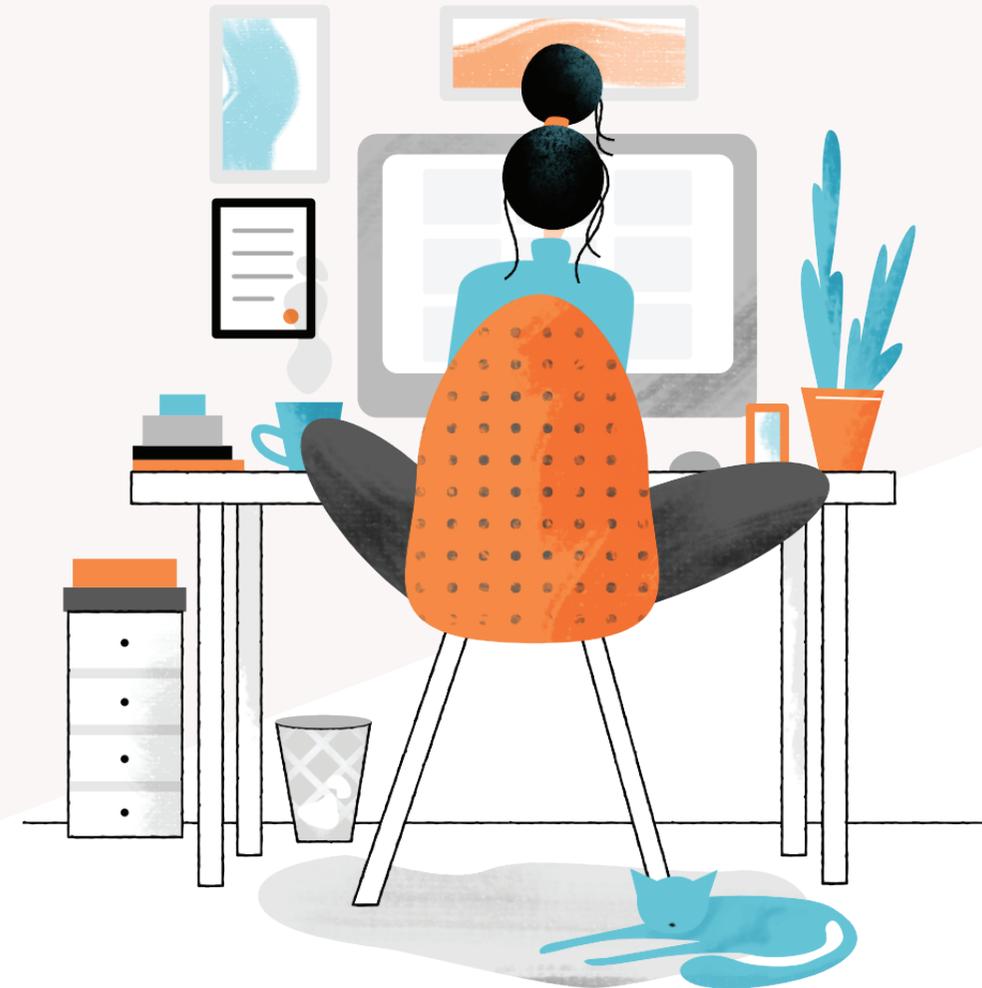


How to Schedule A Meeting and Invite Participants

5 Simple Steps

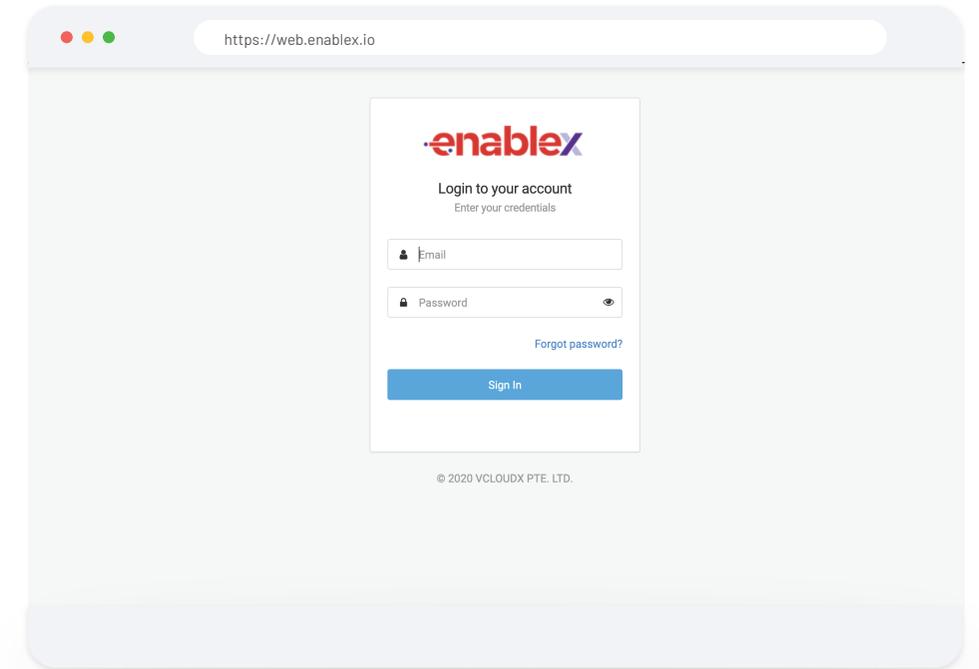


01

Step

Login to EnableX Portal

Go to <https://web.enablex.io> and key in your email ID and password. For first time login, please use the password