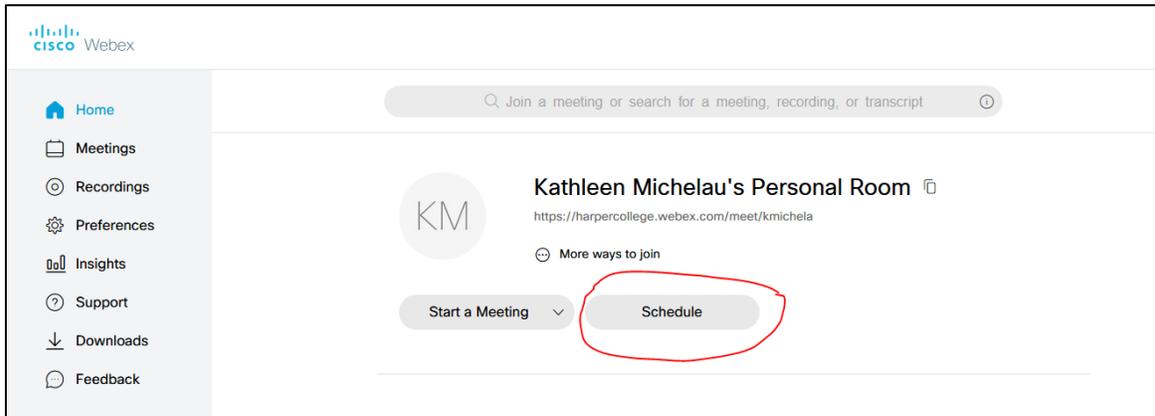
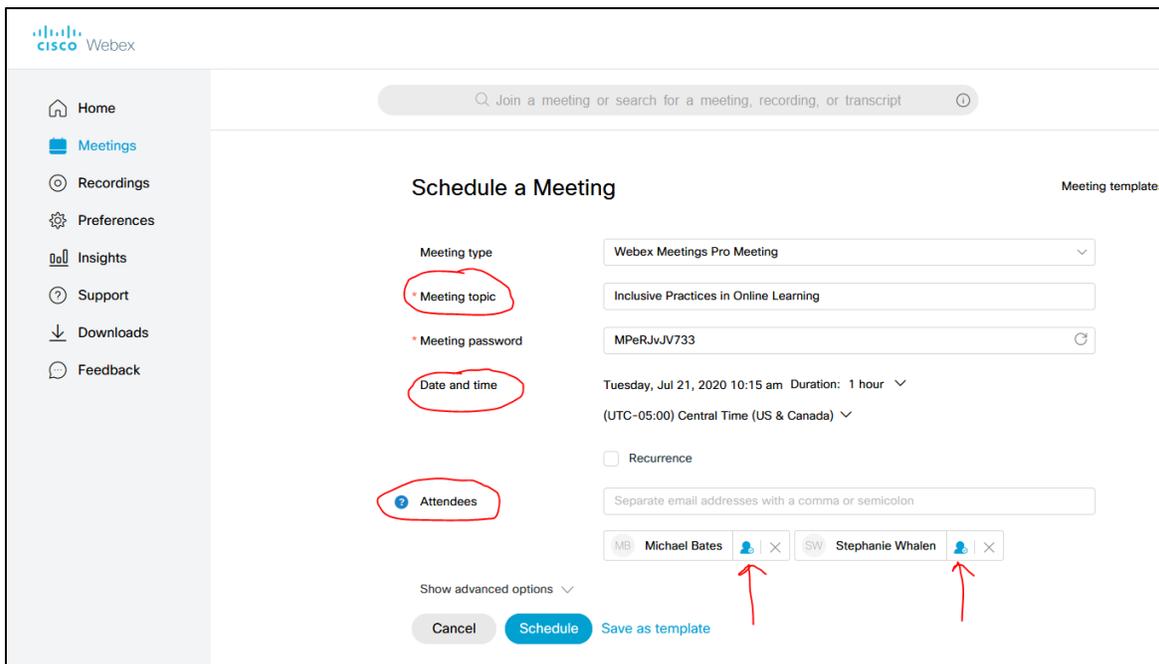


## Quick Guide to Scheduling a Session in Webex Meetings

1. Go to <https://harpercollege.webex.com> and sign-in, then click “Schedule.”



2. Add your session's title in “Meeting topic” and “Date and time.”
3. Add your session's hosts in “Attendees” and click on the icon next to their name to designate them as a host (it is a good idea to have at least two hosts in case of lost connections, etc.)



