

Scheduling a Meeting in the Webex App

- ❖ Once a meeting is created, updates can be made in the Webex app or by logging into the [Webex Portal](#).
- ❖ All meetings will automatically appear on your District 11 Outlook Calendar

Overview of Instructions See “Detailed Instructions” section for additional details if needed:

Open the Webex App and sign in

Click on the Meetings Icon and select from the following:

- Start a Webex Meeting – Begins a meeting in your personal meeting room
- Join a Meeting – Search for a name or by meeting info
- Schedule a meeting – Choose between Meeting or Webinar: *Meetings are collaborative.. Webinars are designed so host and panelists can share their video, audio and screen. Attendees are view only.*

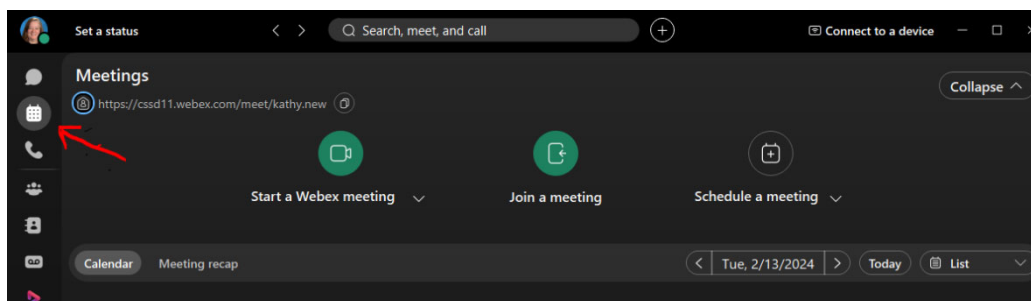
After selecting “Schedule a meeting,” complete all fields:

- Topic – Enter a meeting name; templates are available with presets
- Date and Time – Includes option to set as recurring
- Meeting Link – Choose “Generate a one-time meeting link” or “Use my Personal Room Link.”
 - Note: only users with a D11 account can join a meeting in a Personal Room.
- Description - Optional
- Invitees - Type in name or email of invitees and select enter.
 - Move mouse to right of any invited D11 staff member to make them a meeting co-host or delete them.
- Rooms - Begin typing name of room; ie: Board Room, Garden Level Conference Room, etc. Can select more than one room if needed.
- Advanced Settings – additional options for security settings, audio and scheduling options

Click Schedule when completed

Detailed Instructions for all Webex Meeting Options

Click on the Meetings Icon and select from the following:



- Start a Webex Meeting – Begins a meeting in your personal meeting room (cssd11.webex.com/meet/first.last)
- Join a Meeting – Search for a name to join someone’s personal meeting room, enter a meeting number, video address or a meeting link
- Schedule a meeting – Choose between Meeting or Webinar: *Meetings are collaborative with all participants being able to screen share, turn on their video and audio, and see who else is in attendance. Webinars are designed so that only the host and any designated panelists can share their video, audio and screen. Webinars allow view-only attendees.*

Schedule a Meeting Instructions:

The screenshot shows the 'Schedule a meeting' web interface. It includes fields for 'Topic' (Meeting Name), 'Meeting templates' (D11 Default Template), 'Date and Time' (2/13/2024, 2:00 PM - 3:00 PM, 2/13/2024), 'Recurrence' (checked), 'Meeting link' (Generate a one-time meeting link), and 'Description'. There are also sections for 'Invitees (1)' (NEW, KATHY L, Organizer) and 'Rooms' (Add by room name). A 'Check calendar' button is in the top right. At the bottom are 'Schedule' and 'Cancel' buttons.

Topic

- Enter the meeting name
- Below the field, select the desired meeting template. Templates have custom scheduling settings and the template title includes a brief description of default settings

Date and Time

- Set the date and start and end times as needed. The host can begin a meeting early and the end time is for scheduling only. Meetings will not end until the last person leaves the meeting room.
- Leave Time Zone with Mountain Time (US & Canada)
- Select Recurrence if meeting needs to repeat. Settings are similar to MS Outlook meeting settings.

The screenshot shows the 'Recurrence' settings dialog. It includes fields for 'Start' (2/13/2024), 'Repeat every' (1 week), 'On' (S M T W T F S), 'End' (No end date, End on 8/13/2024, After 10 occurrences), and a summary: 'Occurs every week on Tuesday until August 13, 2024.' There are 'Save' and 'Cancel' buttons at the bottom.

