

Schedule a Meeting

A WebEx meeting can be launched instantly (see My First WebEx Meeting) or by scheduling it for a later date. When scheduling a meeting there are two options, the Quick Scheduler and the Advanced Scheduler.

- **Quick Scheduler** - By default, when you click Schedule a Meeting, you are in the Quick Scheduler where you can enter basic information to create your meeting.
- **Advanced Scheduler** - This option provides additional fields for registration, agenda, meeting options and attendee privileges.

Quick Scheduler

The Quick Scheduler is designed for you to schedule a meeting, but not have to complete additional fields that you may not need for your meeting, such as registration or privileges.

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)

• Meeting topic:

• Password: ⓘ ⓘ

Date:

Time: am pm
[New York Time](#)

Duration:

Attendees:
[Use address book](#)

Let anyone with a host account on this site host my meeting

Send a copy of the invitation email to me

Audio conference: [WebEx Audio](#)
[Change audio conference](#)

[Save as template](#)

1. Log into **WebEx**. Enter web address savannahstate.webex.com (enter email address and WebEx password)
2. Click the **Meeting Center Tab**.
3. Under Host a Meeting select **Schedule a Meeting**.

Schedule a Meeting

4. Complete in **the available fields** as needed.
 - a. The three default fields you must fill in are **Meeting topic**, **Password**, and **Confirm Password**.
 - b. Update **Date**, **Time**, and **Duration**. (*Note: The duration you select is for informational purposes, your audio conference won't automatically end at the end of the duration set.*)
 - c. Check the box **Let anyone with a host account on this site host my meeting** to allow other people to host the meeting. The first person to join the meeting after logging into webbed automatically becomes the host. This is useful if you are not able to join the meeting on time or need someone else to control the session.
 - d. Check the box **Send a copy of the invitation email to me** to receive a copy of the invitation to forward to others.
5. Click **Schedule Meeting**.

Advanced Scheduler

If you wish to have your participants register before the meeting, provide details about the meeting agenda, or specify certain privileges, you will use the Advanced Scheduler instead of the Quick Scheduler.

Required Information

[Return to Quick Scheduler](#)

• Meeting topic:

Delete from My Meetings when completed

• Meeting password:

• Confirm password:

[Save as template](#)

- 1 Required Information
- 2 Date & Time
- 3 Audio Conference
- 4 Invite Attendees
- 5 Registration
- 6 Agenda & Welcome
- 7 Meeting Options
- 8 Attendee Privileges
- 9 Review

1. Log into **WebEx**.
2. Click the **Meeting Center Tab**.
3. Under Host a Meeting select **Schedule a Meeting**.
4. Click the link for **Advanced Scheduler**.
5. Complete **the available fields** for each window as needed. (*See details on each window in the pages that follow.*)
6. Click **Next** to progress to the next window.
7. Once you have completed the fields and reviewed your selections, click **Schedule Meeting**.