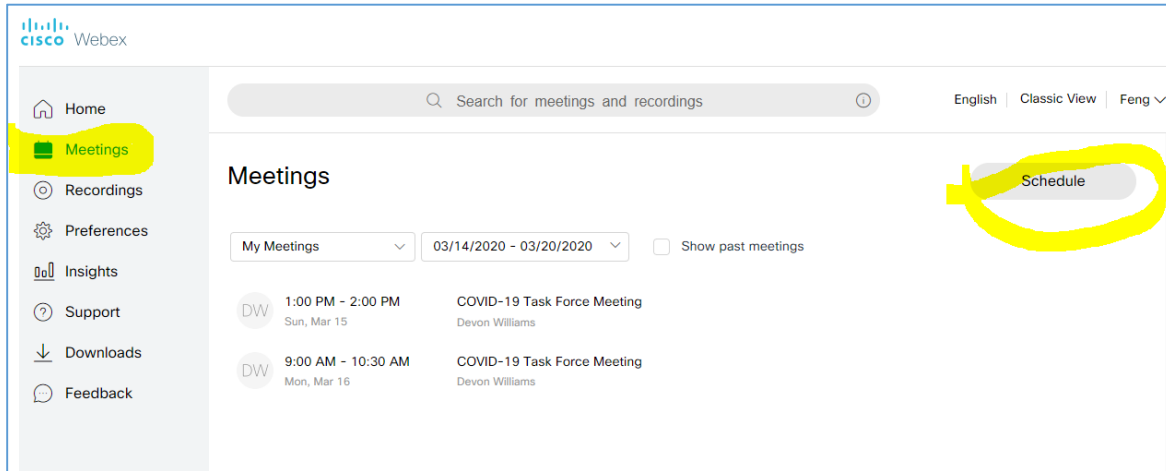


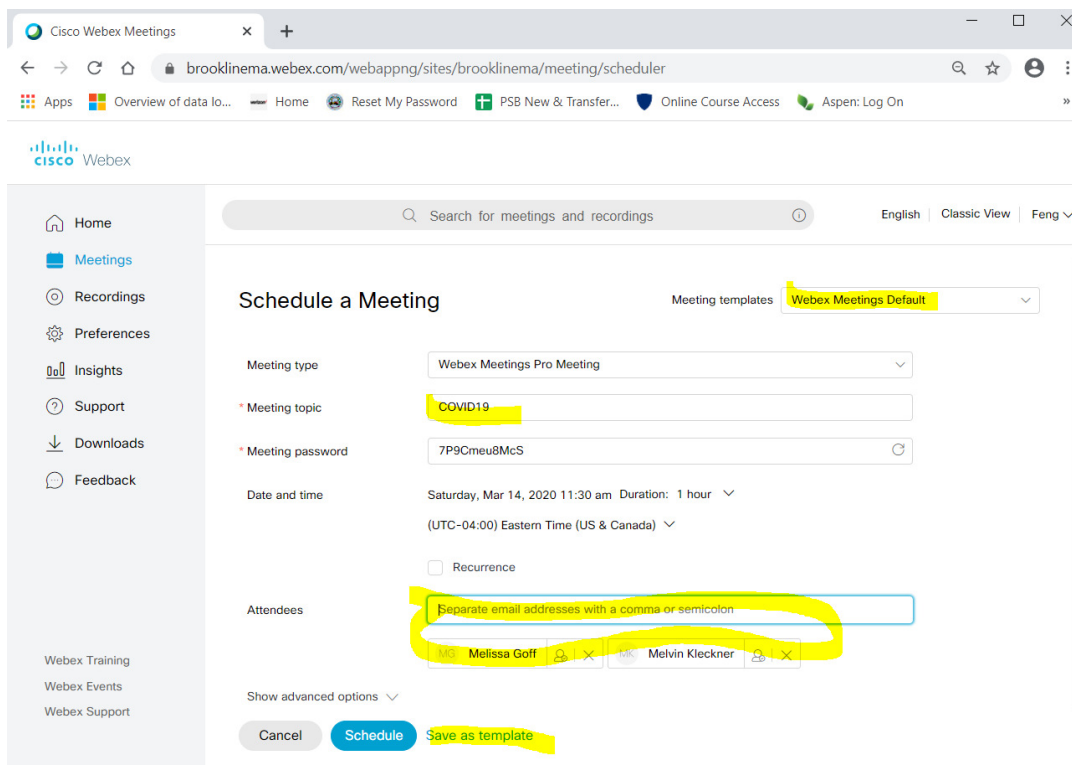


How to set up a Webex meeting template with all participant email addresses?

Step 1: Login into Webex and click Meetings. Click Schedule.



Step 2: By default, you are using Webex Meeting Default Template. Type in a Meeting Topic Name. Type in the email addresses of attendees. Click Same as Template.



Step 3: Next Time when you schedule a meeting, the template will be in the drop down for you with all attendees.

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