Meeting Link

- Select between "Generate a one-time meeting link" or "Use my Personal Room Link." Note that only staff and students with a D11 network account can join a meeting in a Personal Room.

Description

- Optional but can be used to provide additional information about the meeting

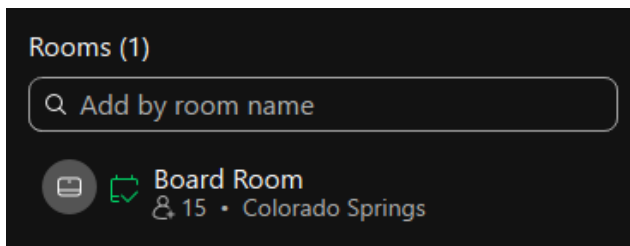
Invitees

- Type in name or email of invitees and select enter.
- Move mouse to right of any invited D11 staff member to make them a meeting co-host.
- Move mouse to right of any invitee displays an "X" that will let you delete that person.

The screenshot shows the 'Invitees (2)' list. It includes a search bar 'Add by name or email' and two invitees: NEW, KATHY L (Organizer) and GARRISON, REX L. A red arrow points to the 'X' button next to GARRISON, REX L. There are also 'Remove all invitees' and 'Make cohost' buttons at the bottom.

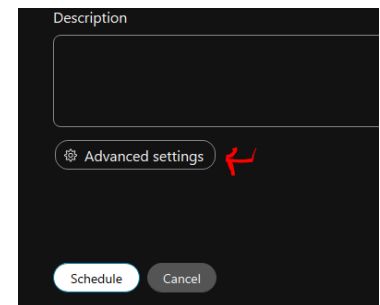
Rooms

- Begin typing name of room; ie: Board Room, Garden Level Conference Room, etc. Can select more than one room if needed.

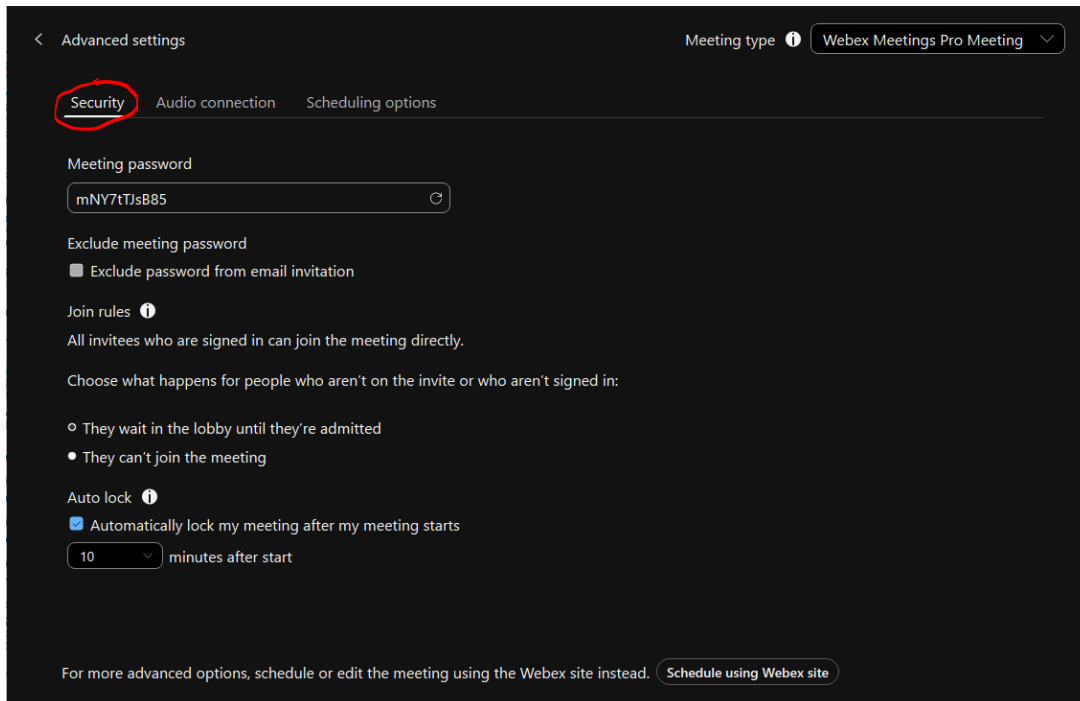


Advanced Settings:

Click on the “<” next to Advanced Settings to return to the Meeting Scheduling Screen at any time during the next settings options.



