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](https://njit.webex.com) using your UCID and password.

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

   ![WebEx Login Screen](image)

   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.

![Webex Meetings page]

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.

![Advanced Scheduler page]

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/