

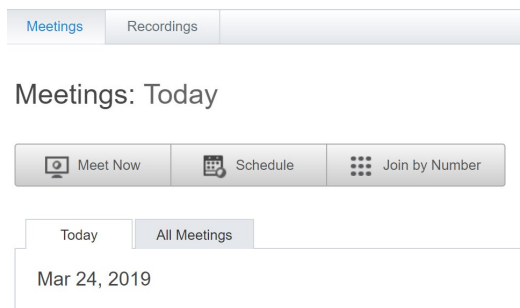
## Creating a Meeting Now

If you need to create a meeting quickly, as when doing a test connection, you can choose the Meet Now option.

The current preferred browser for Webex is Google CHROME. In the address field:

Login to Webex: <http://mymeeting.uleth.ca> (Enter your university credentials)

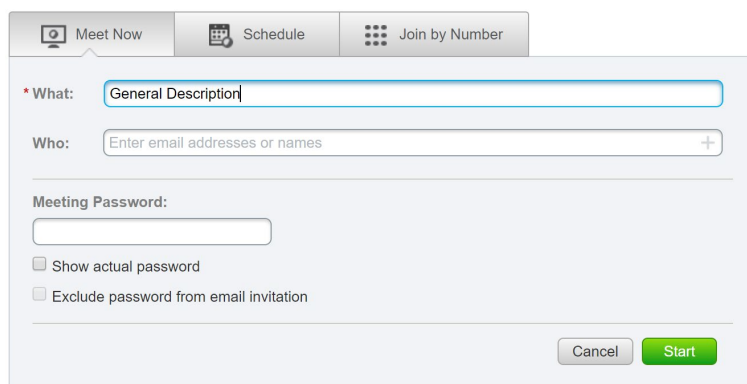
Click on the Meet Now Tab:



Next:

1. Enter a meeting name
2. Type in each participant's Email, press enter key after each email

## Meetings: Today



Every meeting has a unique 9-digit code so I would not choose the password option.

Participants get an email invitation with information about the meeting.

In the email is a link to "Join the Meeting" and when they click that link they can login to the meeting.