

# Advanced Options for Scheduling Webex Meetings on mahec.webex.com

1. Click on **Show advanced options** and then click on **Audio connection options**.
  1. Here you may disallow attendees to unmute themselves after you mute them.
  2. You may also enable mute upon entry for your attendees. This option can be very helpful in cutting down on background noise. A participant must manually unmute themselves if they wish to speak.
  3. If you disallow attendees from unmuting themselves and enable mute upon entry, they will be unable to speak until you allow them. To allow an attendee to speak, click on the red microphone icon next to their name in the Participant Panel during the session.

Note: Only the **Webex Audio** option supports Breakout Sessions. Webex Audio is the default option and allows users to Call-in and does not remove any PTSN functionality.

2. Next, expand the **Scheduling Options** menu.
  1. **Cohosts**: Do not check the “The first person to join...” option, unless you truly want the first person that joins the session to take on the Cohost role. Remember, all UConn Webex accounts are Host Accounts, this means the third option will make everyone a Cohost. This is most likely undesired.
  2. **Automatic Recording**: Select this option if you would like the meeting to be recorded as soon as the meeting commences. Whether you enable this or not, you can control the start and stop of the recording while in the meeting. If you stop the recording and then start again, it will create a separate video file. If you would not like it to create a second file, please use the **Pause** option instead of **Stop**.
    1. The recording can easily be trimmed if you wish to exclude the beginning or ending of your meeting. Learn more: [Trimming Webex Recordings](#).
  3. It is not necessary to Exclude Password from the email. Including the password in the email is not a security violation. Those who click on the join link will see that the password field auto-populates. Only those who search for the Meeting by its Meeting Number will need the password. However, it is a good idea to always share the password in case the attendee’s browser tries to fill in a saved password instead.
  4. **Breakout sessions**: Here you may pre-assign your breakout sessions. Learn how to pre-assign breakout sessions in the breakout session guide: [Webex Breakout Sessions](#)
  5. **Unlocked meetings**: Your scheduled Meetings begin in an unlocked state (unlike your Personal Room). This setting dictates how easily guests can access your unlocked Meeting. A guest is anyone who is not currently signed into Webex with their NetID; this includes students who click on a Join link and are not currently signed in to [webex.uconn.edu](#) or the Desktop App. Do not disallow guests from joining the Meeting; a student who is not signed in will not understand why they are unable to join.

Please choose **Guests can join the meeting** to ensure all your students are able to join; it is unlikely that all of your participants have created their UConn Webex account.

6. You may allow participants to join before the meeting begins; this allows them to test their connection.

**Note:** this option is only available when you are creating a recurring Meeting. If you would like to enable this feature but you are not creating a recurring Meeting, set the Meeting to Recur but end after 1 meeting.

7. **Registration:** You can require registration if you wish. This requires invitees to register before the Meeting begins. The email invitations include registration instructions.
  1. Requiring Attendees to register will give you the chance to find out information about your attendees. You may ask for name, contact information, location, and job title among other things. If you enable Registration simply to learn more about your attendees, be sure to check **Automatically accept all registration requests**. View the last section on this page to learn how to manage your Registrants after you are done scheduling.
  2. **Registration is available only if the meeting has a password, isn't recurring, isn't restricted to invited attendees only, and doesn't have the Join before host option enabled.** Attendees may still forward the meeting invitation to others or join using a name and email address that doesn't match their registration.
  3. If you enable registration, you must enter the attendees addresses into the **Attendees** field. Doing so will send them an email with a link to register.
  4. If you send out the session join link by itself, those who click on it will bypass the registration. This is useful for latecomers or last minute additions.
  5. Click on **Customize registration form** to choose which questions you would like to be included. You may make them optional or required. Click on **Preview Form** to see how the form will look.
3. The Email reminder will only go to you, attendees you added to the **Attendees** field above, and/or those who registered.
4. Within **Scheduling Options**, there is **Meeting options** and **Attendee privileges**. The options within these menus may be left the way they are, but you may explore these options.
  1. In **Meeting Options**, you can disable the Chat.
  2. In **Attendee Privileges**, you can disallow the Participants from seeing the Participant list.
  3. Other options can be altered once you begin the Meeting. [Learn more about in-meeting options here.](#)
5. Before we book this meeting, you will notice there are two options for saving.
  1. You may save these settings as a template if you plan on replicating this meeting while making minor changes.
  2. Click the "Schedule" button to finish your setup. Your meeting details will appear on the next page. You, as the scheduler, will receive an email confirmation with the meeting details.  
Note: if the button says **Start** instead of **Schedule**, that means the meeting is scheduled to begin at the current time. Go back to the top and set the correct time and date if needed