

Scheduling a Meeting

If you have a meeting coming up in the future, you can choose the Schedule 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 Schedule Tab:

The screenshot shows the 'Schedule a WebEx Meeting' interface. At the top, there are tabs for 'Meetings' and 'Recordings'. Below the title, a red asterisk indicates that fields marked with an asterisk are required. The 'What:' field is a text input. The 'When:' section includes a date picker set to 'Sun, 24/03', a time dropdown set to '1:30 pm', and a 'Length:' section with dropdowns for '1' hour and '0' minutes. The 'Recurrence:' is set to 'None'. The 'Meeting type:' dropdown is set to 'Pro meeting'. The 'Who:' field is a text input with a plus sign on the right. Below this, the 'Audio Connection:' is set to 'WebEx Audio'. The 'Meeting Password:' field is a text input. There are two checkboxes: 'Exclude password from email invitation and meeting information page' (unchecked) and 'Record this meeting' (unchecked).

Next:

1. Enter a meeting name in the What field
2. For When – choose the date and ½ hour before start and add 1 hour to length
3. Leave the Meeting Type to Pro Meeting
4. For Who - Type in each participant's Email, press enter key after each email
5. Leave the Password field blank
6. Click on the button Schedule It

Participants will get an email invitation.

I have found that it is not good practice to send the invitation too much ahead of the event as people could lose the email. If they do you can “send a reminder” and/or email additional people after the meeting starts.