sent to you via email. You may go to the portal to change your password for subsequent logins

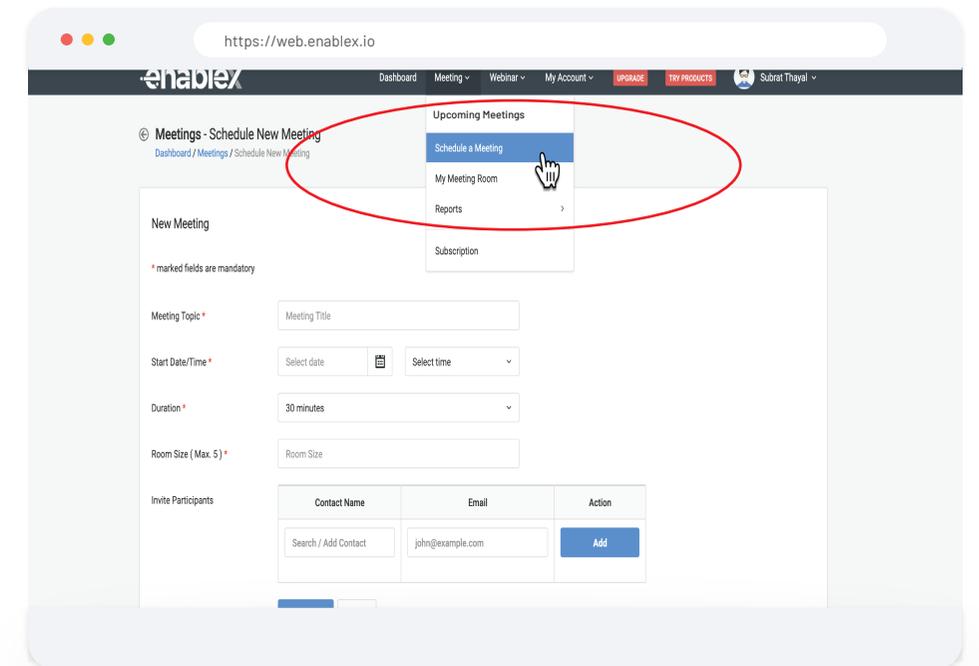


02

Step

Schedule a Video Meeting

To schedule a virtual meeting, go to the "Video Meeting" on the top menu bar of the portal and select "Schedule Meeting".



