



## 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:   

Date:

Time:    am  pm  
[San Francisco Time](#)

Duration:

Attendees:   
[Use address book](#)

Send a copy of the invitation email to me

Audio conference: Use VoIP only  
[Change audio conference](#)

[Save as template](#)

## 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:

Meeting time:    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:

Email reminder:  minutes before meeting starts

Recurrence:  None  Daily  Weekly  Monthly  Yearly

[Save as template](#)

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