

Removing attendees from Webex sessions

Prerequisites

You must be logged into the Webex account for the host of the session you wish to remove a student from the session for before continuing with this process.

Procedure

1. Click on the **My Webex** tab.



The My Webex Meetings page should appear.

2. Find the session in Webex that you wish to remove the student from.
3. Click on the Topic of the session.

My Webex Meetings

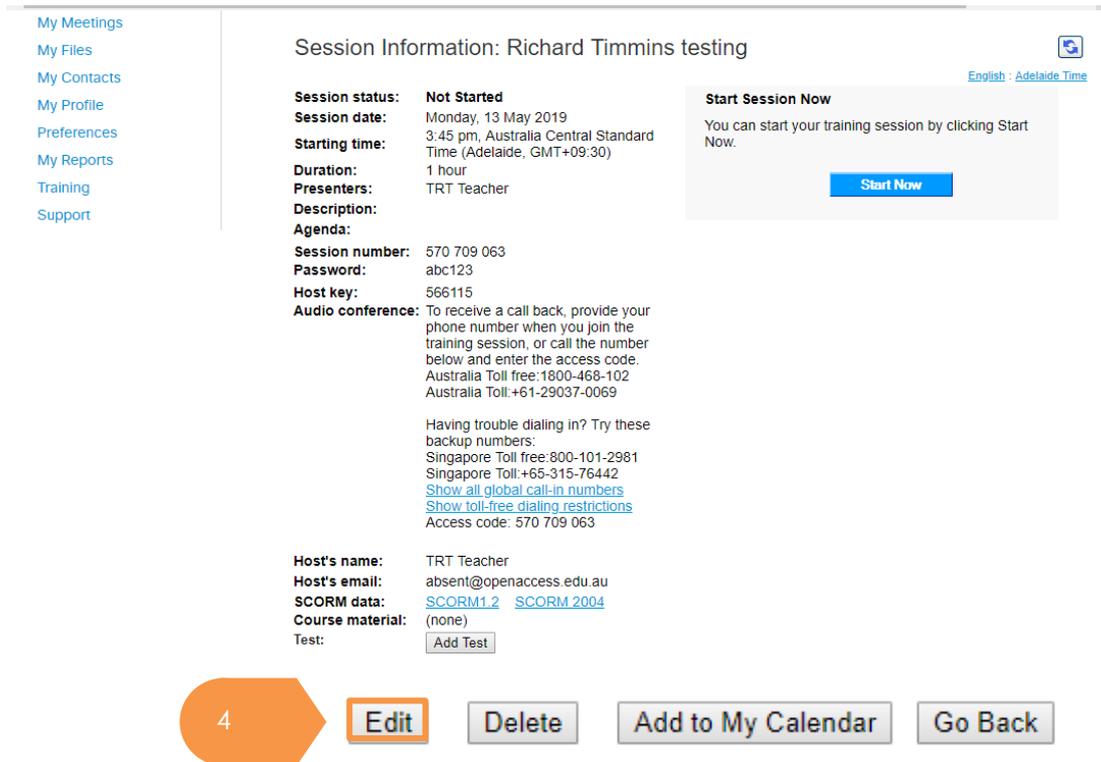
English : Adelaide Time



[Meet Now](#)

Time	Topic	Type	Requests Status
<input type="checkbox"/> 11:00 am			
<input checked="" type="checkbox"/> 11:15 am	Research Project Beth	Training	N/A Join
<input type="checkbox"/> 12:00 pm			
<input type="checkbox"/> 1:00 pm			
<input checked="" type="checkbox"/> 1:15 pm	12 Media Studies Monday 13:30...	Training	N/A Join
<input checked="" type="checkbox"/> 1:15 pm	Chinese R/1	Training	N/A Join
<input checked="" type="checkbox"/> 1:15 pm	Dean Osborn yr 9/10 3D Design...	Training	N/A Join

The Session Information page for the session should appear.



