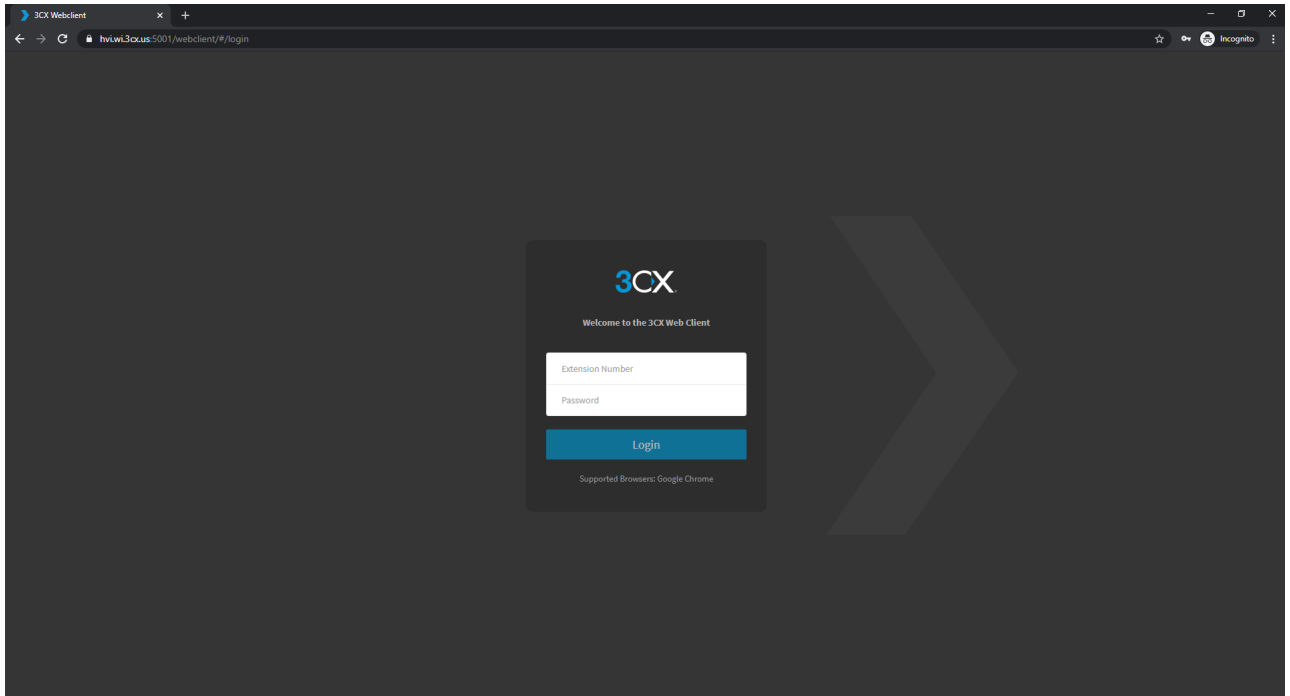
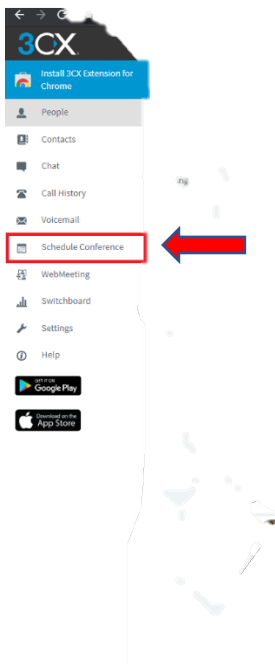


