




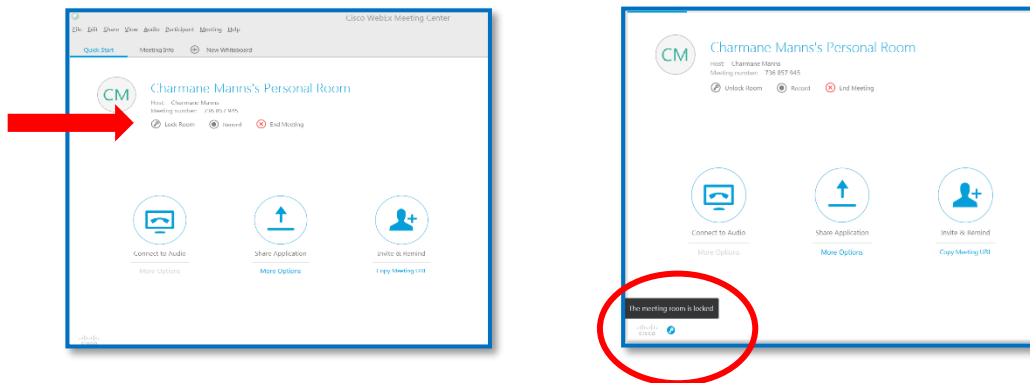
GC | INFORMATION TECHNOLOGY


Purpose: To demonstrate how to lock and unlock a WebEx meeting room

If you would like to control access to your meeting room, there is an option to lock the room. Once the room is locked, new participants will be unable to enter the room.

To lock the room, click  Lock Room

Once the room is locked a blue lock icon  will appear in the bottom left corner of the meeting window.



To unlock the room, click  Unlock Room . While the room is unlocked anyone that has your personal room URL will be able to enter the room at any time.

Note: Your personal meeting room URL never changes. The best practice is to lock your room during meetings so that you will not have uninvited participants.

When the room is locked, as the host you will be provided with a waiting list of attendees that want to enter the room. You can decide who to allow into the meeting.

For further assistance contact Support:

(Available 24 hours a day, 7 days a week)
Website: <https://support.webex.com/support/manage-ticket.html>
Phone: U.S. and Canada Toll-Free 1-866-229-3239
International Toll +1 408-906-1155