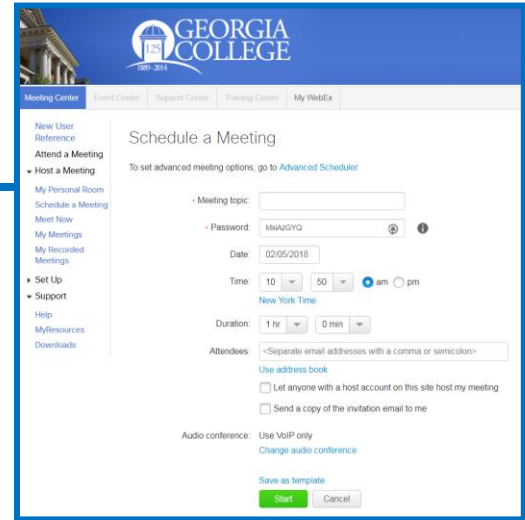
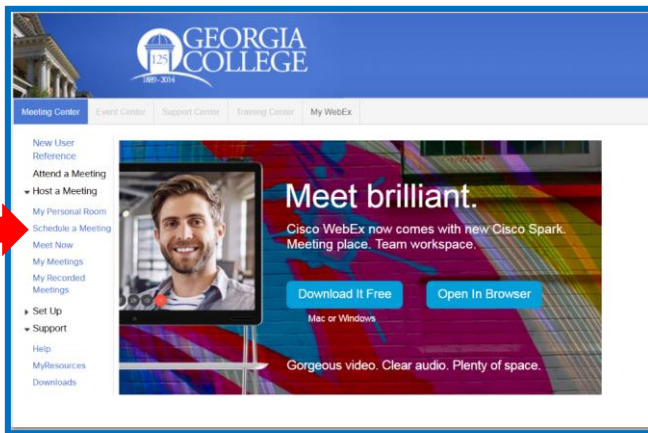




GC | INFORMATION TECHNOLOGY

Purpose: To demonstrate how to schedule a WebEx meeting

To schedule a WebEx meeting you will need to log into WebEx and click **Schedule a Meeting**. Fill in the information for **Meeting Topic, Date, Time, Duration, and Attendees**. The system will automatically provide a password. You may change it if you chose.



You will have an option to click the box shown below if you want to have another person co-host the meeting. This is beneficial in case you have an issue attending the meeting and need to make sure someone else can get the meeting started for you.

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

You will also have the option to send a copy of the invitation to yourself.

Send a copy of the invitation email to me

After all information is filled out and you have confirmed it is accurate, click **Schedule Meeting** (schedule meeting button)

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