



Webex Meetings

Roles & Permissions



Roles & Permissions In Cisco Webex Meetings

MEETING ROLES

There are four possible roles in Webex Meetings

Host Role

The host is the person who schedules, starts and ends the meeting. The host has the ability to record the meeting. A host can also assign roles to other participants in the meeting and to Breakout Sessions. The host role can be reassigned once a Meeting has started.

Cohost Role

The cohost is an evolution of alternate host role. Cohosts share host-level privileges like muting and unmuting other participants, moving participants to or admitting participants from the lobby, managing breakout sessions, etc. Cohosts are not permitted to assign cohost privileges to an attendee.

Presenter

The presenter is responsible for sharing and annotating presentations, whiteboards, documents, and can be assigned polling privileges in a meeting.

Attendee Role

Any person attending the session who is not already identified as a presenter, host, or cohost. Attendees are typically who the meeting information is being presented to.

MEETING FEATURES

Feature	Host	Cohost	Presenter	Attendee
High Definition VoIP (Computer Audio)	✓	✓	✓	✓
Phone Audio (Call-In/Call-Back)	✓	✓	✓	✓
Mute/Unmute	✓	✓	✓	✓
Keyboard Noise Suppression	✓	✓	✓	✓
Music Mode	✓	✓	✓	✓
High Definition Video	✓	✓	✓	✓
Virtual and Blurred Background Options	✓	✓	✓	✓
Content Sharing (Chat/Images/Video)	✓	✓	✓	✓
Whiteboarding/Annotating	✓	✓	✓	✓
Raised Hand Indicator	✓	✓	✓	✓
Remote Screen Control	✓	✓	✓	✓
Feedback Indicators	✓	✓	✓	✓
Mute/Unmute Attendees	✓	✓		
Admit/Expel Attendees	✓	✓		
Place Attendees in Webex Lobby	✓	✓		
Recording	✓			
Create Breakout Sessions	✓			
Manage Breakout Sessions	✓	✓		
Join Breakout Sessions	✓	✓	✓	✓
Polling	✓		✓	
Assign Alternate Host	✓			
Assign Cohosts	✓			
Attendee Attention Indicator	✓			
Invite and Remind (and Call)	✓	✓		
Live Stream the Meeting	✓			
Post-Session Reports	✓			

BREAKOUT SESSIONS FEATURES

Feature	Host	Cohost	Presenter	Attendee
Enable Breakout Sessions	✓			
Create and start breakout sessions	✓	✓		
Pre-Assign Breakout Sessions	✓			
Choose to assign participants automatically or manually	✓	✓		
Control how and when participants are allowed to return to the main meeting	✓	✓		
Add, rename, or delete a breakout session	✓	✓		
Move or exchange attendees in breakout sessions	✓	✓		
Remove a participant from a breakout session	✓	✓		
Ask all participants to return to the main meeting	✓	✓		
End all breakout sessions	✓			
Start or stop your video during a breakout session	✓	✓	✓	✓
Mute or unmute your audio during a breakout session	✓	✓	✓	✓
Share content during a breakout session	✓	✓	✓	✓
Use Chat to message others in your breakout session	✓	✓	✓	✓
Ask for help during a breakout session			✓	✓
Respond to a request for help in breakout sessions	✓	✓		
Broadcast a message in breakout sessions	✓			
Ask all participants to return to the main meeting	✓	✓		
Join or leave a breakout session	✓	✓	✓	✓