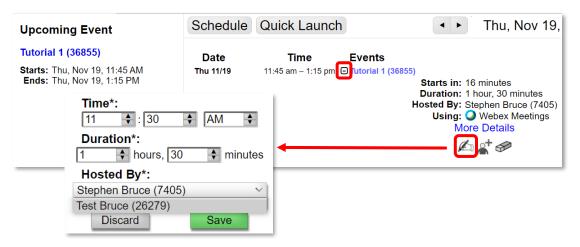


Changing the Webex Host in Moodle

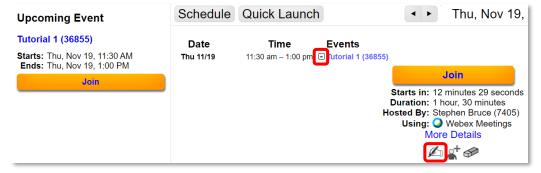
Modules with shared teaching often have Webex meetings scheduled in advance without knowing who will host the meeting. Only the named Host can start the Webex audio in a meeting. Another Teacher on the module can change the named Host by editing the meeting details, but only before the meeting start time. The named Host cannot be changed after the meeting start time and therefore another meeting must be scheduled with a new Host.

Before the meeting start time

Expand the meeting details, click the edit icon and select yourself or a colleague from the *Hosted By* menu. Note that there is no *Join* button available until 15 minutes before the meeting start time.



Note that the *Join* button is available from 15 minutes before the meeting start time, and the Host can still be changed as above.



After the meeting start time

There is no option to change the named Host after the meeting start time. A new meeting must be scheduled with a new Host.

