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
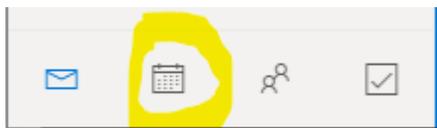
Find the meeting you just created on the calendar and Right click it. A menu should popup. Then select Forward.
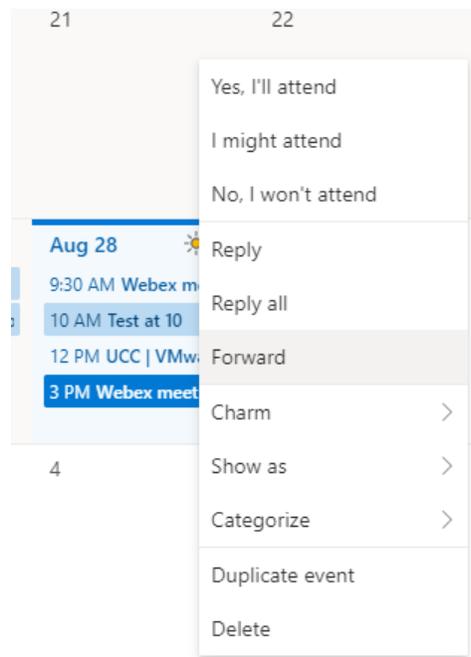
Click "Forward" and a new dialog should popup. Start typing in the To field the name of the room you want to add. It should automatically pop up choices matching below.
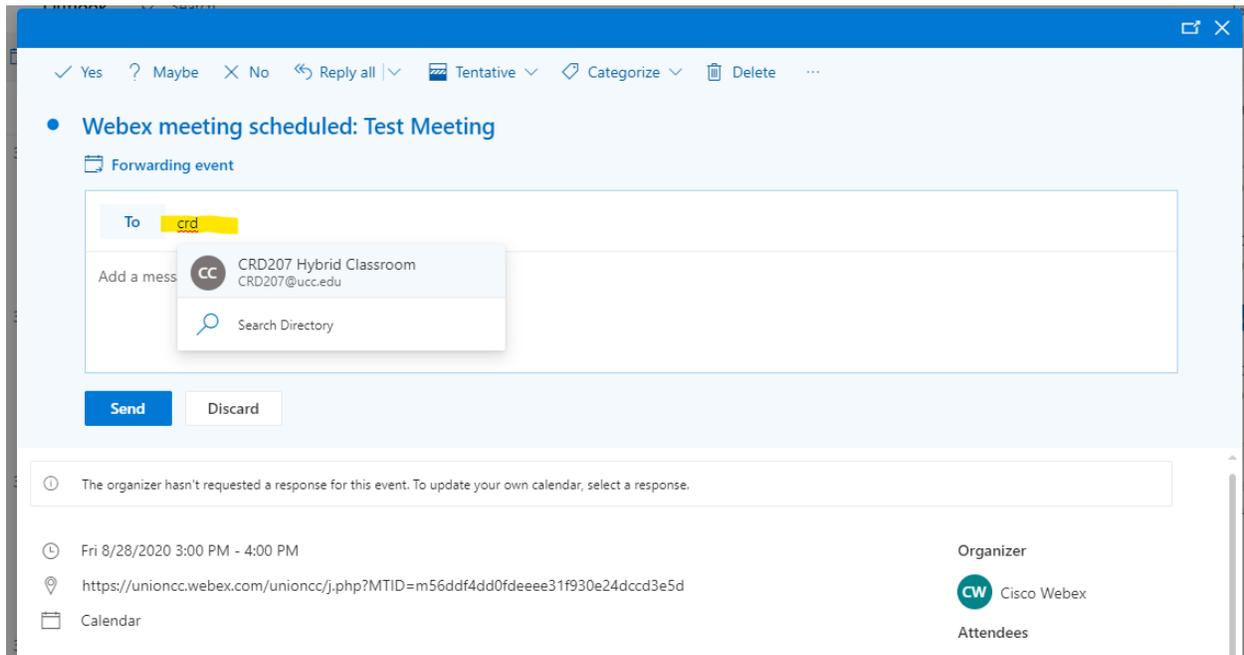
Click "Send"

