



## WebEx – Scheduling a Lesson

1.	Click on Schedule Training			Home	Training Ce	nter
					a Session	
				Sched	ule Training	
				Instan	t Session	
2.	Set <b>Topic</b> to name of the	Session and Access Inform	ation			
	lesson.	Schedule for:	Myself	•		
3.	Set an easy to remember	Topic:	Stage 1 Compu	uters (John)		
	password. Place this	Set session password:	hello123			P
	, password in Daymap or		This training se	ession is:	lor	
	Moodle for students.		Listed for s		Idi	
				n will have	over 500 atten	dees
4.	Uncheck Automatically		Automatica	Ilv delete s	ession after it e	ends
	delete session after it ends.		Send a cop	y of the att	endee invitatio	n to me
				-		
5.	Set the <b>conference type</b> to	Audio C	onference Set	ttings		
	WebEx Audio.	Sele	ect conference	type: M	ohEx Audio	•
		000	ce comerence	type. In		
		Date and Time				
		Starting time: July • 18 •	2017 🔻 🔯			
6.	Set Starting time as the date	2 🔻 45 🔻 🔍 am	n 🖲 pm 🛛 <u>Plan ses</u>	ssion time zon	es	
	of the first lesson and the	Time zone: Adelaide (Australia	Central Daylight Tim	e, GMT+10:30	) 🔻	
	time the lesson begins	Occurrence: OSingle-session	class			
		<ul> <li>Recurring single</li> <li>Multiple-session</li> </ul>	r course (attendee r	endees register	ire sequence)	)
7.	Set the <b>Recurrence</b> to the	Schedule irregu	lar sessions (each	session may b	e edited separate	ly later)
	week days the lesson is on	Recurrence: O	aily .	Weekly	0 M	onthly
8	Set <b>Ending</b> to the date of the	U S	unday 🗹 Mono bursday 🖉 Erida	lay 🗆 Tueso v 🔲 Satur	lay 🗆 Wedne dav	esday
0.	last lesson	Ending:	nding		uay	7 -
			fter	Decem	5 sessio	ns
		Estimated duration:	1 hour 🔻	•		
9.	Click on Invite Attendees	Attendees				
		Invited attend	lees:			
			_	Į.	Invite Attend	ees



10. Type in the name and email	New Attendee
address of the student then	* Full name:
click Add Attendee.	Email address:
Repeat for each student.	Country/Region Number (with area/city code)
	Time Zone: Adelaide (Australia Central Davlight Time, GMT+10:30)
	Language: English V
	Locale: U.S.
	Add new attendee in my address book
	Add Attendee
11 Click Solact Contacts	
TT. CIICK Select Contacts	Select Contacts
12. Switch to Company Address	Select Contacts
Book.	Select one or more groups or contacts that you want to invite to your session.
13. Search for <b>trt</b> .	View: Company Address Book 🔻
14 Coloct TDT To cohor	Search for: trt Search
14. select <b>iki teacher</b> :	Index: A B C D E E G H I J K L M N O P Q R S I U V W X Y Z # AII
15. Click Add as Alternate Host.	Name Email address Phone number Language
	Intri leacher absent@openaccess.edu.au i-
	Add as Alternate Host Add Attendees Select All Clear All Cancel
	Add as Alternate Host Add Attendees Select All Clear All Cancel
16. Click Select All	Add as Alternate Host Add Attendees Select All Clear All Cancel Attendees to Invite
16. Click <b>Select All</b> 17. Click <b>Invite</b>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite       Email address         Name       Email address
16. Click <b>Select All</b> 17. Click <b>Invite</b>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite       Name       Email address         Image: TRT Teacher (host)       absent@openaccess.edu.au
16. Click <b>Select All</b> 17. Click <b>Invite</b>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite       Name       Email address         Image: Name       Image: TRT Teacher (host)       absent@openaccess.edu.au         Image: Student 2       student2@email.com
16. Click <b>Select All</b> 17. Click <b>Invite</b>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite         Mame       Email address         Image: TRT Teacher (host)       absent@openaccess.edu.au         Image: Student 2       student2@email.com         Image: Student       student@email.com
16. Click <b>Select All</b> 17. Click <b>Invite</b>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite       Name       Email address         Image: Marcel Student 2       TRT Teacher (host)       absent@openaccess.edu.au         Image: Student 2       student2@email.com         Image: Student 2       student@email.com         Image: Student 2       student@email.com
<ul> <li>16. Click Select All</li> <li>17. Click Invite</li> <li>18. The attendees field should</li> </ul>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite       Email address         Name       Email address         Image: TRT Teacher (host)       absent@openaccess.edu.au         Student 2       student2@email.com         Student       student@email.com         Invite       Select All
<ul> <li>16. Click Select All</li> <li>17. Click Invite</li> <li>18. The attendees field should now be populated with the</li> </ul>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite       Name       Email address         Image: Name       Image: Student 2       Image: Student 3       Image: Student 3 <td< th=""></td<>
<ul> <li>16. Click Select All</li> <li>17. Click Invite</li> <li>18. The attendees field should now be populated with the names of the students and</li> </ul>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite         Name       Email address         Image: TRT Teacher (host)       absent@openaccess.edu.au         Image: Student 2       student2@email.com         Image: Student       student@email.com         Image: Invited attendees:       Student 2         Student       Student 2         Image: Student       Student 2         Image: Student       Student 2         Image: Student 2       Student 2         Image: Student 3       Student 4
<ul> <li>16. Click Select All</li> <li>17. Click Invite</li> <li>18. The attendees field should now be populated with the names of the students and the TRT Teacher.</li> </ul>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite       Name       Email address         Image: Name       Image: Image
<ul> <li>16. Click Select All</li> <li>17. Click Invite</li> <li>18. The attendees field should now be populated with the names of the students and the TRT Teacher.</li> </ul>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite       Name       Email address         Image: Student 2       TRT Teacher (host)       absent@openaccess.edu.au         Image: Student 2       student2@email.com         Image: Student       student@email.com         Invite       Select All         Invite attendees:       Student 2         Security:       Student 2         Invite Attendees       Security:
<ul> <li>16. Click Select All</li> <li>17. Click Invite</li> <li>18. The attendees field should now be populated with the names of the students and the TRT Teacher.</li> </ul>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite       Name       Email address         Image: Name       Image: Student 2       Image: Student 2 <td< td=""></td<>
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<ul> <li>16. Click Select All</li> <li>17. Click Invite</li> <li>18. The attendees field should now be populated with the names of the students and the TRT Teacher.</li> </ul>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite         Name       Email address         Image: TRT Teacher (host)       absent@openaccess.edu.au         Image: Student 2       student2@email.com         Student 2       student@email.com         Image: Student 2       student@email.com         Image: Student 2       student 2         Student       Invite Select All         Image: Security:       Student 2         Security:       Exclude password from emails sent         Attendees must have an account       Attendees must have an account         Invited presenters:       TRT Teacher(host)
<ul> <li>16. Click Select All</li> <li>17. Click Invite</li> <li>18. The attendees field should now be populated with the names of the students and the TRT Teacher.</li> </ul>	Add as Alternate Host       Add Attendees       Select All       Clear All       Cancel         Attendees to Invite       Name       Email address         Image: TRT Teacher (host)       absent@openaccess.edu.au         Image: Student 2       student2@email.com         Image: Student       student@email.com         Image: Student       Invite         Student       Student         Invited attendees:       Student 2         Security:       Exclude password from emails sent         Attendees must have an account       Invite Presenters         Invite Presenters.       Invite Presenters