

## Job Aid: Webex Events FAQs

### What is Webex Events?

A Webex event is similar to a Webex meeting and is ideal for meetings with a large audience and for use with multimedia presentations. Use Webex Events for online events and webinars.

This document provides quick answers to frequently asked questions. For in depth help on using Webex events, head over to the [Webex Help Center](#), submit an [IT Service Portal ticket](#), or email [webex.support@chandleraz.gov](mailto:webex.support@chandleraz.gov)

### How do I create a Webex Event?

Log into [Chandleraz.webex.com](https://chandleraz.webex.com) with your COC email address. Once logged in, click the **Schedule Event** button. After creating the event, you can verify the meeting in the **Site Event** link on the left side under **Host an Event**. Pictures, passwords, and URLs were listed in the Site Event listing.

### Can I record a Webex Event?

Yes. Events can be recorded and saved either to the cloud or a local machine. Recordings can use a lot of disk space. A 5-minute recording is around 20MB, so you may want to save to the cloud. For more information about recording, please [Webex Recordings](#).

### Can I invite people outside of the City of Chandler?

Yes, you can. You can ask people to be subject matter expert panelists for your event, or they can be presenters, or be spectators. When inviting panelists, make sure to email the panelist URL and password only to them.

### How can people attend?

People can join a Web broadcast or call into the meeting. A call back feature can also be used that verifies attendees' phone numbers.

### Can I mute invitees?

Yes. The host can mute or unmute attendees as needed.

### Can I create a Q & A session?

Yes. Q & A sessions can be created, and a host or cohost can moderate the answers. Right click on questions in Q&A for options such as "answered verbally" or defer great for cohost white glove type treatment.