

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**.

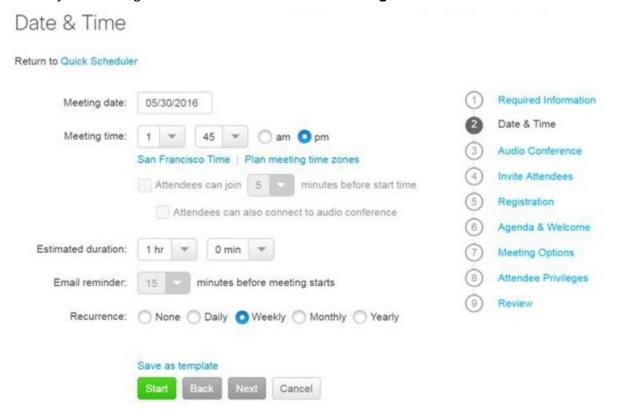
Schedule a Meeting

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: 55 am pm Duration: 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

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Schedule a Meeting with the Advanced Scheduler

- 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**.



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