Security Tab



Meeting Password – can be changed to any combination of alpha/numeric characters

- Exclude meeting password – Check to not send the password with email invitations Note: Password is only needed if user is joining using the meeting ID. Users joining with the hyperlink don't need a password

Join rules

- All invitees signed into a Webex Account (internal & external to D11) can join the meeting immediately as long as the meeting is locked. When meeting is locked, everyone but the host waits in the lobby. This includes other Webex Devices.
- Choose what happens for people who aren't signed in to Webex or aren't on the invitee list
 - Wait in the lobby
 - Can't join meeting

Auto Lock

- Set to never lock or select from 5 minute increments from 0 (immediately) to 20 minutes after the meeting starts

Note: do not click on "More Advanced Options" at bottom of screen unless you want to stop scheduling in Webex and use the Web Portal instead. All meeting settings are lost when selected.

Audio Connection Tab

Advanced settings Meeting type Webex Meetings Pro Meeting

Security **Audio connection** Scheduling options

Audio connection type
Webex Audio

☒ Show global call-in numbers to attendees

Entry and exit tone
No tone

Mute attendees

- ☒ Allow the host and cohosts to unmute participants (Moderated unmute mode)
- ☒ Allow attendees to unmute themselves in the meeting
- ☐ Always mute attendees when they join the meeting

For more advanced options, schedule or edit the meeting using the Webex site instead. [Schedule using Webex site](#)

Audio Connection Type – Do not Modify

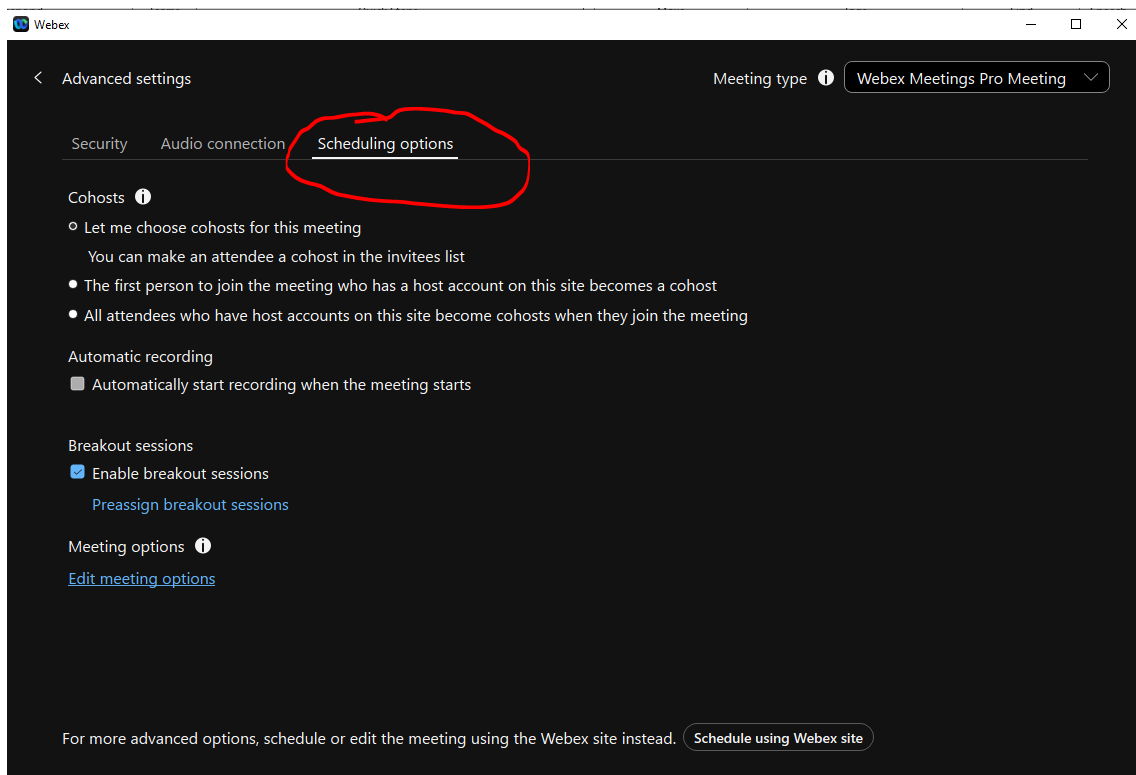
Entry and exit tone

- Announce Name – System uses text-to-speech to announce attendee, beep is played when they leave
- Beep – System tone when attendees join and leave the meeting
- No Tone – This is default and no sound is played

