1. Name of workshop: Bye-bye Adobe Connect, Hello Webex

2. Date of workshop: 30 May 2019

3. Location of workshop: Health Education Center, room 220, 400 Hawthorne Ave., Oakland, CA 94609

4. Course Outline:

   a. Brief Overview: Learners will explore the basics of using Webex to schedule and host web meetings. They will also be provided with resources to help them get the most out of Webex's in-meeting controls.

   b. Objectives:
      i. Schedule a meeting in Webex.
      ii. Start a scheduled meeting in Webex.
      iii. Start an unscheduled meeting in Webex.
      iv. Gain resources about Webex's in-meeting control options.

   c. Comprehensive topical outline:
      i. Introduce Webex's home page
      ii. Demo: Scheduling and starting a meeting
      iii. Demo: Starting an impromptu meeting
      iv. Discuss in-meeting controls, including Share Content
      v. Hands-on activities: Schedule a meeting, start a meeting, explore the room

   d. Method of evaluation: Students will send a meeting invite to the presenter.