Creating a WebEx with a large class

1. Navigate https://ccsu.webex.com (Figure 1)
2. Input Criteria for Meeting and Select Schedule (Figure 2)

![Schedule a Meeting](Figure 2)

3. This will bring you to a screen with the meeting that was created.

![Class 03/24/2020](Figure 3)

4. Copy the information (Figure 3)
5. Go into Blackboard under Announcements

![Go into Blackboard under Announcements](Figure 3)
6. Select **Create an Announcement** (Figure 4)

7. Paste the information into the **Announcements** message box (Figure 5)

   ![](Image)

8. Select send a **copy to emails** immediately (Figure 6)

   ![](Image)

9. Students can now join the meeting by clicking the link or dialing in.