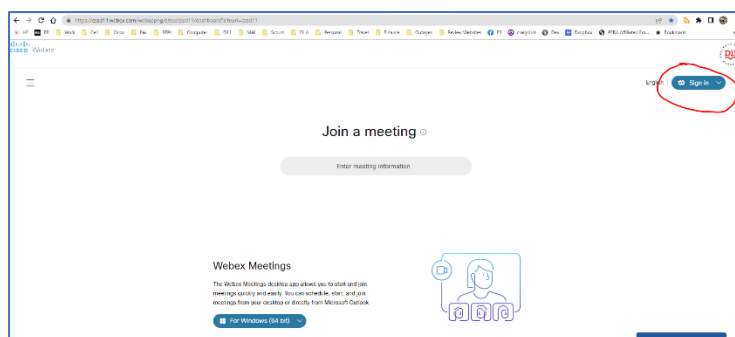
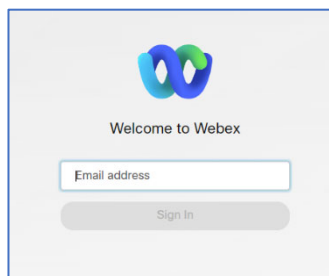


Scheduling a Meeting in the Webex Portal

Open a Browser window and go to

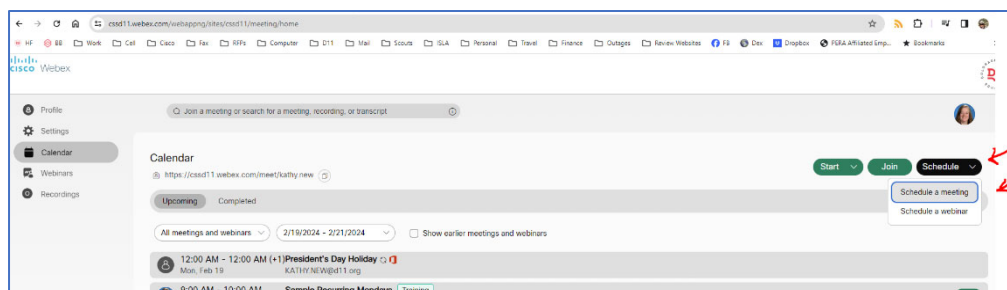
<https://cssd11.webex.com>

Click on “Sign In” in the upper right corner.



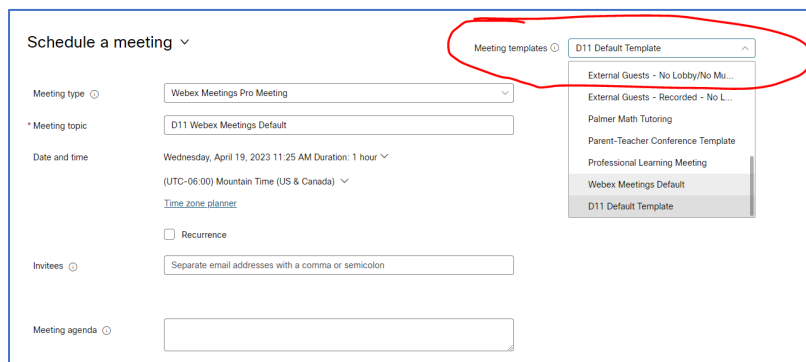
Enter your D11 email address (first.last@d11.org) and complete sign in with your network password.

Select Schedule>Schedule a Meeting



- “Start” will immediately start a meeting in your Personal meeting room- cssd11.webex.com/meet/firstname.lastname
- “Join” will let you join another D11 staff personal meeting room or enter meeting information for any Webex meeting
- Schedule a Webinar lets the host and panelists share their video, audio and screen. Attendees are view only

Select the desired meeting template, template titles have brief descriptions of default settings for that meeting type

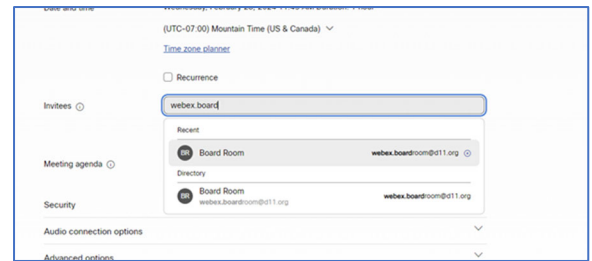


Change the **Meeting Topic** as needed

Update the **date and time**; recurrence will let you schedule repeating meetings

Use Invitees to include someone to make them a co-host or invite a Webex Device. You can also invite others once the meeting has been added to your Outlook calendar

Note: For D11 rooms with Webex Devices, type the device name and select from list. All D11 Webex devices use the format Webex.RoomName@d11.org



Select **Security** if you want to change:

- Meeting Password
- Lobby Options
- Auto Lock settings

Select **Audio Connection Options** to change

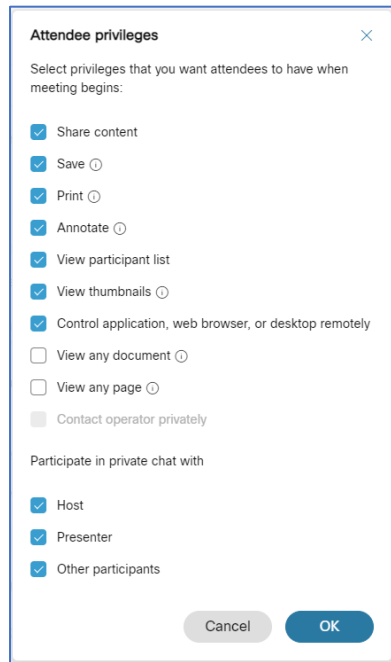
- Entry and Exit tone
- Mute settings for attendees
- Do NOT change the Audio Connection Type

Select **Advanced Options** to update:

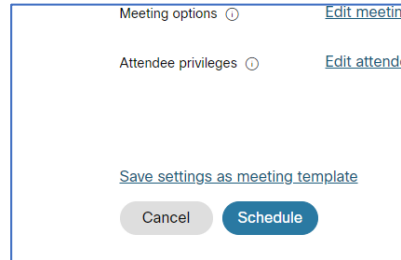
- Cohost settings
- Automatic Recording
- Breakout Sessions – can also be enabled during a meeting

Edit Meeting Options includes permissions for attendees to chat, take notes and upload files.

Edit Attendee Privileges – enable and disable as needed.
Note that disabling Share Content will require the host to individually give Share Permissions to attendees if needed during the meeting.



Click on “Schedule” to complete meeting creation. If this is a meeting type you will use again, select “Save Settings as meeting template,” name it and after clicking Save it will be available for you in the Meeting Template box for all new meetings.



All meetings scheduled in Webex will automatically appear on your District 11 Outlook Calendar. You can use Outlook to invite others and add attachments.

More Information: <https://help.webex.com/en-us/article/xm3o0v/Schedule-a-meeting-from-User-Hub>