How to schedule a future WebMeeting in 3CX

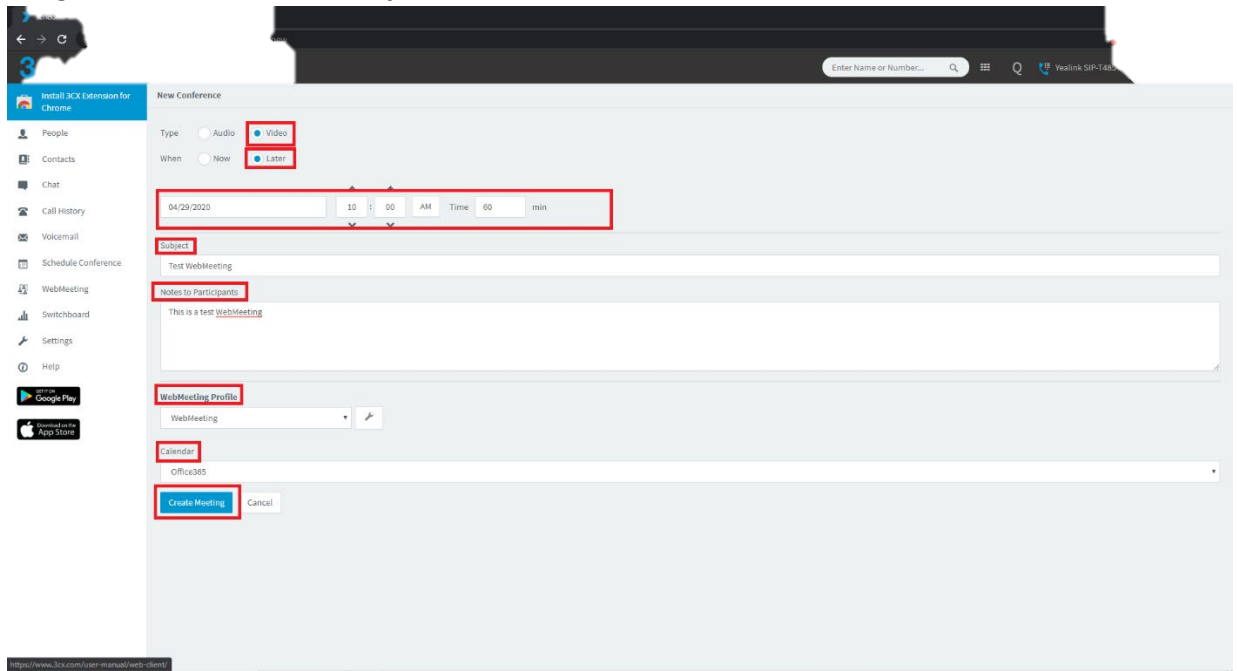
1. Open google chrome and go to your webclient portal.
2. At the login page enter your extension number and your webclient password in the empty fields. If you do not know your webclient password please send an email to helpdesk@idealtechwi.com



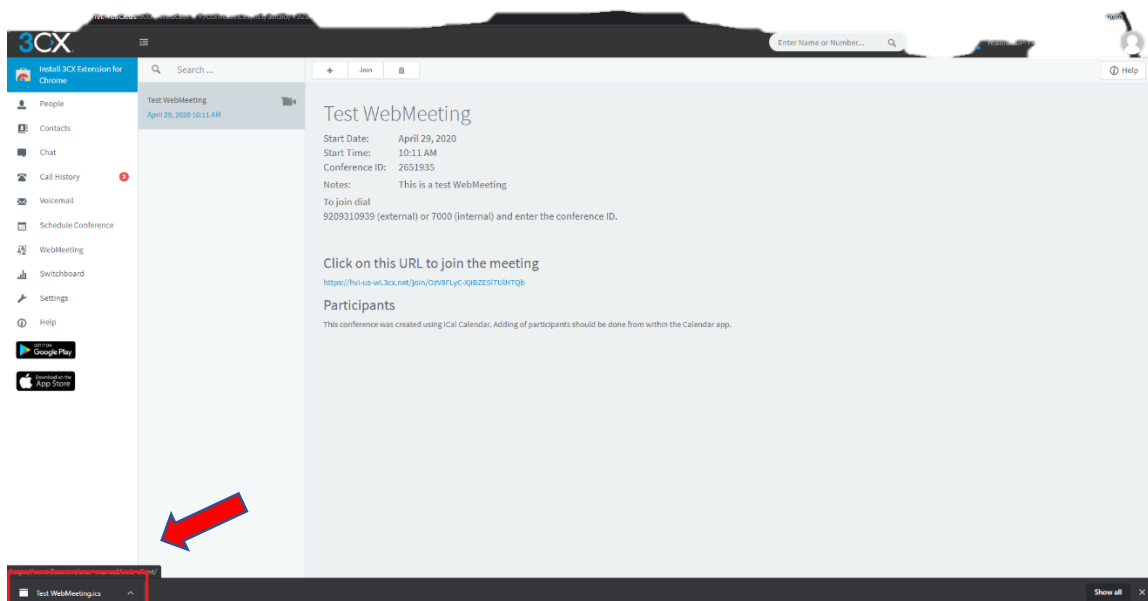
3. Once logged in click on "Schedule Conference"