4. Go into “Show advanced options,” then “Audio connection options” and choose “No Tone.” This will silent the tone that usually sounds when people join the session.

The screenshot shows the Cisco Webex meeting creation interface. The left sidebar contains navigation options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Join a meeting or search for a meeting, recording, or transcript'. It includes fields for Meeting topic (Inclusive Practices in Online Learning), Meeting password (JTagPmKY488), Date and time (Tuesday, Jul 21, 2020 10:15 am, Duration: 1 hour), and Attendees (Michael Bates, Stephanie Whalen). The 'Show advanced options' section is expanded, showing 'Audio connection options' with 'Webex Audio' selected. The 'Entry and exit tone' dropdown is set to 'No Tone', with a red arrow pointing to it. Other options include 'Display global call-in number to attendees' (checked), 'Agenda', and 'Scheduling Options'. At the bottom are 'Cancel', 'Start', and 'Save as template' buttons.

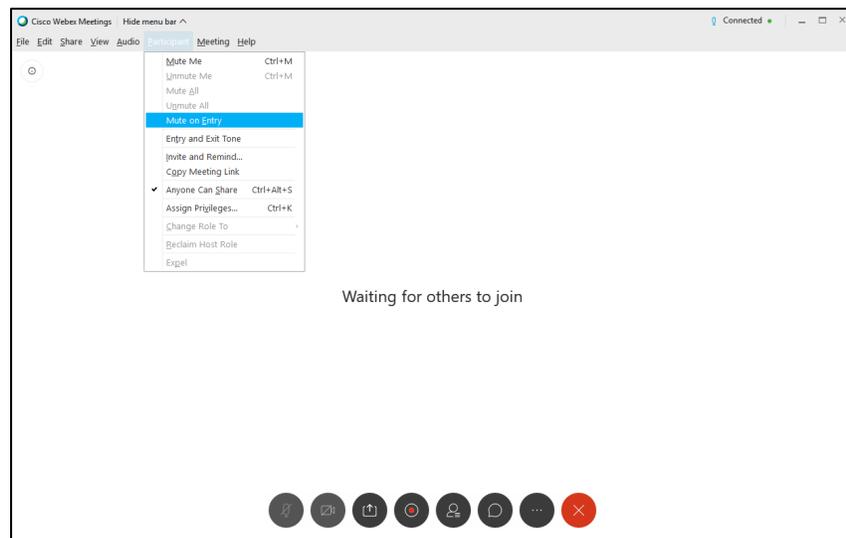
5. Optional: To record your meeting automatically upon start, under “Scheduling Options” choose “Automatically start recording when the meeting starts.” This will create a recording of your session and will be stored in the recordings tab of whoever created the meeting.

The screenshot shows the Cisco Webex meeting creation interface, specifically the 'Scheduling Options' section. The left sidebar is the same as in the previous screenshot. The main content area shows 'Show advanced options' expanded to 'Scheduling Options'. The 'Automatic recording' checkbox is checked, with the label 'Automatically start recording when the meeting starts'. Other options include 'Require account' (unchecked), 'Alternate host' (unchecked), 'Exclude password' (unchecked), 'Registration' (set to 'None'), and 'Email reminder' (set to 15 minutes before meeting starts). There are links for 'Edit meeting options' and 'Edit attendee privileges'. At the bottom are 'Cancel', 'Start', and 'Save as template' buttons.