03

Step

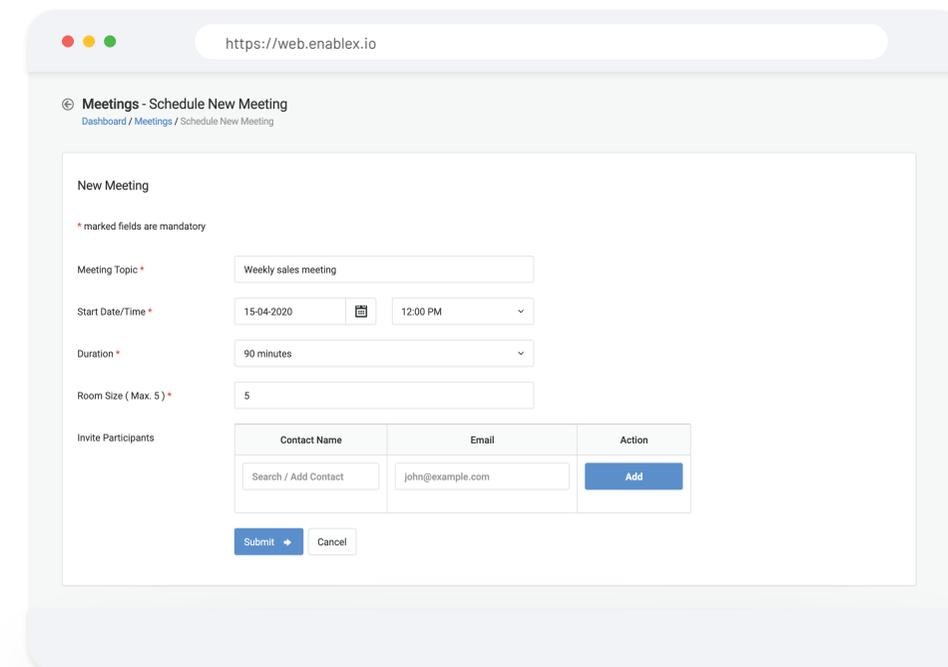
Fill in the meeting details

Meeting Topic – The name of your meeting

Date and Time – The date and starting time of the meeting.

Meeting Duration – Total duration of the virtual meeting. The meeting will be terminated once the time expires. You will be notified 10 minutes before the virtual meeting expires.

Room Size – The total number of participants including yourself, the host.



The screenshot shows a web browser window with the URL <https://web.enablex.io>. The page title is "Meetings - Schedule New Meeting" and the breadcrumb is "Dashboard / Meetings / Schedule New Meeting". The form is titled "New Meeting" and includes a note: "* marked fields are mandatory".

The form fields are:

- Meeting Topic *: Weekly sales meeting
- Start Date/Time *: 15-04-2020 (calendar icon) 12:00 PM (dropdown)
- Duration *: 90 minutes (dropdown)
- Room Size (Max. 5) *: 5

Below the form is a table for "Invite Participants":

Contact Name	Email	Action
<input type="text" value="Search / Add Contact"/>	<input type="text" value="john@example.com"/>	<input type="button" value="Add"/>

At the bottom of the form are "Submit" and "Cancel" buttons.

