

Quick Reference Schedule a WebEx Meeting

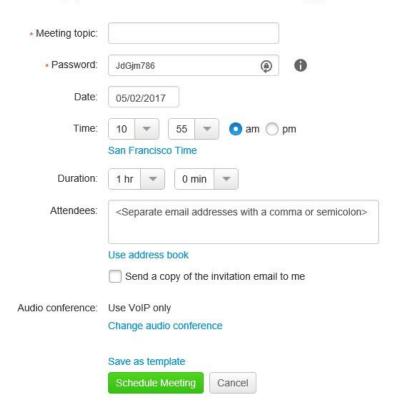
You can use the Quick Scheduler or the Advanced Scheduler to schedule Cisco WebEx meetings. Use the Quick Scheduler if you're short on time. Use the Advanced Scheduler if you're looking for more meeting options, like security parameters or participant privileges.

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



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

