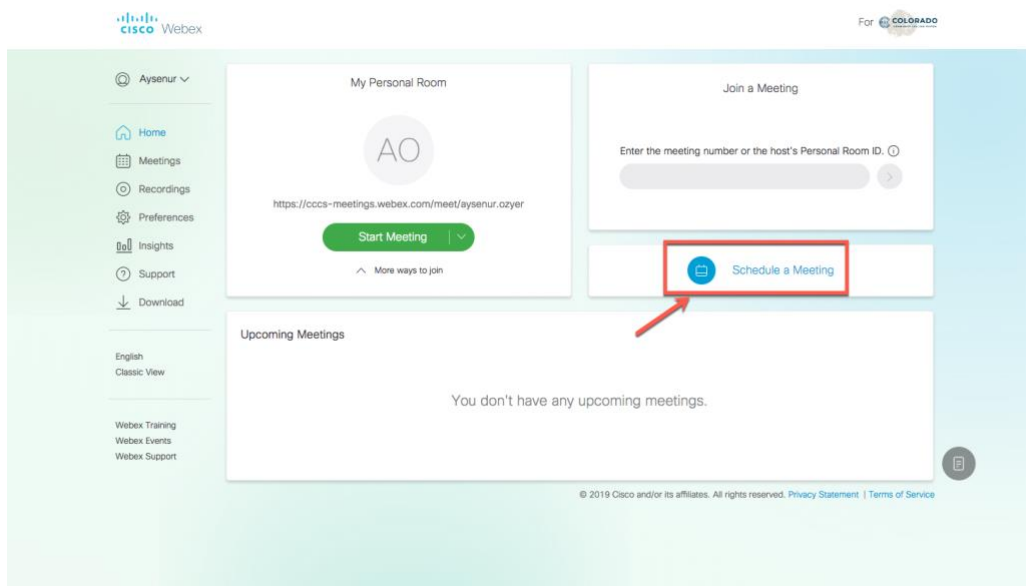
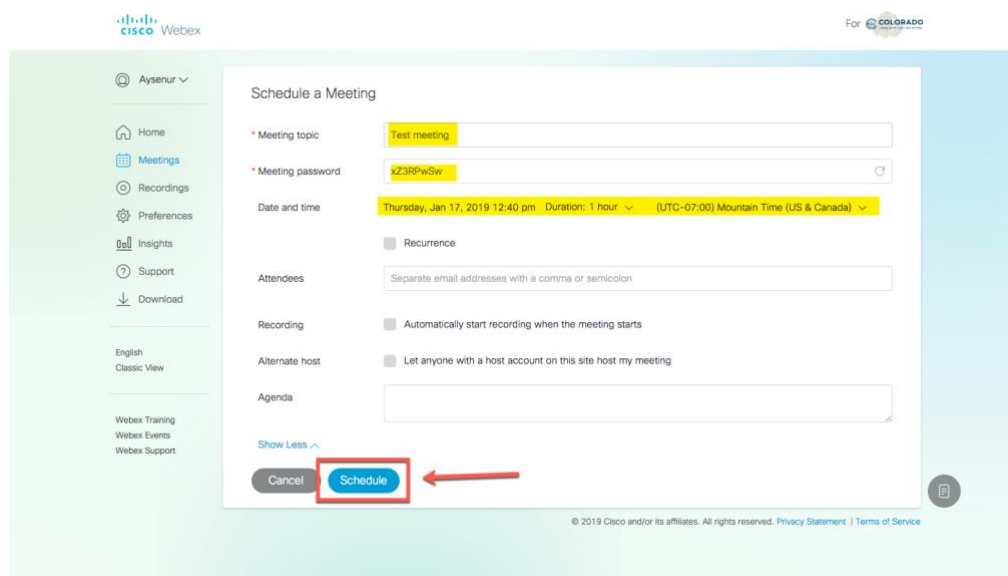


