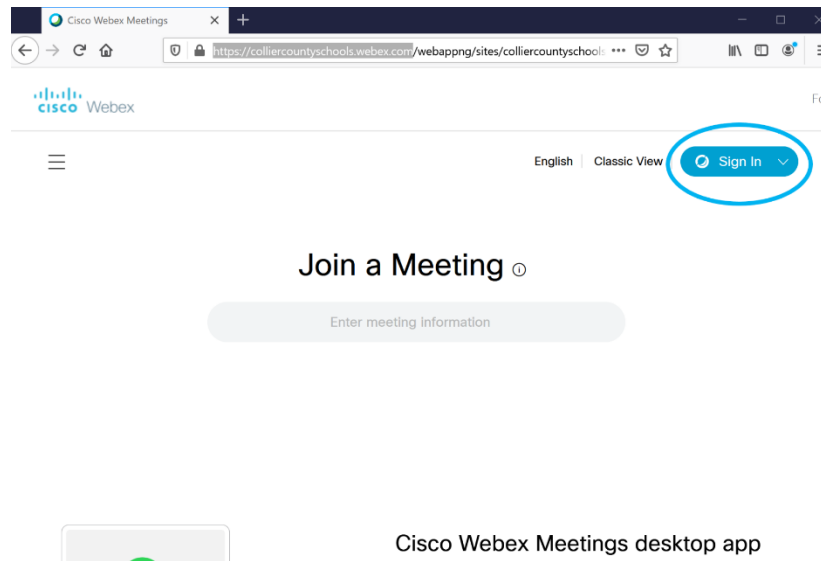


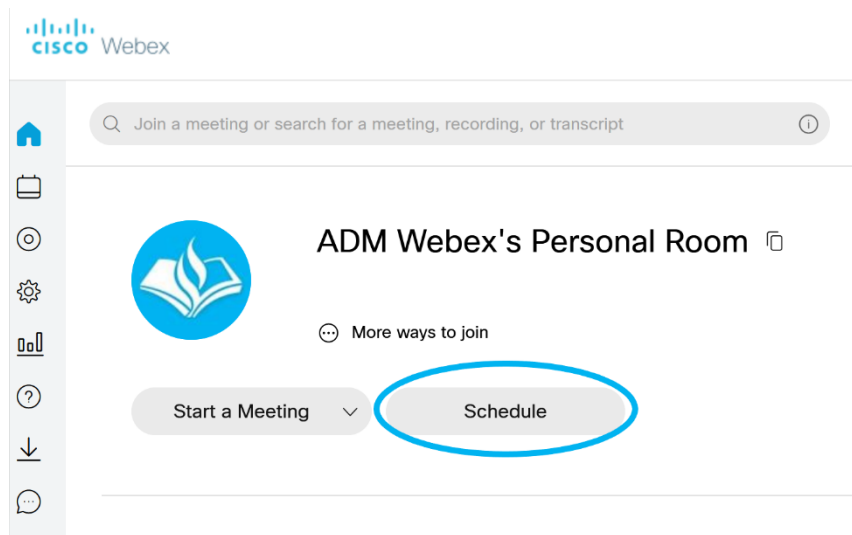
How to schedule a onetime use WebEx Meeting

These instructions will show you how to create a WebEx link that will not be re-usable once the meeting is over. This is safer than using your personal meeting room as that link never changes, allowing people to join your room whenever they click the link, even if you are on a meeting with another person.

1. Go to <https://colliercountyschools.webex.com> and sign in with your district credentials.



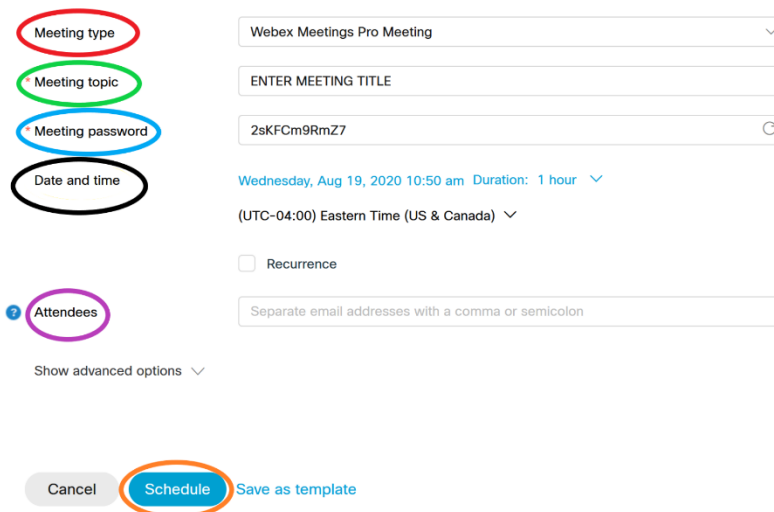
2. Click on Schedule



3. Enter the following information in the corresponding box.

- Meeting Type:** Leave this dropdown on "WebEx Meetings Pro Meeting"
- Meeting Topic:** Enter the title for your meeting
- Meeting Password:** Enter your desired password. Keep in mind that if participant is joining by clicking the link the password is not needed. However, if they join by entering the meeting ID of the meeting, they will be required to enter the password.
- Date and Time:** Enter the date and time that you want to schedule your meeting for.
- Attendees:** Enter the emails of the people that you want to invite to your meeting. If you need to enter multiple emails separate them with a comma or semicolon.
- Schedule:** Finally click schedule and your invites will be sent to your attendees.

Schedule a Meeting



The screenshot shows the 'Schedule a Meeting' form. The fields are as follows:

- Meeting type:** A dropdown menu with 'Webex Meetings Pro Meeting' selected. Circled in red.
- Meeting topic:** A text input field with the placeholder 'ENTER MEETING TITLE'. Circled in green.
- Meeting password:** A text input field with the placeholder '2sKFCm9RmZ7'. Circled in blue.
- Date and time:** A date and time selector showing 'Wednesday, Aug 19, 2020 10:50 am' and 'Duration: 1 hour'. Circled in black.
- Attendees:** A text input field with the placeholder 'Separate email addresses with a comma or semicolon'. Circled in purple.

At the bottom of the form, there are three buttons: 'Cancel', 'Schedule' (circled in orange), and 'Save as template'. A 'Show advanced options' link is also visible.

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