



# Notifying Public of Webex Meeting Location in CivicPlus

1. When scheduling a meeting copy Meeting Link, Meeting Number, Join by phone number and access code:

## Brookline Board Meeting



Hosted by Ben Vivante

7:00 PM - 9:00 PM | Wednesday, Mar 18 2020 | (UTC-04:00) Eastern Time (US & Canada)

Start Meeting

### Meeting Information

Meeting link:	<a href="https://brooklinema.webex.com/brooklinema/j.php?MTID=m945fed6d426422787057f527efde9fd0">https://brooklinema.webex.com/brooklinema/j.php?MTID=m945fed6d426422787057f527efde9fd0</a>
Meeting number:	356 560 569
Password:	test
Host key:	712130

### More ways to join

Join by video system	Dial 356560569@brooklinema.webex.com You can also dial 173.243.2.68 and enter your meeting number.
Join by phone	+1-408-418-9388 United States Toll Access code: 356 560 569 <a href="#">Global call-in numbers</a>

- 
2. Paste Meeting Link, Meeting Number, Join by phone number and access code into the CivicPlus Calendar Location(do not choose drop down box):

# CALENDAR

[VIEW SITE](#)

MAIN

STATISTICS

PERMISSIONS

BACK

## Title

Test

## Event Date

Please select one option for event date(s):

- Single event date selection  Recurrence for multiple events in different dates


Event Starts   at  Ex. 8:00 AM

Event Ends   at  Ex. 9:00 AM

## Location (Optional)

Other Location

Webex Location: <https://brooklinema.webex.com/brooklinema/j.php?MTID=m945fed6d426422787057f527efde9fd0>  
Meeting Number: 356 560 569  
Join by Phone: +1-408-418-9388 United States Toll  
Access Code: 356 560 569



## Address (Optional)

Address Line 1

Address Line 2

Brookline

MA

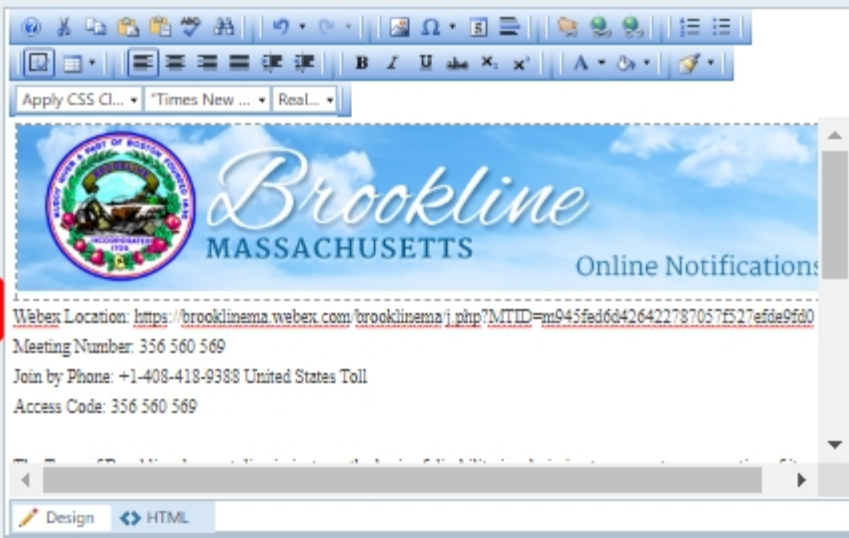
02445

3. Go Show Addition Details at the bottom of the Calendar window and add the meeting information, create a hyperlink to the webex meeting by selecting the webex link and clicking on the chain link button in the editor:

The screenshot displays a web editor interface. At the top, there is a button labeled "Hide Additional Details". Below this, there are sections for "Featured? (Optional)", "ADA (Optional)", and "Upload Content (optional)". The "Details (Optional)" section is active, showing a text area with the following content: "Webex Location: <https://brooklinema.webex.com/brooklinema.j.php?MTID=m945fed6426422787057f527efde9f10>  
Meeting Number: 356 560 569  
Join by Phone: +1-408-418-9388 United States Toll  
Access Code: 356 560 569". A "Hyperlink Manager" dialog box is open over the text area, with the "Hyperlink" tab selected. The dialog contains the following fields: "Type" (dropdown), "URL" (text box containing "Webex Location: https://brooklinema.w"), "Link Text" (text box containing "https://brooklinema.webex.cc"), "Target" (dropdown menu set to "Same Window"), "Title" (text box), and "CSS Class" (text box containing "Hyperlink"). At the bottom of the dialog are "OK" and "Cancel" buttons. The editor's status bar at the bottom shows "Words: 20 Characters: 193".

4. And into 3 locations in the Notify Me Module

HTML Message: \*



The HTML message preview shows a header with the Brookline Massachusetts logo and the text "Online Notifications". Below the header, the meeting details are displayed: "Webex Location: https://brooklinema.webex.com/brooklinema/j.php?MTID=m945fed6d426422787057f527efde9fd0", "Meeting Number: 356 560 569", "Join by Phone: +1-408-418-9388 United States Toll", and "Access Code: 356 560 569". A red arrow points to the "Webex Location" text.

COPY HTML TO TEXT

Plain Text: \*

The plain text version of the message shows the meeting details: "Webex Location: https://brooklinema.webex.com/brooklinema/j.php?MTID=m945fed6d426422787057f527efde9fd0", "Meeting Number: 356 560 569", "Join by Phone: +1-408-418-9388 United States Toll", and "Access Code: 356 560 569". Below this, there is a disclaimer: "The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. Individuals, whom are in need of auxiliary aids for effective communication in Town programs and services, may make their needs known by contacting the Town's ADA Compliance Officer by clicking here: http://www.brooklinema.gov/Town-Legal-Notice". A red arrow points to the "Webex Location" text.

Mobile Text/Push Message: \*

The mobile text version of the message shows the meeting details: "https://brooklinema.webex.com/brooklinema/j.php?MTID=m945fed6d426422787057f527efde9fd0", "356 560 569", "+1-408-418-9388 United States Toll", and "356 560 569". A red arrow points to the "https://brooklinema.webex.com/brooklinema/j.php?MTID=m945fed6d426422787057f527efde9fd0" text.

14 Characters Remaining

Include link to item

For Mobile limit heading text(i.e. "Webex Location").