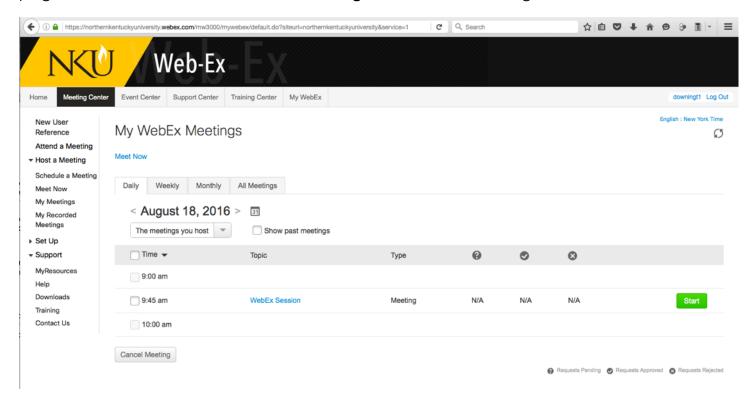
SCHEDULING A WEBEX SESSION

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.

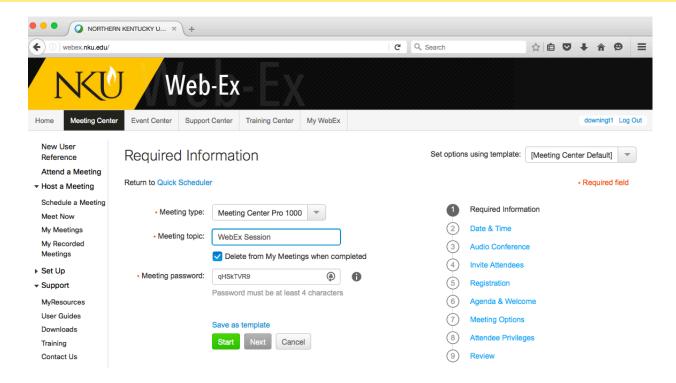


Under the **Required information** tab you will need to fill in a Meeting Topic before going into the details of your session. I often suggest a short version of your course ID (ex BIO-101) or just WebEx Session. You can then move onto to all the other tabe by clicking on the numbered list on the right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

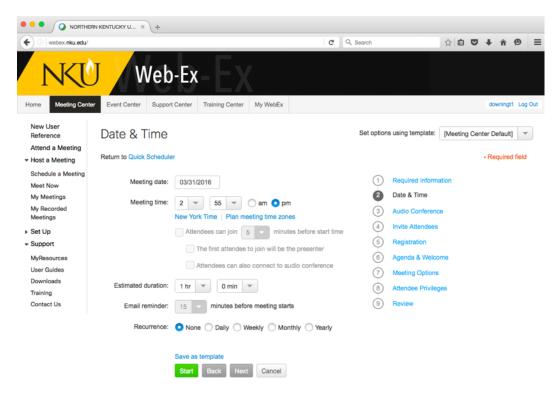








2. Under the **Date & Time** tab be sure to select the proper start date of your meeting as it defaults to the current date. It is also wise to allow attendees to join early to give those who havent had a chance to download the software some extra time to do so. The **estimated duration** isn't forcing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

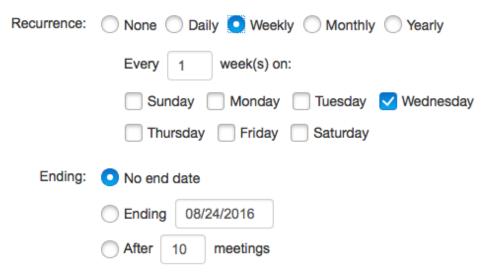




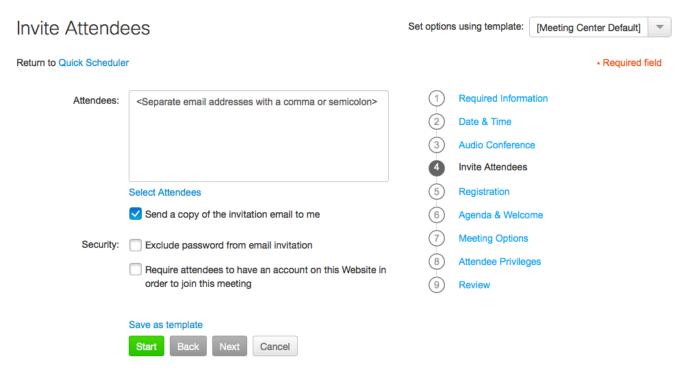




3. Under **Recurrence** in the **Date & Time** tab you can specify if you want a recurring meeting. Click **Weekly** select the appropriate days and be sure to slect and ending date.



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)



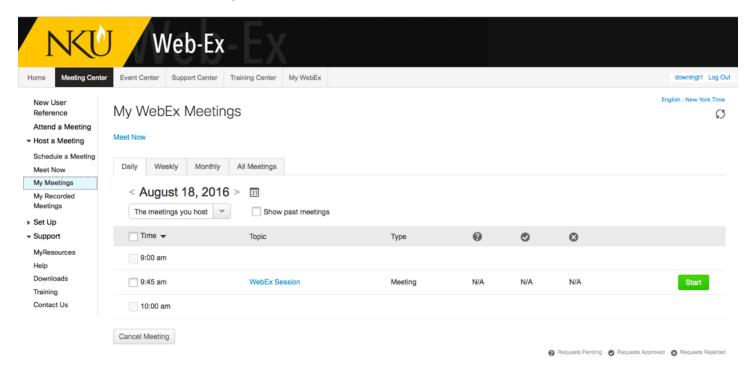
5. The rest of the sceduling is defaulted to the correct settings for a standard session, just click the green **Schedule Meeting** link at the bottom and it should be prepared.







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



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

