choose cohosts for this meeting** to choose a cohost from the **Attendees list**.

5. To provide more flexibility on who can be a cohost for your meeting, go to **Advanced options**.

6. Under **Cohosts**, select an option:
   • **Let me choose cohosts for this meeting**
   • **The first person to join the meeting who has a host account on this site becomes a cohost**
   • **All attendees who have host accounts on this site become cohosts when they join the meeting**

7. To start your meeting right away, click **Start**; if you're meeting later, click **Schedule**.

Webex Cohost Privileges:

Note: If the host's account has been deleted or deactivated, the cohost can't

run the meeting. The cohost must create a new meeting as the host.

Cohosts can perform the following tasks:

- **Before the Meeting** (FAU.Webex.com):
  - Customize the registration form
  - Approve or reject pending registrants
  - Change a registrant's approval status
  - Invite or import panelists (webinar only)
  - Invite or import attendees
- **During the meeting or webinar:**
  - Start and host the meeting or webinar
  - Mute or unmute some or all participants.
  - Permit or prevent attendees unmuting themselves after the host or cohost mutes them
  - Share multimedia
  - Move attendees to and from the lobby
  - Expel attendees
  - Start recording, if a cohost has assumed the host role. _After the original host joins, they assume the host role and the ability to record_. Participants who have the cohost role can't record.
  - Invite and remind attendees
  - Manage breakout sessions
  - Join breakout sessions to help attendees
  - Lock or unlock the meeting or webinar