HOW TO SET UP A WEBEX MEETING

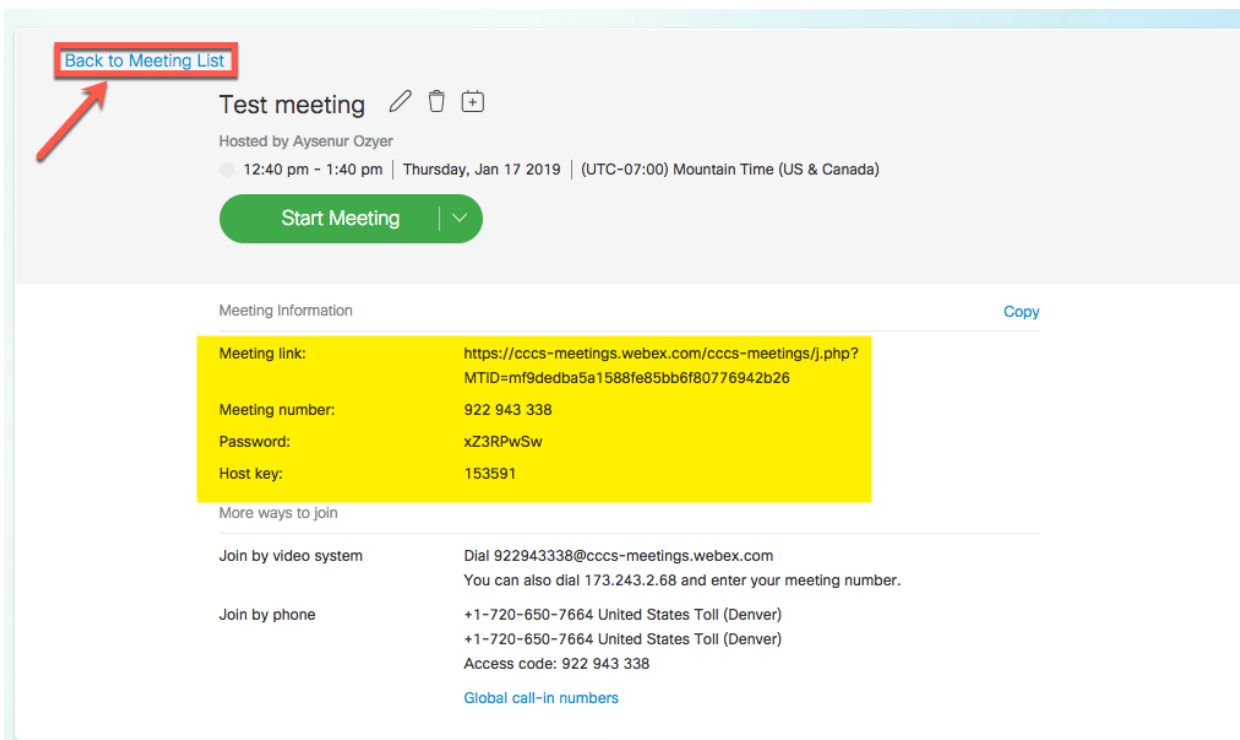
1. On CCCS WebEx page, click Schedule a Meeting.



2. Give your meeting a title and password. Add email addresses of the people you want to invite. After entering all the details, click Schedule.



- Once you are finished, you will see your scheduled meeting details. In the meantime, WebEx will send invitation emails to the entered email addresses. Anyone can join the meeting by using the meeting link and password.



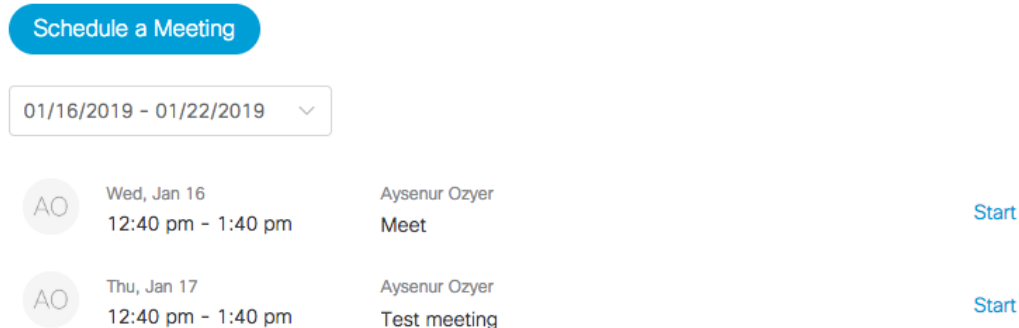
The screenshot shows a WebEx meeting page for a meeting titled "Test meeting". A red arrow points to a button labeled "Back to Meeting List" in the top left corner. The meeting is hosted by Aysenur Ozyer and is scheduled for Thursday, Jan 17, 2019, from 12:40 pm to 1:40 pm (UTC-07:00 Mountain Time (US & Canada)). A green "Start Meeting" button is visible. Below this, the "Meeting Information" section is highlighted in yellow, containing the following details:

Meeting link:	https://cccs-meetings.webex.com/cccs-meetings/j.php?MTID=mf9dedba5a1588fe85bb6f80776942b26
Meeting number:	922 943 338
Password:	xZ3RPwSw
Host key:	153591

Below the meeting information, there are sections for "More ways to join", including "Join by video system" (Dial 922943338@cccs-meetings.webex.com) and "Join by phone" (+1-720-650-7664 United States Toll (Denver)).

- Click Back to Meeting List to see all your scheduled meetings.

My Webex Meetings



The screenshot shows the "My Webex Meetings" page. At the top, there is a blue button labeled "Schedule a Meeting". Below this, a date range selector shows "01/16/2019 - 01/22/2019". A list of scheduled meetings is displayed below:

Avatar	Date & Time	Host	Action
AO	Wed, Jan 16 12:40 pm - 1:40 pm	Aysenur Ozyer Meet	Start
AO	Thu, Jan 17 12:40 pm - 1:40 pm	Aysenur Ozyer Test meeting	Start