Webex Frequently Asked Questions (FAQ)

Can I start a meeting before the scheduled start time?

If you are the host of a meeting, you can start and end your meeting at any time.

- If you start a meeting early, you can run it as long as you need to. The meeting will not end after a set duration, and will only end when the host ends it.
- If you need to test functionality, practice your presentation, or test whether attendees can join, you may schedule and start a separate test meeting or dry run.
- If you accidentally start a meeting, you should be able to end it and start it later as long it was not set to delete from your meeting calendar when it ends.

I am the designated host. What happens if I forget to end a meeting session or the meeting or going over its scheduled end time?

This would likely interfere with another meeting following your – and may end up creating meeting conflicts that will trigger service desk intervention to manually enter the meeting and close it. WebEx does not force meeting closings, so it is your responsibility to close the meeting by ending the WebEx session on time.

I need additional participants to join the meeting. Can I add them "on the fly" while the meeting is in session? Can I remind people to join while inside the session?

Sure. You can forward your original invite to other participants.

Should I lock my meeting?

Yes! This option prevents unwanted guests from joining your meeting. We recommend hosts locking your meeting once all your participants have arrived. Currently there are people out there "crashing" online meetings and recording meetings without host knowledge and it can be easily avoided by simple locking the meeting once all your guests have arrived.