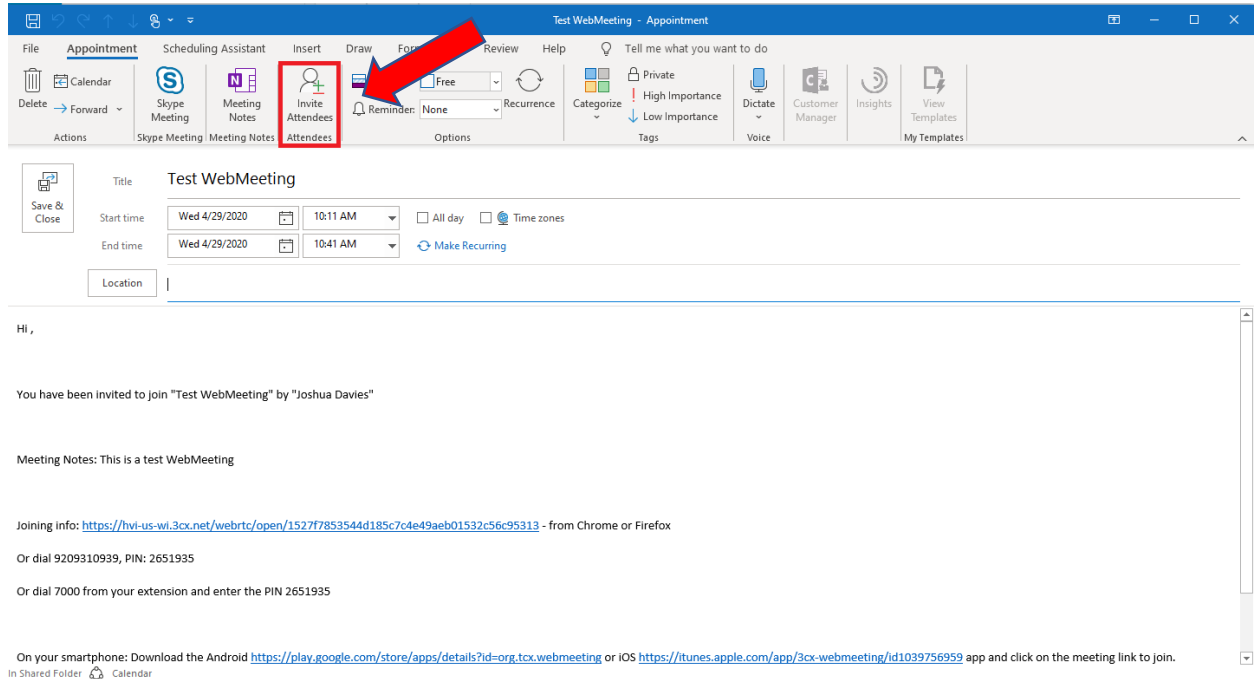
4. Fill in the required fields.
 - a. "Type" would be "Video"
 - b. "When" would be "Later"
 - c. Select the Date, Time and Length you plan the meeting to be held for
 - d. "Subject"
 - e. "Notes to Participants"
 - f. "WebMeeting Profile" *should always be "WebMeeting"*
 - g. "Calendar" *should always be "iCal"*



5. Click "Create Meeting"
6. You will notice a *pop up in the lower left-hand corner* of Chrome that is named the subject of your meeting .ics



7. Click on the pop up to open it. (Note: you may get a window that pops up asking what type or program you want to use to open this file. You can single click to highlight Outlook and then check the box that says always remember and click ok.)
8. Now you should see a calendar invite pop up with all the meeting Date, Time, Duration, Details, Join Link, call in number and PIN number. (The text in this email can be modified since it is a template.) Now you will want to click on the button that says "Invite Attendees" and add who you want invited to the WebMeeting and click send.



The screenshot shows the Microsoft Outlook 'Appointment' window for a meeting titled 'Test WebMeeting'. The ribbon includes 'File', 'Appointment', 'Scheduling Assistant', 'Insert', 'Draw', 'Format', 'Review', and 'Help'. The 'Appointment' ribbon has several groups: 'Actions' (Delete, Forward), 'Skype Meeting' (Skype Meeting), 'Meeting Notes' (Meeting Notes), and 'Attendees' (Invite Attendees, which is highlighted with a red box and a red arrow pointing to it). Other options include 'Reminder' (set to None), 'Recurrence', 'Categorize', 'Private' (set to High Importance), 'Dictate', 'Customer Manager', 'Insights', and 'View Templates'.

The appointment details are as follows:

- Title: Test WebMeeting
- Start time: Wed 4/29/2020, 10:11 AM
- End time: Wed 4/29/2020, 10:41 AM
- Location: |

The body of the appointment contains the following text:

HI,

You have been invited to join "Test WebMeeting" by "Joshua Davies"


Meeting Notes: This is a test WebMeeting

Joining info: <https://lvi-us-wl.3cx.net/webrtc/open/1527f7853544d185c7c4e49aeb01532c56e95313> - from Chrome or Firefox

Or dial 9209310939, PIN: 2651935

Or dial 7000 from your extension and enter the PIN 2651935

On your smartphone: Download the Android <https://play.google.com/store/apps/details?id=org.tcx.webmeeting> or IOS <https://itunes.apple.com/app/3cx-webmeeting/id1039756959> app and click on the meeting link to join.

In Shared Folder  Calendar