

SCHEDULING A WEBEX SESSION

STEP BY STEP INSTRUCTIONS ON SCHEDULING A WEBEX SESSION

WebEx is Browser based software, as such if you change browsers from one session to the next you may be prompted to download the software. Updated versions of Firefox and Google Chrome work best. WebEx does work on Mac operating systems but you will need a version of at least 10.10.5 (OS X Yosemite)

1. First go to **webex.nku.edu**. Next click on the **Meeting Center** tab in the top left of the page and then click on **Schedule a Meeting** in the left hand navigation.

The screenshot shows the WebEx interface. At the top, there's a navigation bar with tabs: Home, Meeting Center (selected), Event Center, Support Center, Training Center, and My WebEx. Below this is a left-hand navigation menu with options like New User Reference, Attend a Meeting, Host a Meeting, Schedule a Meeting, Meet Now, My Meetings, My Recorded Meetings, Set Up, Support, MyResources, Help, Downloads, Training, and Contact Us. The main content area is titled 'My WebEx Meetings' and includes a 'Meet Now' button. Below that, there are tabs for 'Daily', 'Weekly', 'Monthly', and 'All Meetings'. A calendar view shows the date 'August 18, 2016'. A dropdown menu is set to 'The meetings you host' and there's a checkbox for 'Show past meetings'. A table lists meeting times: 9:00 am, 9:45 am, and 10:00 am. The 9:45 am slot is selected and has a topic of 'WebEx Session'. The table has columns for Time, Topic, Type, and three status columns (with icons for ? and x). A 'Start' button is next to the 9:45 am entry. At the bottom, there's a 'Cancel Meeting' button and a legend for 'Requests Pending', 'Requests Approved', and 'Requests Rejected'.

Under the **Required information** tab you will need to fill in a Meeting Topic before going into the details of your session. I often suggest a short version of your course ID (ex BIO-101) or just WebEx Session. You can then move onto to all the other tabs by clicking on the numbered list on the right hand side.

NORTHERN KENTUCKY U... x

webex.nku.edu/

NKU Web-Ex

Home Meeting Center Event Center Support Center Training Center My WebEx

downingt1 Log Out

New User Reference

Attend a Meeting

Host a Meeting

Schedule a Meeting

Meet Now

My Meetings

My Recorded Meetings

Set Up

Support

MyResources

User Guides

Downloads

Training

Contact Us

Required Information

Return to [Quick Scheduler](#)

Set options using template: [Meeting Center Default]

- Required field

Meeting type: Meeting Center Pro 1000

Meeting topic: WebEx Session

Delete from My Meetings when completed

Meeting password: qHskTVR9

Password must be at least 4 characters

[Save as template](#)

[Start](#) [Next](#) [Cancel](#)

- 1 Required Information
- 2 Date & Time
- 3 Audio Conference
- 4 Invite Attendees
- 5 Registration
- 6 Agenda & Welcome
- 7 Meeting Options
- 8 Attendee Privileges
- 9 Review

2. Under the **Date & Time** tab be sure to select the proper start date of your meeting as it defaults to the current date. It is also wise to allow attendees to join early to give those who havent had a chance to download the software some extra time to do so. The **estimated duration** isn't forcing a length for you but will be viewable to attendees to get a basis on how long the session will take.

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Date & Time

Return to [Quick Scheduler](#)

Set options using template: [Meeting Center Default]

- Required field

Meeting date: 03/31/2016

Meeting time: 2:55 pm

[New York Time](#) | [Plan meeting time zones](#)

Attendees can join 5 minutes before start time

The first attendee to join will be the presenter

Attendees can also connect to audio conference

Estimated duration: 1 hr 0 min

Email reminder: 15 minutes before meeting starts

Recurrence: None Daily Weekly Monthly Yearly

[Save as template](#)

[Start](#) [Back](#) [Next](#) [Cancel](#)

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3. Under **Recurrence** in the **Date & Time** tab you can specify if you want a recurring meeting. Click **Weekly** select the appropriate days and be sure to select an ending date.

Recurrence: None Daily Weekly Monthly Yearly

Every week(s) on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Ending: No end date
 Ending
 After meetings

4. Skipping to the 4 tab **Invite Attendees** you can go ahead and type in the email address of all expected attendees so they will get a notification email of this meeting when completed. It is also wise to check the **Send a copy of the invitation email to me** box to review the information afterwards. (You can also invite directly inside the meeting)

Invite Attendees

Set options using template: ▼

[Return to Quick Scheduler](#)

• Required field

Attendees:

[Select Attendees](#)

Send a copy of the invitation email to me

Security: Exclude password from email invitation
 Require attendees to have an account on this Website in order to join this meeting

[Save as template](#)

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5. The rest of the scheduling is defaulted to the correct settings for a standard session, just click the green **Schedule Meeting** link at the bottom and it should be prepared.

- Once the meeting is scheduled you can click on **My Meetings** in the left hand navigation to find and start this meeting when appropriate.

The screenshot shows the 'My WebEx Meetings' interface. At the top, there's a navigation bar with 'Home', 'Meeting Center', 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. Below this is a left-hand navigation menu with options like 'New User Reference', 'Attend a Meeting', 'Host a Meeting', 'Schedule a Meeting', 'Meet Now', 'My Meetings' (highlighted), 'My Recorded Meetings', 'Set Up', 'Support', 'MyResources', 'Help', 'Downloads', 'Training', and 'Contact Us'. The main content area is titled 'My WebEx Meetings' and includes a 'Meet Now' link. There are filters for 'Daily', 'Weekly', 'Monthly', and 'All Meetings'. A date selector shows '< August 18, 2016 >'. Below this, there's a dropdown for 'The meetings you host' and a checkbox for 'Show past meetings'. A table lists meetings with columns for 'Time', 'Topic', 'Type', and three status icons (question mark, checkmark, X). One meeting is listed at 9:45 am with the topic 'WebEx Session' and a 'Start' button. At the bottom, there's a 'Cancel Meeting' button and a status summary: 'Requests Pending', 'Requests Approved', and 'Requests Rejected'.

- Once you have selected your session you can review/edit the information or start the meeting.

The screenshot shows the meeting details for 'HSC 101'. The top navigation bar is the same as in the previous screenshot. The left-hand navigation menu is also the same, with 'My Meetings' highlighted. The main content area shows the meeting title 'HSC 101' with a refresh icon. Below the title, it displays the date and time: 'Monday, August 29, 2016 | 3:00 pm Eastern Daylight Time (GMT-04:00) | 2 hours | Not started'. The recurrence is 'Every Monday, from Monday, August 29, 2016, to Monday, December 12, 2016'. The host is 'Travis Downing' with links for 'Edit', 'Cancel meeting', and 'Add to my calendar'. There is a 'More information' link and a large green 'Start' button. At the bottom, there's a disclaimer: 'By joining this meeting, you are accepting the Cisco WebEx Terms of Service and Privacy Statement.'