Quick Reference
Schedule a WebEx Meeting

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

Schedule a Meeting with the Quick Scheduler

1. Sign in to your WebEx Site
2. Go to Host a Meeting, and select Schedule a Meeting
3. Enter 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: Jdoj765

Date: 05/02/2017

Time: 10:55 am

Duration: 1 hr

Attendees: <Separate email addresses with a comma or semicolon>

Use address book

Audio conference: Use VoIP only

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
3. Enter 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
Meeting time: 1 45  am  pm

San Francisco Time  Plan meeting time zones

Attendees can join  minutes before start time
Attendees can also connect to audio conference

Estimated duration: 1 hr 0 min

Email reminder:  minutes before meeting starts

Recurrence: None Daily Weekly Monthly Yearly

Save as template
Start  Back  Next  Cancel