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