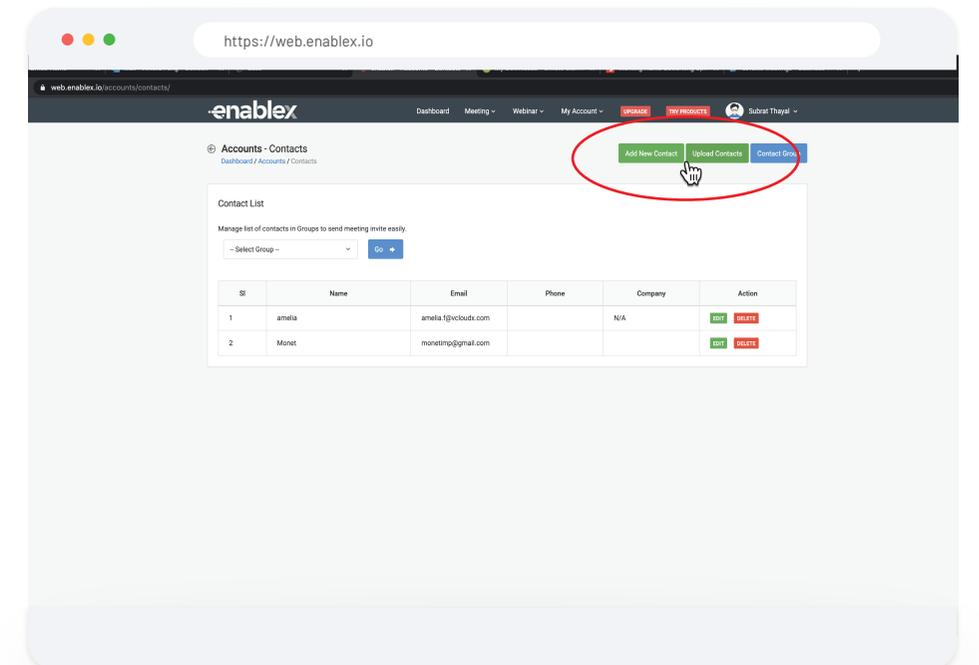
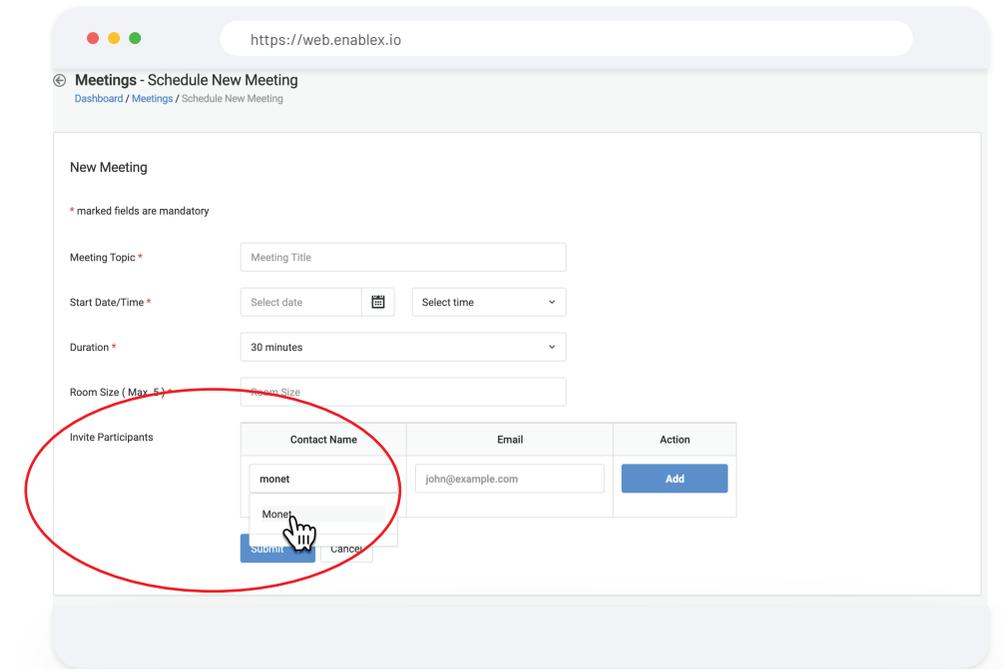
04
Step

Invite participants

You can now start to invite participants to your scheduled meeting. For participants' particulars already saved in **Contact List**, you can simply do a search and add them to the **"Invite Participants"** field. If they are not in your Contact List, you can manually enter their email addresses.

