

From: [COMannouncements](#)
Subject: Training Sessions Available with COM IT: Using Webex to Work Remotely Tuesday, March 10,
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Greetings Colleagues,

As we prepare for the possibility of temporary remote working arrangements, COM IT is offering **Webex (online conference/meeting) training** for all faculty and staff. In these training sessions, you will be introduced to Webex hosting functions, including:

- How to Access
- Scheduling Meetings
- Use of Personal Rooms
- Phone Conferencing
- Basic Features

Faculty and staff are **strongly encouraged** to participate in a WebEx training session. Training will be available 3 times a day for the remainder of this week. To see the full schedule, [register for Webex training now](#).

Note: This training is specific to daily operations – those teaching courses should use the conference feature in Canvas.

If you have questions, please contact comhelpdesk@health.fau.edu for assistance.