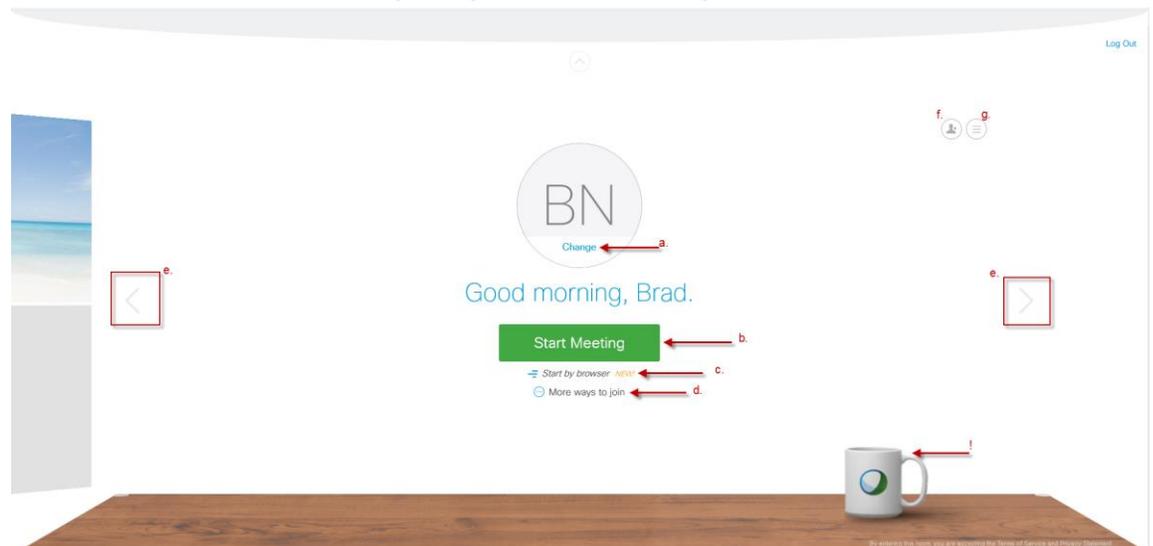# HOW TO SCHEDULE A WEBEX MEETING

WebEx is a productivity tool that can be used to host meetings, webinars, and collaborative sessions. This guide will walk you through the steps you need to take to host a WebEx meeting.

Note: *In order to set up a WebEx meeting, you must have a host license. You can create a host account through the WebStore at no cost.*

1. Navigate to uichicago.webex.com
2. Log in via your NetID and password
3. This is the 'home base' for Webex
   a. This is your profile picture. You can change it by clicking 'change' and uploading a new picture
   b. This will start an adhoc meeting in your Personal Room. A new window will open
   c. This will launch the meeting in the browser. No Window will open
   d. Click "More Ways to Join" to show the meeting weblink, phone number, access code, and your Pin number to start the meeting.
   e. These arrows will display some personalization options like changing the background to your personal room.
   f. This button is used to invite and remind attendees.
   g. This will open the WebEx Menu. From the menu you can schedule a meeting. See steps [below] for more information regarding scheduled meetings

4. After clicking the button displayed as 'g' you will see a new menu pop up
5. That menu has several options including "Meeting Center"
6. Meeting Center is where you can see upcoming meetings, or schedule new meetings. The next steps will guide you through scheduling a meeting
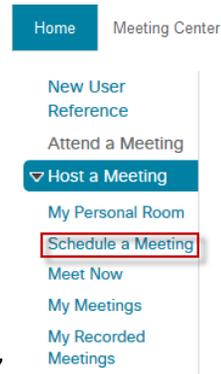
7. In the meeting center menu click "Schedule a meeting"
8. You will notice all of the required fields for the meeting are there. The process is very similar to setting up a meeting with Outlook. However, a WebEx meeting requires a password. The password can be as simple or complex as you need it to be.
   a. Name of the meeting
   b. Password to join the meeting
   c. Date of the meeting
   d. Time of the meeting
   e. Duration of the meeting
   f. Attendees. Type in attendee email addresses. (UIC's global address will be integrated soon, which will allow for contact look-up, room integration and more.)

9. Clicking on the 'Advanced Scheduler' button will give you more options when scheduling a meeting like designating an alternate host, adding an agenda, requiring users to register for the meeting, and more. See the screenshot for a broad overview of the advanced options

1. Required Information
2. Date & Time
3. Audio Conference
4. Invite Attendees
5. Registration
6. Agenda & Welcome
7. Meeting Options
8. Attendee Privileges
9. Review