How to: Schedule a Meeting in WebEx

1. Log into www.ccsu.webex.com
2. Click Schedule (Figure 1)
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3. Enter the **Meeting Topic**
4. A **Meeting Password** will be generated for you or you can type one of your own choosing (Figure 2)
5. Select the **Date and Time** (Figure 2)

![Schedule a Meeting](image)

**Figure 2**

6. Select **Recurrence** if you would like this meeting to happen at a standard scheduled time (Figure 3)
   a. You may select how often you would like the recurrence to happen (Figure 3)
   b. What days of the week you would like it to happen? (Figure 3)
   c. When would you like the recurrence to end? (Figure 3)
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Figure 3

7. Click Schedule (Figure 4)
8. Send the Meeting Link directly to your students through Blackboard or Outlook
   a. From the WebEx home page click on the meeting you would like to share
   b. Copy sections labeled Meeting information and More Ways to Join (Figure 5)
   c. Paste these in a Blackboard email to send to your students.
   d. WebEx will also send you an email to your Outlook account that you can forward to your students directly from Outlook. You can also copy and paste the information from the email into a Blackboard Email.

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**Figure 5**

**Meeting Information**

- Meeting link: https://ecsu.webex.com/ectruj.php?
  MTID=nee0065b907c1564b78f12c205a272c3
- Meeting number: 644 149 094
- Password: RyUKkG47ST
- Host key: 2905641

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**More ways to join**

- **Join by video system**: Dial 644149094@ectruj.webex.com
  You can also dial 173.243.2.68 and enter your meeting number.
- **Join by phone**: 1-650-479-3208 Call-in number (US/Canada)
  1-877-668-4493 Call-in toll-free number (US/Canada)
  Access code: 644 149 094