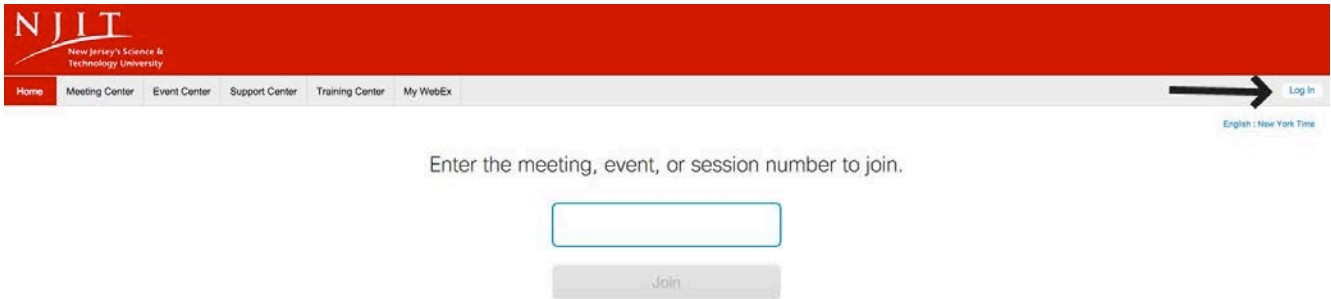
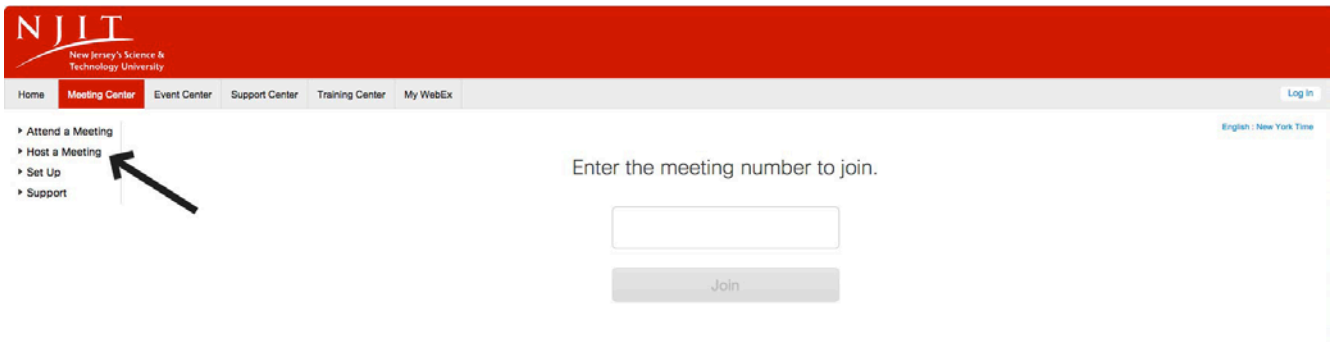


CREATING A WEBEX MEETING

Log in to: njit.webex.com with your UCID and password. The 'HOST Login' is located in the upper right hand area of the screen



You will be returned to a similar screen. Then Click on 'Meeting Center' (located just below the NJIT logo) in the upper left. Then select 'Host a Meeting'. A list of options will appear just below that. Select 'Schedule a Meeting':



You have a choice of an Advanced Scheduler (shown below) or a 'Quick Scheduler' (accessed by clicking on the Quick Scheduler link). Whatever method you use, you must always fill in the Topic line and note that you do not have to create a password for your session.

The Advanced Scheduler has separate screens/tabs for: Date & Time (if you are setting up a single or a recurring session that will be done here); Audio Conference, where you can set whether audio will be via VOIP or via phone (very limited availability); Invite attendees (make sure you invite yourself so you receive a copy of the Invitation email); Registrations (generally not needed) ; Agenda (generally not used); Meeting Options and Attendee Privileges (should not need any changes from defaults). Always uncheck the 'Delete from My Meetings' selection box.

The Quick Scheduler is just that... a quick scheduler. All the main scheduling features are on the one screen. You can start a meeting right away or schedule one for future use. Check off the 'Send a Copy to Me' so you can receive an email to forward to your participants with all the session information:

For links to tutorials and more information, go to: webex.njit.edu

Questions? Contact Bill Duelly, ext. 3285 or duelly@njit.edu