How to Update Contact List ?

Go to **"My Contact"** page from My Account menu and upload CSV file with their names and email addresses. Alternatively, you can manually enter their particulars by clicking **"Add New Contacts"**



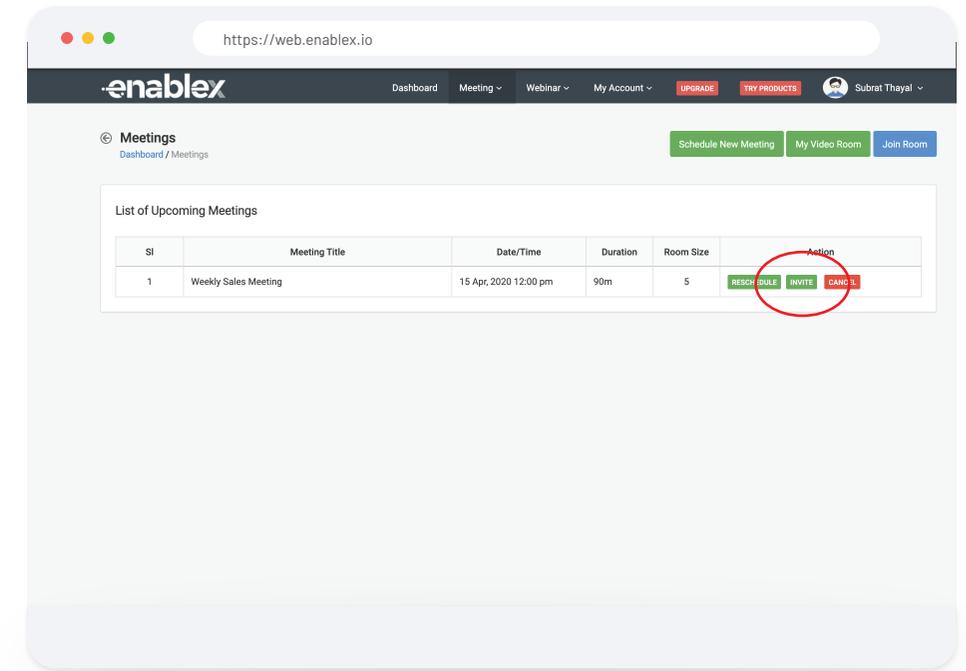
05
Step

Add more participants

At any time, if you need to add more participants, simply go to **"Scheduled Meeting"** under **"My Meeting"** menu and click on **"Invite"** to add new participants.

Alternatively, you can invite more participants by simply copying and sending Meeting URL and Participant PIN to them. You can get the details from the email sent by EnableX when you first create the online meeting.

Note : Every online meeting has a restriction to the number of participants. Please do not invite more than what you have specified.



You have scheduled a webinar.

- Topic: Test mobile app
- Scheduled Time: April 29, 2020 @ 13:00
- Duration: 60 minutes
- Participants: 4

You and any participant may join the Video Conference Session 15 minutes before the scheduled time. Please access the session with the following credentials:

- Go to: <https://webinar.enablex.io>
- Moderator PIN (MPIN): 123455
- Direct URL to
Join: <https://webinar.enablex.io/join/bW9kZXJhdG9yLTViYThlNzFkM2MxYWM1ZjEyZjFmNTVkyQ==>

All participants that invited, during your meeting set up have been notified by email. You may invite more participants to the meeting by sharing the following credentials:

- Go to: <https://webinar.enablex.io>
- Enter Participant PIN (PPIN): 44492986
- Direct URL to
Join: <https://webinar.enablex.io/join/cGFydGljaXBhbnQtNWVhOGU3MWQzYzFhYzVmMTJmMmV1NWRh>

Cheers,



On the scheduled date and time of your meeting, simply click on the URL and you are on your way to conducting your very first virtual meeting

————— **Happy Meeting !** —————