Job Aid: Webex Meetings Template

What is the Cisco Meeting App?

The City of Chandler uses the Cisco Webex Meetings app for remote and internal conference calls. This document outlines how to create a meeting template that has repeatable meeting settings, so creating future meetings becomes easier and faster.

Creating a Meeting Template

1. Open a browser and go to https://chandleraz.webex.com/.
2. Log in with your COC email and password.
   Note: You may be prompted to log in twice.
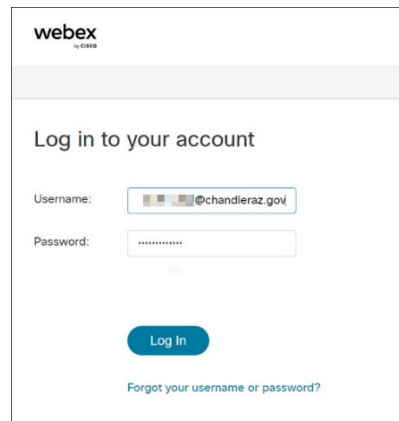
Figure 1

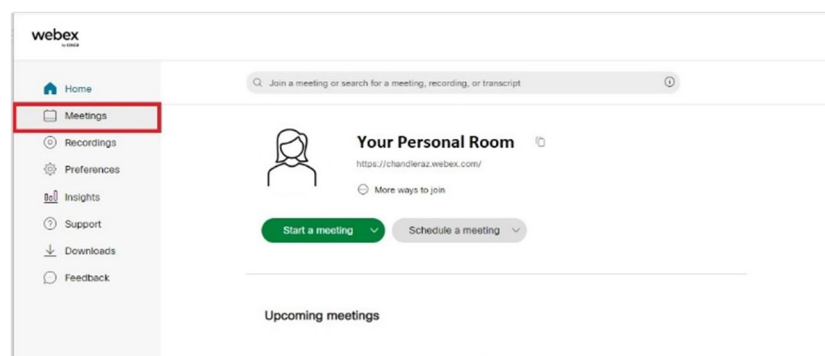3. Click **Meetings** on the left-hand menu (Figure 2).

Figure 2

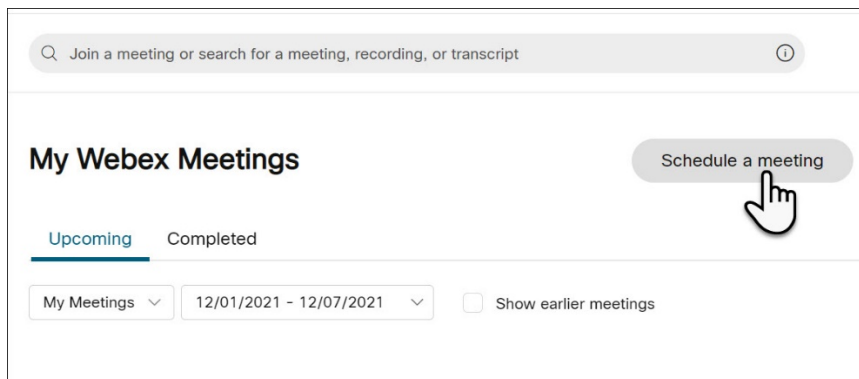4. Click **Schedule a Meeting** as shown in Figure 3.

Figure 3

5. The **Schedule a meeting** screen opens. Click **Show Advanced Options** located in the middle left of the screen. (Figure 4).
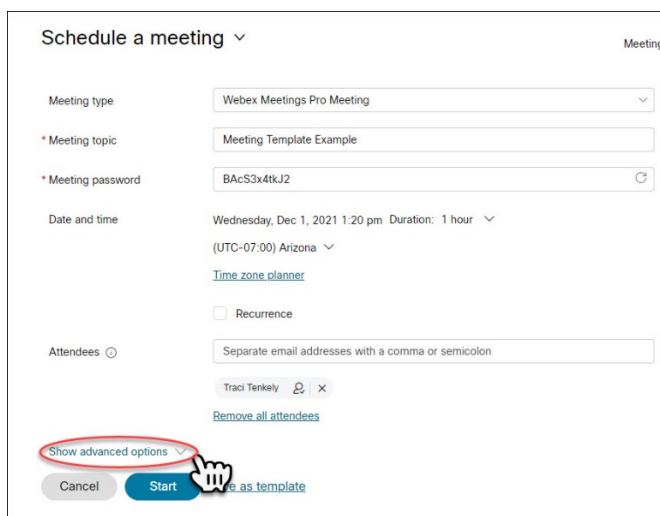