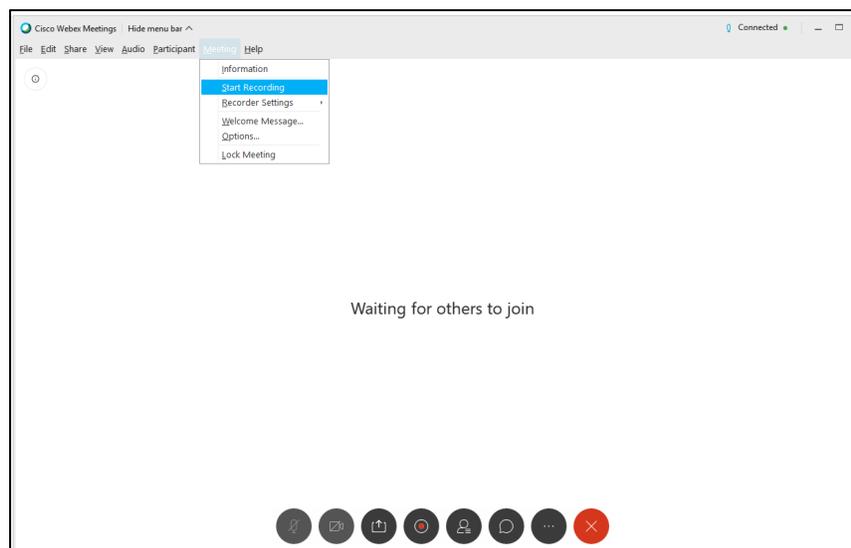
## Great Things to Know

**Starting your session:** Start your session at least 15 minutes early to allow participants time to join.

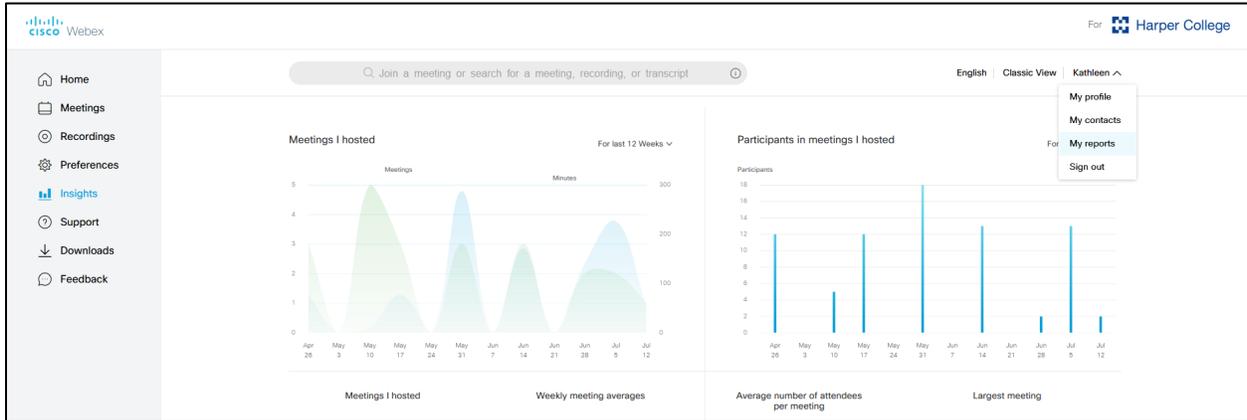
**How to globally mute participants inside session:** It is highly recommended to mute everyone on entry. Once in your session room, immediately choose that option under the “Participant” tab by selecting “Mute on Entry.” You should also select “Mute All” if anyone else is already in the room. Facilitators can unmute themselves when they speak.



**How to record after a session has started:** If you would like to record your session, but did not set it to automatically start, anyone who is designated as a host can always start recording once in the room. Go to the “Meeting” tab then “Start Recording.” You will see a red “Recording in progress” button on the top right of the room.



**Finding list of attendees after the session:** After the session you can find a list of who attended by navigating to the “Insights” tab on the left menu, hovering over your name in the top right, then clicking on “My reports.” From there, select “Usage Report” and search by your session’s date for a list of attendees.



**Finding the recording after the session:** After the session you can find the recording in the “Recordings” tab on the left menu. From here you can download or share the recording with specified people.

The screenshot shows the Cisco Webex Recordings page for Harper College. The left sidebar highlights the 'Recordings' tab. The main content area is titled 'My Recorded Meetings' and includes a dropdown menu set to 'All'. Below is a table listing recorded meetings with columns for Name, Security, Date, Duration, Size, and Format. The download icon for the first recording is circled in red.

Name	Security	Date	Duration	Size	Format	
<input type="checkbox"/> Digital Accessibility in Online Courses-20200630 1445-1		06/30/2020 03:01 PM	1:50:05	204.3 MB	MP4	
<input type="checkbox"/> Learning Tools to Foster Connections in a Remote Learning Environ...		06/16/2020 10:54 AM	0:04:00	503.4 KB	MP4	