Webex Training are more complicated than the usual meetings, but they give you more options for group work. Scheduling a training session starts with logging into the Rutgers WebEx site.

1. Open a browser and navigate to https://webex.rutgers.edu/. Click "Log in."

2. Click the blue "Sign In" button in the upper right.

3. Enter your NetID and password, then click Login.
Schedule a WebEx Training Session

(If you have Duo enabled, approve the push notification in the phone app).

4. Click on "Webex Training" in the lower left side of the window.

5. To schedule a training session, click on "Schedule Training" on the left under Host a Session.


7. Don't make any changes to the "Audio Conference Settings."
8. Under "Date and Time," enter the Date, Starting Time, and Estimated Duration.

9. If you need this training to be an occurrence you have a few options. Check Recurring single-session class if this is the same training offered on different days, then select the frequency and days of the week they happen on.

10. Select the date they end, or if they end after a certain number of sessions.

11. If the training is spread out over several days, check "Multiple-session course and do the same with Recurrence and Ending."
12. In-session Hands-On Lab is only if you are running the training on a computer that has specialized software installed. Similarly, you should not need to alter the Registration section for now.

13. Under Attendees, click on the "Invite attendees" button.
14. If you are inviting an individual for the first time, under "New Attendee" enter the name of the Attendee and their email address.

- Full name: 
- Email address: 

Phone number: 1

Time Zone: New York (Eastern Daylight Time, GMT-04:00)

15. Check the "Add new attendee in my address book" if you are going to invite this individual again, and then click "Add attendee."

- Language: English 
- Locale: U.S. 

Add attendee in my address book

Add Attendee

16. You will see that individual's information show up under "Attendees to Invite" at the top of the window.

17. When you are finished adding attendees, click "Select All" or individually check the names to invite.
18. Click on "Invite."

(Once an individual is added to your address book, you can find them by clicking "Select Contacts" in the future.)

19. You will be back at the scheduling windows, and you will see the individuals listed in "Invited Attendees."

20. If you are inviting an individual who will be presenting content, add them in the same way under "Presenters." You may want to do this if you are going to breakout any attendees into groups; otherwise skip this step.
21. If you want to customize the message individuals see when joining the training, click on “Customize greeting message when attendee joins” under Session Options.

22. Edit the text as you wish and click "OK."

23. You do not need to edit the Email Options but you may look at them to see what emails attendees will receive.
Schedule a WebEx Training Session

24. Under Session Information, add text to the Agenda and Description sections to clarify what will occur in the training.

25. If you wish to add a graphic, click on "Import Picture."

26. Click on "Browse."

Upload Your Picture

You can add a single graphics file to the session information. Click Browse to select the GIF or JPEG graphics file that you want to upload. Note: The graphics must be approximately 460 x 300 pixels and less than 100K in size.

File Name: Browse... No file selected.

Import Cancel

27. Navigate to where the picture is on your computer, highlight it, and click "Open."
28. Click "Import" to add the picture.

Upload Your Picture

You can add a single graphics file to the session information. Click Browse to select the GIF or JPEG graphics file that you want to upload. Note: The graphic must be approximately 450 x 300 pixels and less than 100K in size.

File Name: Browse... Agenda picture.png

Import  Cancel

29. When you are done with all the scheduling options, click "Schedule" on the bottom right side of the screen.

Schedule  Start Session  Cancel

30. You will see confirmation that the training has been scheduled.

**Session Scheduled**

Thank you. You have successfully scheduled your session.

To start your session

Shortly before your session's starting time, click the start link for your session on the My Webex page.

1. Go to My Webex.
2. Click the Start link next to your session.

To add a test

Add a test to this training session now. You can also go to the Session Information page to add a test later on.

**Session Information**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Test Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host</td>
<td>Host</td>
</tr>
<tr>
<td>Date</td>
<td>Tuesday, March 10, 2020</td>
</tr>
<tr>
<td>Time</td>
<td>3:15 pm, Eastern Daylight Time (New York, GMT-04:00)</td>
</tr>
<tr>
<td>Location</td>
<td><a href="https://rutgers.webex.com/rutgers">https://rutgers.webex.com/rutgers</a></td>
</tr>
</tbody>
</table>
31. You will now see the training session under "Upcoming Meetings."