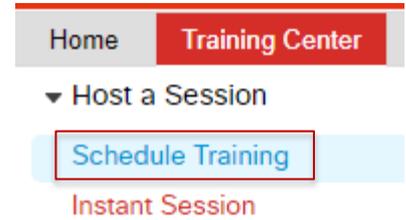


WebEx – Scheduling a Lesson

1. Click on **Schedule Training**



2. Set **Topic** to name of the lesson.
3. Set an easy to remember password. Place this password in Daymap or Moodle for students.
4. Uncheck **Automatically delete session after it ends**.

Session and Access Information

Schedule for:

Topic:

Set session password:

This training session is:

- Listed on public calendar
- Listed for signed-in users
- This session will have over 500 attendees
- Automatically delete session after it ends**
- Send a copy of the attendee invitation to me

5. Set the **conference type** to **WebEx Audio**.

Audio Conference Settings

Select conference type:

6. Set **Starting time** as the date of the first lesson and the time the lesson begins
7. Set the **Recurrence** to the week days the lesson is on
8. Set **Ending** to the date of the last lesson

Date and Time

Starting time:

Time zone:

Occurrence:

- Single-session class
- Recurring single-session class (attendees register for one session)
- Multiple-session course (attendee register for entire sequence)
- Schedule irregular sessions (each session may be edited separately later)

Recurrence:

- Daily
- Weekly
 - Sunday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
- Monthly

Ending: Ending

After 5 sessions

Estimated duration:

9. Click on **Invite Attendees...**

Attendees

Invited attendees:

10. Type in the name and email address of the student then click **Add Attendee**.

Repeat for each student.

New Attendee

* Full name:

* Email address:

Country/Region: Number (with area/city code):

Phone number: 1

Time Zone:

Language:

Locale:

Add new attendee in my address book

Invite as alternate host

11. Click **Select Contacts...**

12. Switch to **Company Address Book**.

Select Contacts

Select one or more groups or contacts that you want to invite to your session.

View:

Search for:

Index: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

<input checked="" type="checkbox"/>	Name	Email address	Phone number	Language
<input checked="" type="checkbox"/>	TRT Teacher	absent@openaccess.edu.au	1-	English

16. Click **Select All**

Attendees to Invite

17. Click **Invite**

	Name	Email address
<input checked="" type="checkbox"/>	TRT Teacher (host)	absent@openaccess.edu.au
<input checked="" type="checkbox"/>	Student 2	student2@email.com
<input checked="" type="checkbox"/>	Student	student@email.com

18. The **attendees** field should now be populated with the names of the students and the TRT Teacher.

Invited attendees:

Security: Exclude password from emails sent
 Attendees must have an account

Invited presenters:

19. Click **Schedule**