Mute Attendees

- Allow the host and cohosts to unmute participants
- Allow attendees to unmute themselves in the meeting; when unchecked attendees can not unmute. Host or cohost have to unmute attendees
- Always mute attendees when they join a meeting; recommended to ensure unwanted noise from new attendee doesn't interrupt a meeting

Scheduling Options Tab



Cohosts

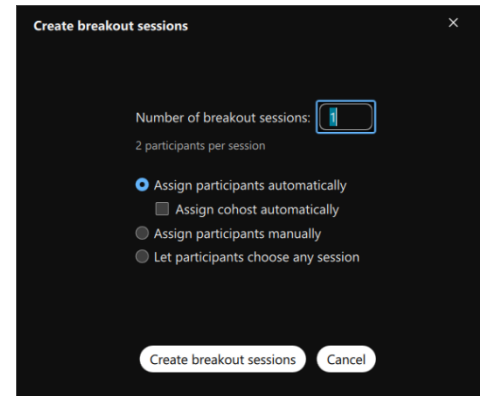
- Let me choose cohosts for this meeting; must be enabled for the cohost selection to be available on the main scheduling screen
- The first person to join the meeting with a host account becomes a cohost; any staff person can open the meeting as host until the owner/host joins the meeting. When the owner/host joins the meeting, they are changed to a cohost
- All attendees who have host accounts become cohosts

Automatic recording

- Check to have recording start immediately. Recording is stored in the cloud and the host gets an email when the content is ready to view. If web portal is set to create transcripts, those will be included with the recording.

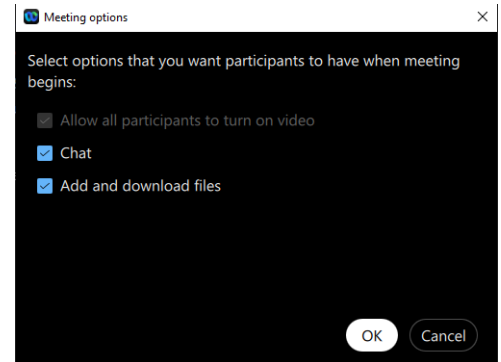
Preassign Breakout Sessions

- Provides options to:
 - Assign participants to breakout sessions automatically
 - Assign participants manually by host
 - Let attendees select from any session
 - Click Create breakout sessions for options to edit session names, move participants between sessions, length of time for sessions and more.
- Note: Breakouts can also be managed during a meeting.

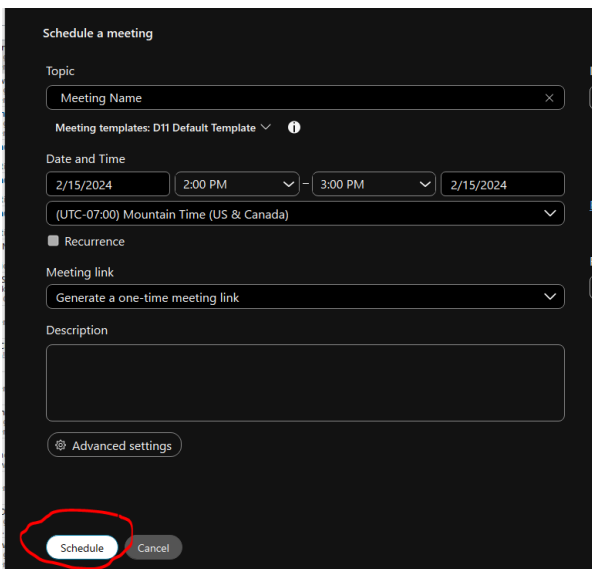


Meeting options:

- Enable/Disable Chat for all attendees
- Add and download files – Files can be uploaded by any attendee during the meeting and shared with all attendees
- Click OK



Click on the “<” next to Advanced Settings to return to the Meeting Scheduling Screen.



Click on Schedule when all settings are complete.