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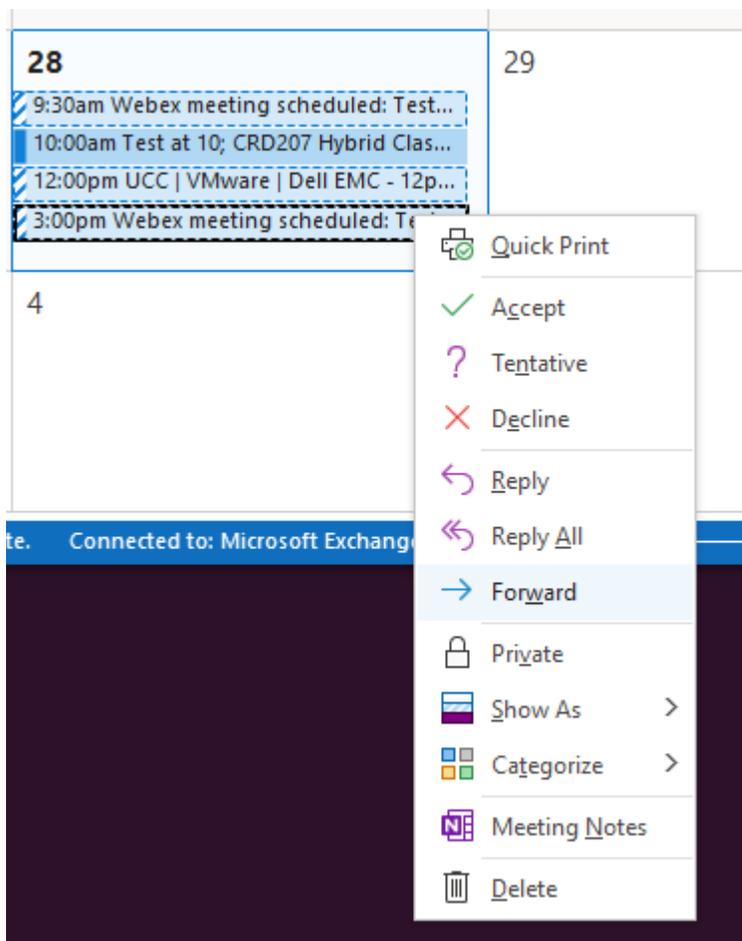
Click "Forward" and a new dialog should popup. Start typing in the To field the name of the room you want to add. It should automatically pop up choices matching below.
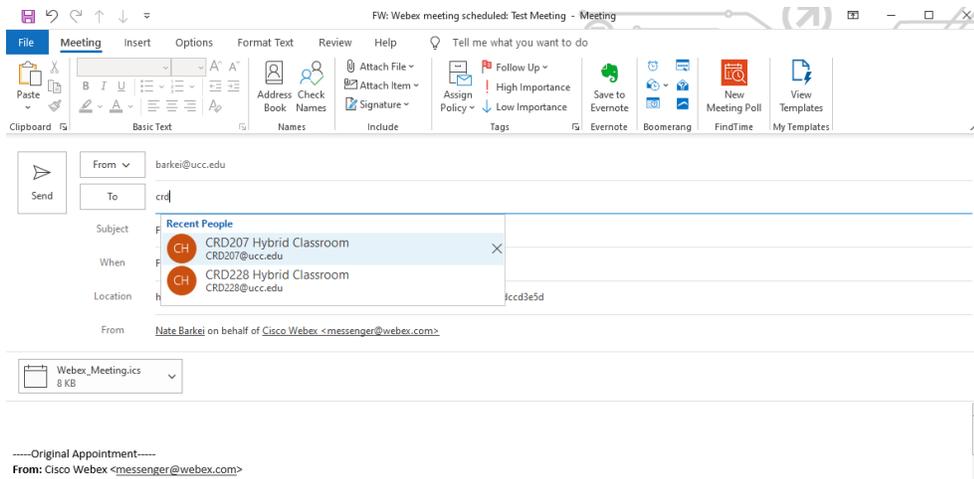
Click "Send"

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	CRH102@ucc.edu
CRH214	CRH214@ucc.edu
CRL302	CRL302@ucc.edu
CRL307	CRL307@ucc.edu
CRL313	CRL313@ucc.edu
CRS203	CRS203@ucc.edu
CRN17	CRN17@ucc.edu
CRS207	CRS207@ucc.edu
CRS212	CRS212@ucc.edu
CRD141	CRD141@ucc.edu

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

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ELK422	ELK422@ucc.edu
ELK427	ELK427@ucc.edu
ELK524	ELK524@ucc.edu

Plainfield

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