



## Scheduling

### A few fields you should remember:

Go to your webex site and select **Webex Training > Host A Session > Schedule Training**

#### Session Access

- **Topic** – Name of training
- **Password** – Optional for security
- **Listed Public** – Seen by all
- **Listed Signed In** – Seen by your organization
- **Over 500** – If over 500 attendees, not all functions available, like private chat
- **Auto Delete after** – Also deletes associated tests
- **Send Copy to me** – Can forward if not using registration

#### Audio Conference Settings

- Use the guidelines of your company regarding toll free and global numbers
- **Mute attendees upon entry** – Helpful when group is large
- **Entry and Exit Tone** – Helpful if you need to know when people join or leave, but can be disruptive if a large group

#### Date and Time

- **Session Time Zone** – Double check this is correct
- **Plan Session Time Zones** – List additional Time Zones
- **Duration** – Session can go over this time
- **Occurrence** – Choose what works best for your training
  - **Single** – only one session
  - **Recurring single** – Pick one of multiple choices
  - **Multiple** – register for entire sequence
  - **Irregular** – edit each session separately later

#### Registration

- **Require** – Let's you know who wants to be there and lets you gather additional information, plus added security
  - You can set a registration close date and must set a **Maximum registrants allowed**.
- **Automatic Approve** – Good for large groups, so you don't have to go in and approve every single one

#### Attendees

- **Invite** - to automatically receive registration email, otherwise you must forward registration link in separate email
- **Exclude password** - adds security if email has been forwarded to additional people
- **Have account** - option is good for internal-only trainings

Invite Attendees...

#### Presenters

- Use if you have someone helping you with session
- Plan and set up ahead of time, plus do a practice session for best results
- Create one extra, just in case a last-minute presenter is added to training

Invite Presenters...

#### Session Options

- **Available Features** – Choose which features you want for your session
- **Destination URL** – Automatically sends attendees to web address when they leave session
- **Greeting** – Create custom message when attendee joins

Available features:

- Chat, Poll, Video, View video thumbnails, Number of attendees, Send video, Attendee List, File Transfer, Presentation, App

Edit Options...

#### Breakout Assignment Settings

- Set this up if you don't want to create Breakout Sessions during the training
- You can choose **Automatic** or **Manual** Assignment (Manual requires registration of attendees)

Set the number of breakout sessions: 
 Set the number of attendees in each breakout session:

#### Email Options

- You can select which email messages get sent to attendees

Edit Email Options...

#### Session Information

- You can add a custom Agenda, Description, and Graphic image

Import Picture...

#### Course Material

- Upload files for participants to download before session starts. Add new or select previously uploaded files.

Add Course Material...

#### Tests

- Test must be added before session start
- Test can be delivered before, during, or after session

Add Test...

#### Save As Template

- Click **Save As Template** to use session setup information over and over again.

Save As Template

#### Schedule or Start

- Click **Schedule** to add session to the Webex Calendar and send invitations
- Click **Start Session** to begin session immediately

Schedule Start Session

Once Scheduled, your training session displays in your list of upcoming sessions.

Click a session to see the details and manage registrations

Today Upcoming Daily Weekly Monthly

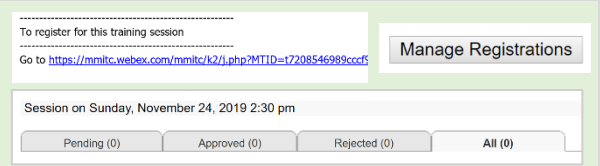
From: 3:43 p.m., Sunday, November 17, 2019

Show only sessions that require registration

Date & Time	Topic
Nov 24, 2019 2:30 pm	Example Training Session

## Registering

- Attendees and Presenters receive registration emails
- You can manage approvals and see progress of registrations
- Attendees and Presenters receive approval emails with session information



## Feedback

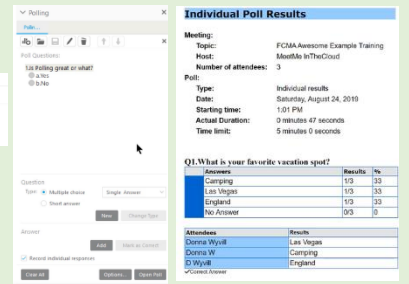
- Feedback Bar** - Allows participants to raise hand, agree/disagree, ask you to go slower or faster, or send an emoji
- Chat** – Just like other Webex solutions, you can send messages
- Attention Indicator** – As the Host, you will see an exclamation mark next to their name if a participant is looking at another application on their computer instead of the Webex window.



