Scheduling Hybrid Classrooms

To have your scheduled meetings appear on the Touch10 device in Hybrid classrooms the room should be added from either outlook on your desktop, or outlook on the web.

You can create your scheduled meeting in canvas, outlook, or unioncc.webex.com however at this point do NOT add the classroom.

Once your meeting has been created follow the steps below to add the room to the meeting.

From outlook.ucc.edu

Switch to the calendar view



Find the meeting you just created on the calendar and Right click it. A menu should popup. Then select Forward.

	21	22	
		Yes, I'll attend	
		l might attend	
		No, I won't attend	
l	Aug 28 🛛 🦂	Reply	
	9:30 AM Webex m	Reply all	
2	10 AM Test at 10		
	12 PM UCC VMw	Forward	
	3 PM Webex meet	Charm	>
	4	Show as	>
		Categorize	>
		Duplicate event	
		Delete	

Click "Forward" and a new dialog should popup. Start typing in the To field the name of the room you want to add. It should automatically pop up choices matching below.

•	 ✓ Yes ? Maybe × No ≪ Reply all ✓ Tentative ✓ ✓ Categorize ✓ Delete ··· Webex meeting scheduled: Test Meeting 	
1	🛱 Forwarding event	
	To <u>crd</u>	
	Add a mess CRD207 Hybrid Classroom CRD207@ucc.edu	_
	Search Directory	
	Send Discard	
0	The organizer hasn't requested a response for this event. To update your own calendar, select a response.	
Ŀ	Fri 8/28/2020 3:00 PM - 4:00 PM Organizer	
0	https://unioncc.webex.com/unioncc/j.php?MTID=m56ddf4dd0fdeeee31f930e24dccd3e5d Cisco Webex	
	Calendar Attendees	

Click "Send"

You should receive an email notification back from the room in a few minutes letting you know if it has been successfully booked or if someone else had already reserved the time slot.

From the desktop-based version of outlook

Switch to your calendar view



Find the meeting you just created on the calendar and Right click it. A menu should popup. Then select Forward.



Click "Forward" and a new dialog should popup. Start typing in the To field the name of the room you want to add. It should automatically pop up choices matching below.

₽ 9℃↑↓:	FW: Web	ex meeting scheduled: Test Meeting - Meeting	· (7)	
File Meeting Inser	t Options Format Text Review Help	Q Tell me what you want to do		
Paste ≪ ▲ ~ ↓	A^ A [™] = ✓ H [™] ✓ E [™] = ± Address Check Book Names Book Names Book Names	P Follow Up → Save to Policy → ↓ Low Importance	Image: Second secon	
Clipboard 🖓 Bas	ic Text 🗔 Names Include	Tags 🛛 Evernote	Boomerang FindTime My Templates	^
From ~	barkei@ucc.edu			
Send To	crd			
Subject	F Recent People CH CRD207 Hybrid Classroom	×		
When	F CRD207@ucc.edu			
Location	h CRD228@ucc.edu	lccd3e5d		
From	Nate Barkei on behalf of Cisco Webex <messenger@webex< td=""><td><u>com></u></td><td></td><td></td></messenger@webex<>	<u>com></u>		
Weber, Meeting.ics				
				<u> </u>
Original Appointment From: Cisco Webex < <u>messe</u>	nger@webex.com>			

Click "Send"

You should receive an email notification back from the room in a few minutes letting you know if it has been successfully booked or if someone else had already reserved the time slot.

Cisco WebEx Classrooms

Cranford

- CRH102 <u>CRH102@ucc.edu</u>
- CRH214 CRH214@ucc.edu
- CRL302 CRL302@ucc.edu
- CRL307 CRL307@ucc.edu
- CRL313 CRL313@ucc.edu
- CRS203 CRS203@ucc.edu
- CRN17 <u>CRN17@ucc.edu</u>
- CRS207 CRS207@ucc.edu
- CRS212 CRS212@ucc.edu
- CRD141 <u>CRD141@ucc.edu</u>

CRD207	CRD207@ucc.edu
CRD214	CRD214@ucc.edu
CRD219	CRD219@ucc.edu
CRD226	CRD226@ucc.edu
CRD227	CRD227@ucc.edu
CRD228	CRD228@ucc.edu
CRD229	CRD229@ucc.edu

Elizabeth

ELK209	ELK209@ucc.edu
ELK228	ELK228@ucc.edu
ELK410	ELK410@ucc.edu
ELK411	ELK411@ucc.edu
ELK414	ELK414@ucc.edu
ELK422	ELK422@ucc.edu
ELK427	ELK427@ucc.edu
ELK524	ELK524@ucc.edu

Plainfield

PLH116	PLH116@ucc.edu
PLH117	PLH117@ucc.edu
PLL110	PLL110@ucc.edu
PLL111	PLL111@ucc.edu
PLL119	PLL119@ucc.edu