1. Click here to log in to CCSU WebEx Site (Figure 1)

   ![Figure 1]

2. After logging onto the Home Screen, click on Webex Training on the bottom left side of the screen (Figure 2)

   ![Figure 2]
3. You are now on the CCSU WebEx Training Site. Click **Host a Session** (Figure 3)

![Figure 3]

4. Click **Schedule Training** (Figure 4)

![Figure 4]
5. Enter the title of your session in the box titled **Topic** (Figure 5)

6. In the Audio Conference Settings section click on the **Entry and exit tone** drop-down menu and select your preference (Figure 5)

7. In the Date and Time section enter your session’s starting time and date (Figure 5)
8. Click **Invite Attendees...** (Figure 6)

![Figure 6](image)

9. Enter the full names and email addresses of those you would like to invite to the session in the spaces provided (Figure 7)

10. Click **Add Attendee** (Figure 7)

![Figure 7](image)
11. The new attendee should now appear on the top part of the window (Figure 8). Repeat steps 9-11 for each attendee you would like to add.

12. Now to invite the attendees to the session, click the square to the left of each attendee’s name and click **Invite** (Figure 8)

13. The list of invited attendees will appear in the box titled Invited attendees (Figure 9)

![Figure 8](image)

![Figure 9](image)
14. To save your selections into a template for future use, scroll down to the bottom and click **Save As Template** (Figure 10)

![Figure 10]

15. A new window will open. In the box titled Template name, enter the name you would like to save your template as and then click **Save** (Figure 11)

![Figure 11]
16. Click **Schedule** (Figure 12)

![Figure 12](image)

17. A confirmation will appear confirming your session has been scheduled (Figure 13)

![Figure 13](image)

**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 for Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host</td>
<td>Mina Hussaini</td>
</tr>
<tr>
<td>Date</td>
<td>Friday, June 26, 2020</td>
</tr>
<tr>
<td>Time</td>
<td>10:00 am, Eastern Daylight Time (New York, GMT+04:00)</td>
</tr>
<tr>
<td>Location</td>
<td><a href="https://ccsu.webex.com/ccsu">https://ccsu.webex.com/ccsu</a></td>
</tr>
</tbody>
</table>