The screenshot shows a sidebar on the left with navigation links: My Meetings, My Files, My Contacts, My Profile, Preferences, My Reports, Training, and Support. The main content area is titled 'Session Information: Richard Timmins testing'. It includes a 'Start Session Now' button and a 'Start Now' button. The session details are as follows:

- Session status:** Not Started
- Session date:** Monday, 13 May 2019
- Starting time:** 3:45 pm, Australia Central Standard Time (Adelaide, GMT+09:30)
- Duration:** 1 hour
- Presenters:** TRT Teacher
- Description:**
- Agenda:**
- Session number:** 570 709 063
- Password:** abc123
- Host key:** 566115
- Audio conference:** To receive a call back, provide your phone number when you join the training session, or call the number below and enter the access code. Australia Toll free:1800-468-102 Australia Toll:+61-29037-0069
- Host's name:** TRT Teacher
- Host's email:** absent@openaccess.edu.au
- SCORM data:** [SCORM1.2](#) [SCORM 2004](#)
- Course material:** (none)
- Test:** [Add Test](#)

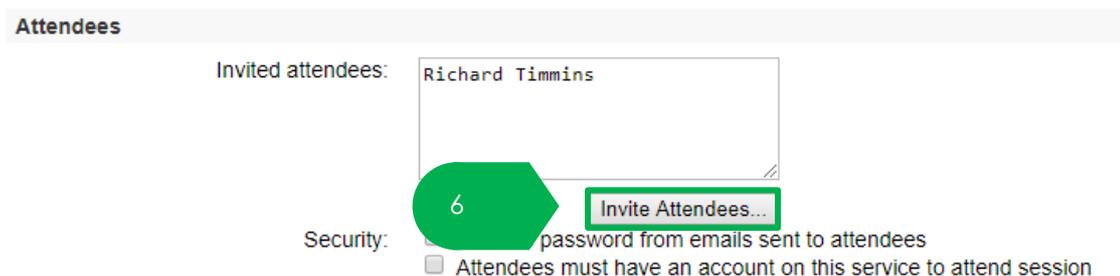
At the bottom of the session information, there are four buttons: **Edit**, **Delete**, **Add to My Calendar**, and **Go Back**. A red arrow points to the **Edit** button.

- Click on the **Edit** button.

Note: If you don't see the Edit button, you cannot edit the session because you aren't the Presenter of the Webex session. You'll need to ask the Presenter of the Webex session to make these changes.

The Edit Scheduled Training Session page should appear.

- Scroll down to the **Attendees** section.



The screenshot shows the 'Attendees' section with a list of invited attendees: Richard Timmins. Below the list is a green arrow pointing to the **Invite Attendees...** button. The security settings are as follows:

- Security:** password from emails sent to attendees
- Attendees must have an account on this service to attend session

- Click on the **Invite Attendees...** button.

An Invite Attendees window should appear.

7. **Check the boxes** next to the attendees (students) you wish to remove from the session.
8. Click on the **Delete** button

Invite Attendees

Provide new attendee information here or select contacts from your address book.

Attendees to Invite

Name	Email address	Phone number	Language	Time Zone	Locale
<input checked="" type="checkbox"/>	Richard Timmins	richardtimmins@outlook	English	Adelaide Time	Australia

Select Contacts...

9 **Invite** **Delete** Cancel

New Attendee

* Required field

* Full name:

* Email address:

Phone number:

Time Zone:

Language:

Locale:

Add new attendee in my address book

Invite as alternate host

Add Attendee

9. Click on the **Invite** button.
You should be returned to the **Edit Scheduled Training Session** page.
10. Scroll down to the bottom of the page, and click on the **Update** button.
A Send updated session information message may appear.
11. Select whether you wish to send a notification e-mail to all invited participants, only to participants added or removed from the invited list or to no one and click on the **OK** button.

Send updated session information:

To all invited participants

Only to participants added or removed from the invited list

To no one

OK **Cancel**