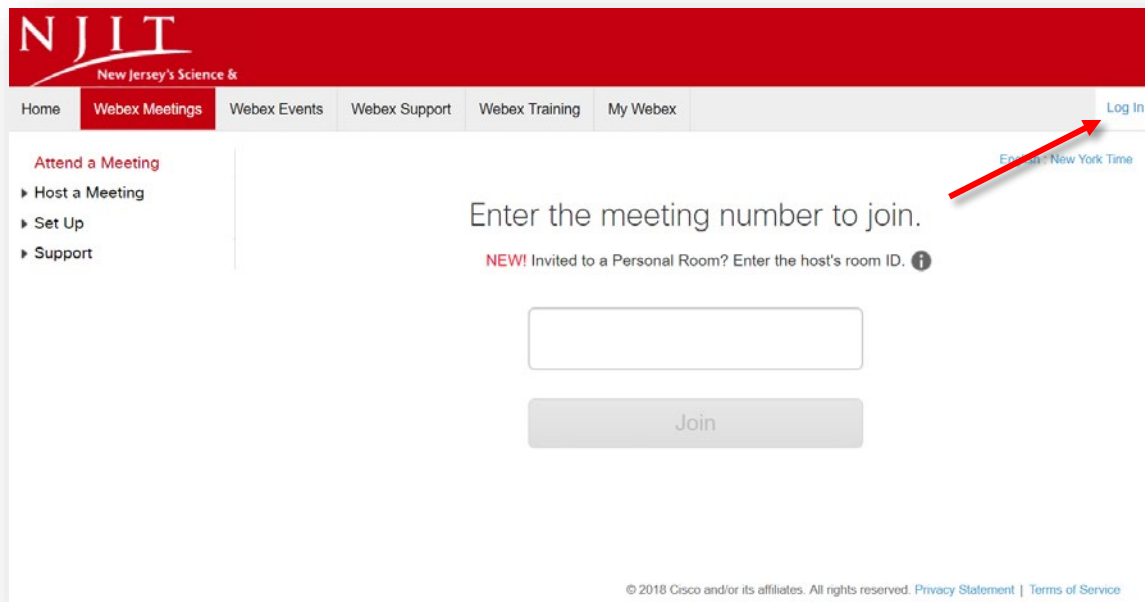


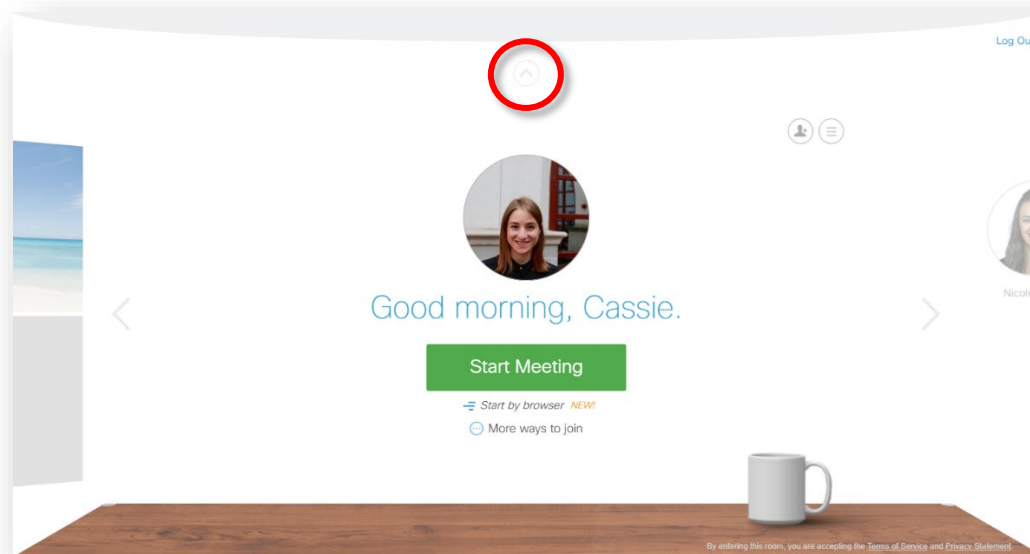
Scheduling a WebEx Meeting

If you want to plan a WebEx meeting in advance, you can choose to **Schedule a Meeting**. If you would prefer to get started quickly, please see our [Getting Started in WebEx](#) tutorial.

