


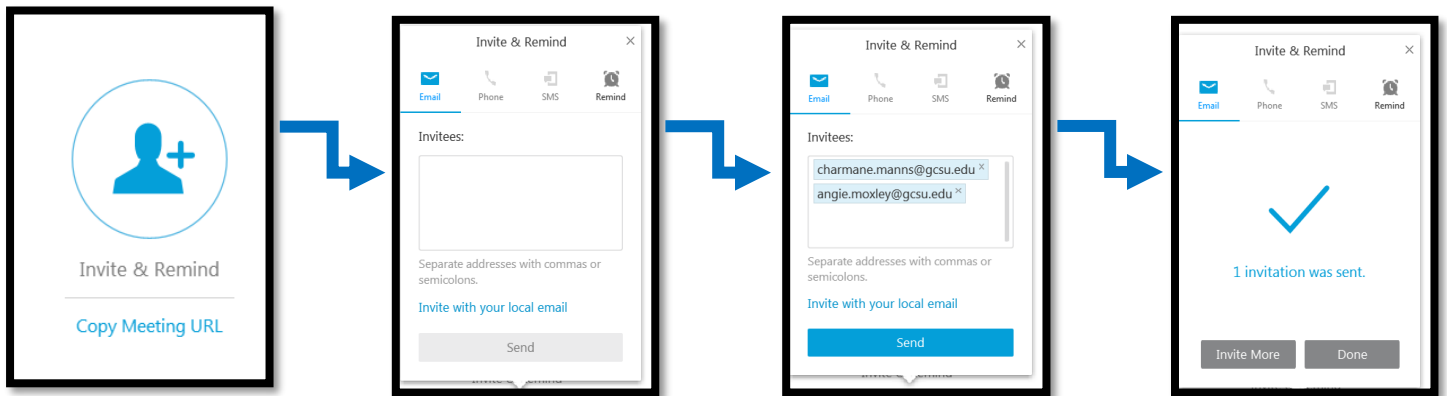


GC | INFORMATION TECHNOLOGY

Purpose: To demonstrate how to invite other students to a WebEx meeting

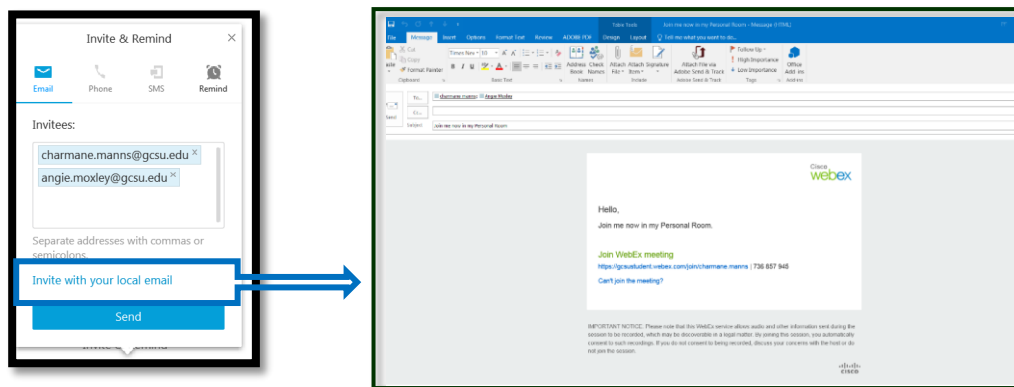
Use Invite & Remind from the meeting room

While in the meeting room you will be able to invite other participants to join you. Click the **Invite & Remind** icon. Key the email addresses for the individuals you would like to invite to the meeting. Click (send  button)



Invite with your local email

While in the meeting room you will also be able to invite other participants to join you by clicking **Invite with your local email**. A pre-populated email will appear on your screen. Verify that the email addresses are correct. You can also add additional email addresses if needed. Click **Send**.



For further assistance contact Support:

(Available 24 hours a day, 7 days a week)
Website: <https://support.webex.com/support/manage-ticket.html>
Phone: U.S. and Canada Toll-Free 1-866-229-3239
International Toll +1 408-906-1155