## Polling

You can create a Poll before or during the session.

- Download Poll Editor from **Support > Downloads > Webex Poll Questionnaire Editor**
  - Add Questions and Answers
  - Save as an **.atp** file
- Open Poll during session from **File > Open Poll Questions**
  - Navigate to saved **.atp** file
  - Click Show Individual Results
  - Click **Open Poll** to start and **Close Poll** to finish
  - Choose if you are going to share results with the participants

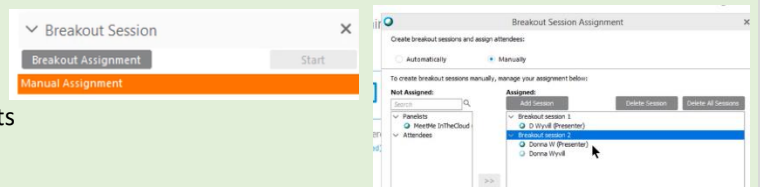


Response	Results	%
Camping	1/3	33
Las Vegas	1/3	33
England	1/3	33
No Answer	0/0	0

## Breakout Sessions

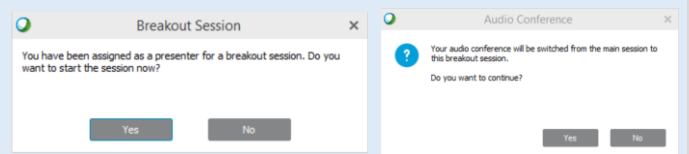
### Host Starts Breakout Sessions

- If not Automatic, click **Breakout Assignment**
- Click **Add Sessions** to create needed Breakout Sessions
- Use **Arrow >>** buttons to move participants into Breakouts
- Click **Start** to begin Breakout Sessions



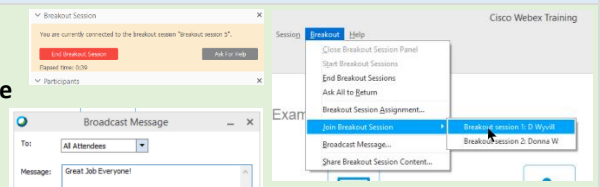
### Participants Join Breakouts

- Participants receive request to join
- First person on assignment list is Presenter
- Their audio is only heard in that breakout session
- If they share whiteboard or files, they should save their work



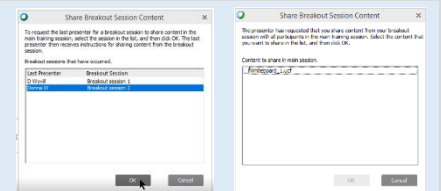
### Host can Jump In

- Participants can **Ask for Help**
- Host can join session : **Breakout > Join Breakout Session > Session Name**
  - Host audio is then only heard in that session
- Host can broadcast messages: **Breakout > Broadcast Message**



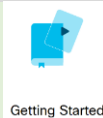
### Host Requests End and Shares Content

- Breakout > Ask All to Return** (Participants click **Leave Breakout Session**)
- Breakout > End Breakout Sessions** (Forces leaving, sessions can be re-joined)
- Breakout > Share Breakout Session Content**
  - Request is sent to Breakout Session Presenter to approve



## Want More Information?

Go to <https://help.webex.com> and click the **Getting Started** icon, or [Click Here](#).



**Please Note:** This document shows some of the basic functionality of Webex Meetings and not all functionality is covered in this document. This document is intended as a supplement to the Meet Me In The Cloud, Webex Meetings 101 training and is not for distribution outside of class attendees.