Figure 4

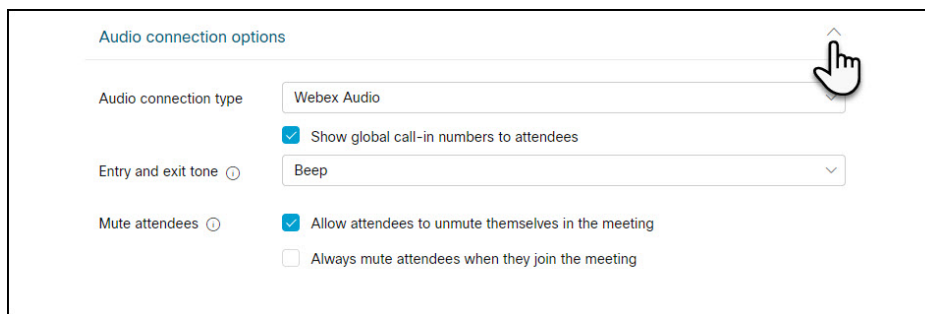6. To set **Audio connections options**, click the **arrow**. Then, select the options.
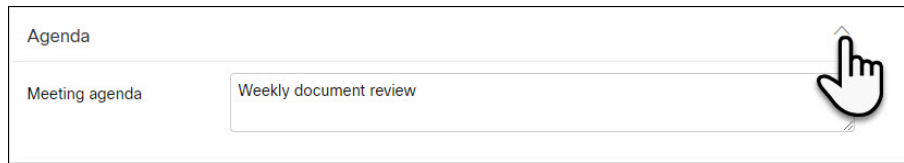

Figure 5
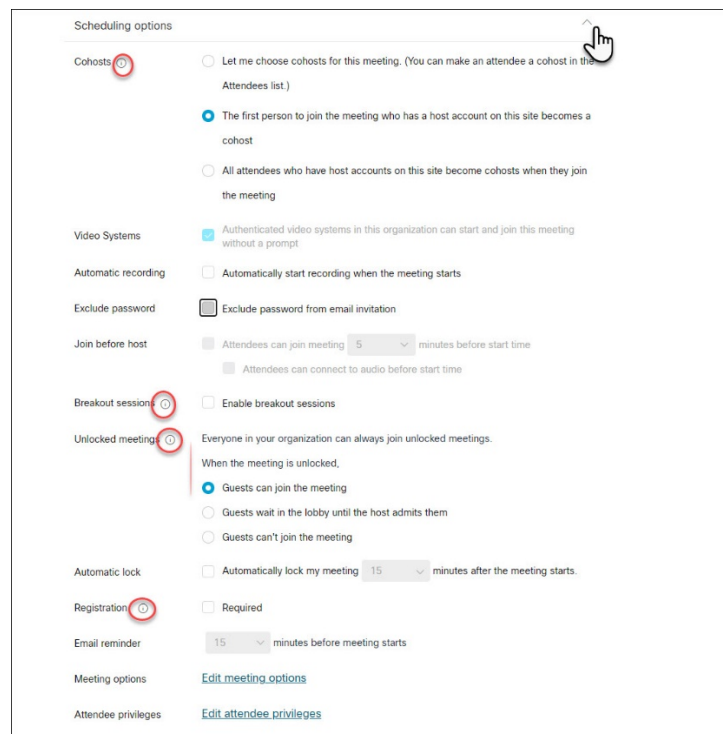
7. To set an **agenda**, click the **arrow**. Enter text in the **Meeting agenda** field.

