

# Webex Meetings Roles

There are six roles within Webex Meetings, which are referenced below.

- **Host Role:** The host is the person who schedules, starts and ends the session and or recordings of the session. A host can also assign roles to other participants in the session. The host role can be reassigned once in a live session.
- **Cohost:** Because the Cohost role provides privileges similar to the host role, Cohosts can help to improve meeting productivity. If the host is running late or can't attend, a cohost can start and manage the meeting. Cohosts can also assist the host with meeting management, which is useful for larger meetings.
- **Presenter:** Responsible for sharing and annotating presentations, whiteboards, documents, and applications in a meeting.
- **Note Taker:** A single note taker can publish notes at any time during the meeting or can send a meeting transcript to all participants.
- **Closed Captionist:** Responsible for publishing captions in real time during the meeting and can send a transcript containing the captions to all participants.
- **Attendee Role:** Any person attending the session who is not already identified as a Presenter, or host. Attendees are typically who the meeting information is being presented to.

## Host and Co-host Roles and Privileges

When you are the host or co-host of a meeting on a Webex Board, Room or Desk device, there are extra privileges available to you. These options let the host and co-hosts manage certain aspects of the meeting.

- Change Roles During a Meeting
- Remove a Participant from a Meeting
- Lock and Unlock Personal Room Meetings
- Mute Participants
- Mute All
- Record a Meeting
- Admit All Participants to Meetings