1. Log in to <https://njit.webex.com> using your UCID and password.

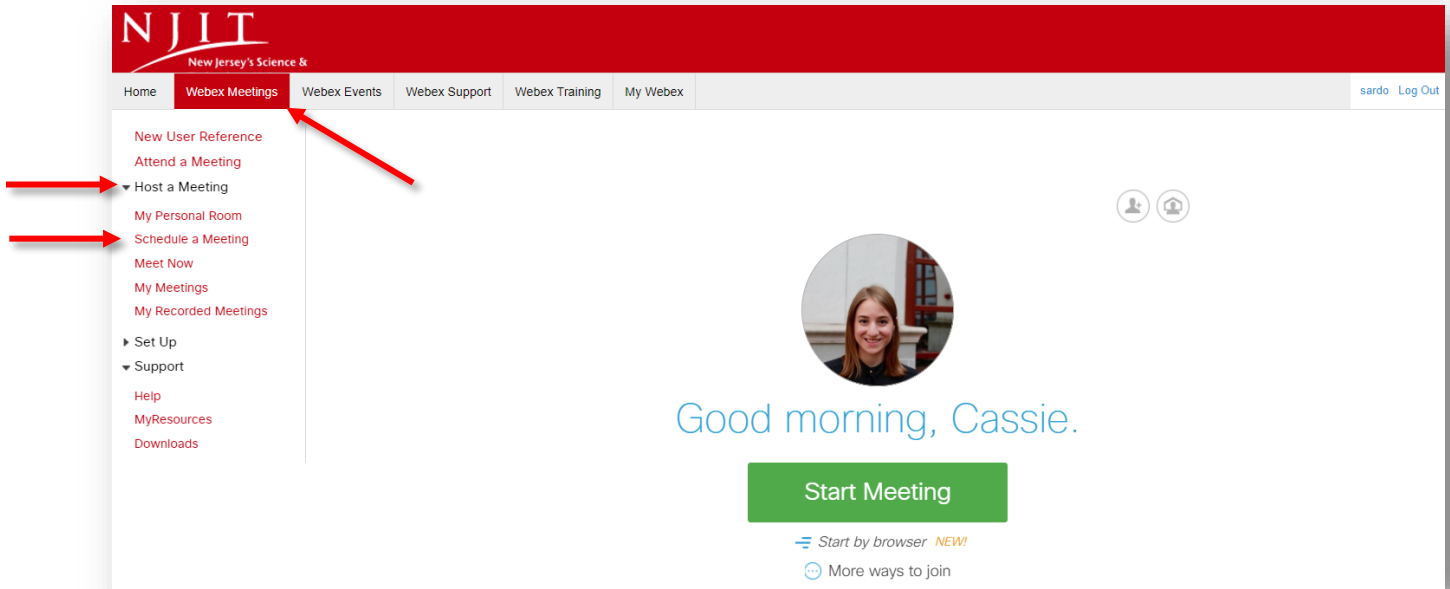


2. You will be directed to a screen similar to the one below:

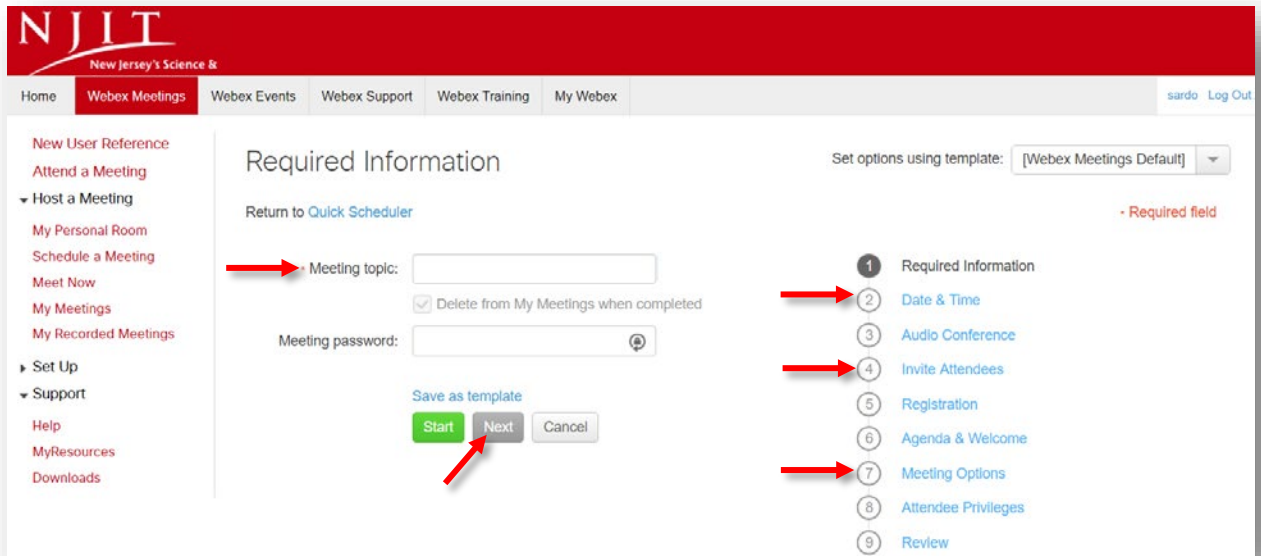


Click on the arrow icon at the top of the screen to reveal the WebEx menu.

3. Next, you will want to click **“Webex Meetings,”** and then **“Schedule a Meeting”** under the **“Host a Meeting”** dropdown.



4. From there, you will be brought to the **Advanced Scheduler**, but you can also access the **Quick Scheduler** from that page. First, let’s look at the **Advanced Scheduler**.



The **Advanced Scheduler** will ask you to create a **Meeting topic**. If you would like, you can require a **Meeting password**. Then, you will want to navigate to **Date & Time**, **Invite Attendees**, **Meeting Options** and more by clicking **“Next”** or by clicking on the respective numbers as shown above.

Under “Invite Attendees,” you may want to check off “Send a copy of the invitation email to me.”

5. Now, let’s look at the **Quick Scheduler** by clicking on the provided link.

The **Quick Scheduler** simplifies the scheduling process by compressing the most important settings on a single page.

6. When you are ready, click **“Schedule Meeting.”**

Questions?

If you are still in need of assistance, please contact the IST Service Desk.
You can reach the IST Service Desk 24/7.

Phone: (973) 596-2900 | Toll-free: (877) 899-7685

Location: Student Mall, Room 48 | Monday to Friday, 8:30 AM to 4:30 PM (Drop-in support for computing devices).

Request Help Online: <https://ist.njit.edu/>