WVSOM IT Department
Scheduling a Meeting from the Website Portal

You can use the **Quick Scheduler** or the **Advanced Scheduler** to schedule WebEx meetings. Use the **Quick Scheduler** if you are short on time. Use the **Advanced Scheduler** if you are looking for more meeting options, like security parameters or participant privileges.

Schedule a Meeting with the Quick Scheduler

1. Sign in to your Cisco WebEx Site
2. Go to **Host a Meeting**, and select **Schedule a Meeting.** If you are in the Advanced Scheduler, click the Return to **Quick Scheduler**.
3. Enter in the details for your meeting and select **Schedule Meeting** or **Start**.

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to Advanced Scheduler

• Meeting topic:	
• Password:	JdGjm786
Date:	05/02/2017
Time:	10 55 ⦿ am ◯ pm
	San Francisco Time
Duration:	1 hr 0 min
Attendees:	\<Separate email addresses with a comma or semicolon\>
	Use address book
	☐ Send a copy of the invitation email to me
Audio conference:	Use VoIP only
	Change audio conference

Save as template

Schedule Meeting   Cancel

Schedule a Meeting with the Advanced Scheduler
1. Sign in to your WebEx site.
2. Go to **Host a Meeting**, and select **Schedule a Meeting**. If you are in the Quick Scheduler, click the **Advanced Scheduler**.
3. Enter in the required information for your meeting and click **Next**.
4. Check your meeting details and select **Schedule Meeting** or **Start**.

Date & Time

Return to Quick Scheduler

Meeting date:	05/30/2016	① Required Information
Meeting time:	1 ▼ 45 ▼ ○ am ◉ pm	② Date & Time
	San Francisco Time | Plan meeting time zones	③ Audio Conference
	☐ Attendees can join 5 ▼ minutes before start time	④ Invite Attendees
	☐ Attendees can also connect to audio conference	⑤ Registration
		⑥ Agenda & Welcome
Estimated duration:	1 hr ▼ 0 min ▼	⑦ Meeting Options
Email reminder:	15 ▼ minutes before meeting starts	⑧ Attendee Privileges
Recurrence:	○ None ○ Daily ◉ Weekly ○ Monthly ○ Yearly	⑨ Review

Save as template

Start Back Next Cancel