Figure 6

8. To select the **Scheduling options**, click the **arrow**. For more information about options, click the tool tips next to the option (shown in red in Figure 7).
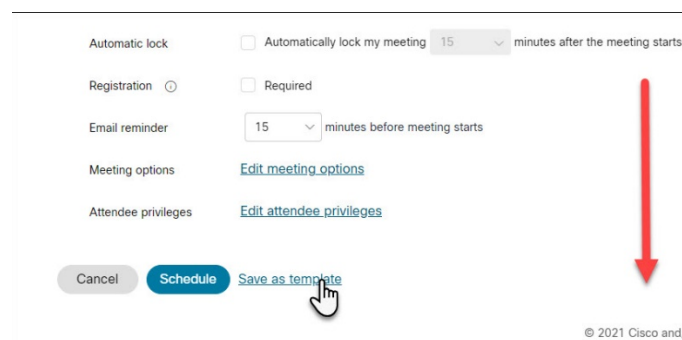

Figure 7

9. Scroll to the bottom of the page and click **Save as template** (see Figure 8).

Figure 8

10. The **Save as meeting template** window opens. Enter a unique name for the template. Then, click **Save.**

> **Note:** The template is accessible to all COC employees who have access to Webex.
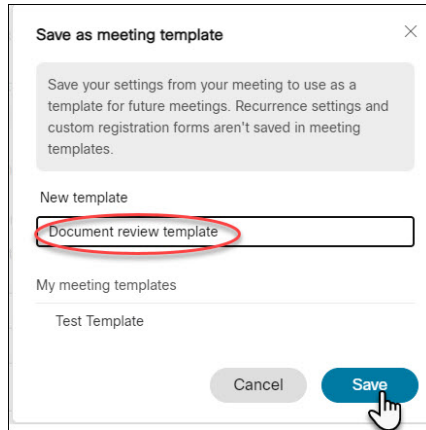

Figure 9

11. To use the template, schedule a meeting by logging into your personal room meetings as explained in steps 1-4. Then, use the **Meeting templates** drop-down to select your template.
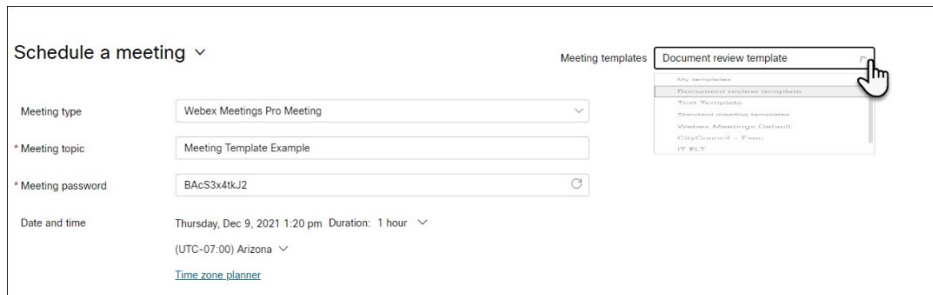

Figure 10

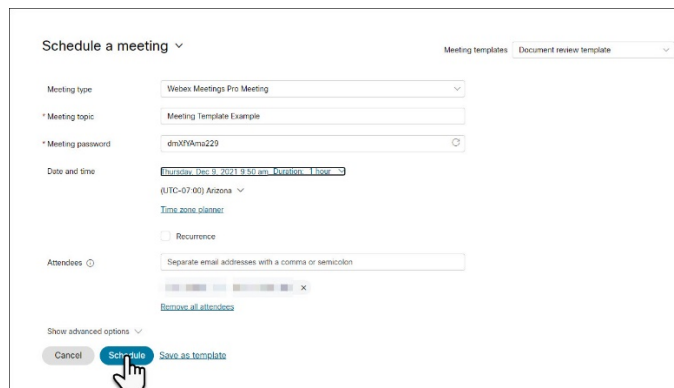12. Select your date and time and the attendees. Click **Schedule** to send the invites.

Figure 11