

# Hosting a WebEx Meeting

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In order to schedule a meeting, follow the steps below:

In the address bar enter: <https://troyu.webex.com>

Select **Host a Meeting**



Log in to your WebEx account to start your meeting. The College of Business has several divisional and departmental accounts available. Please see your chair to obtain login information for your division/department.

Once signed in, under **Host a Meeting**, select **Schedule a Meeting**.

Enter the Meeting topic and Password. Passwords are required, but there is no minimum length.

When the e-mail invitation is sent to your attendees, the link in that invitation does not require entering the password. It will be provided automatically.

Select Date, Time and Duration of the meeting and enter the attendees email addresses.

The duration only needs to be an estimate for your attendees. Your meeting will not end after that time. It will only end when the host (you) leaves the meeting.

Once you enter the attendees' email addresses in the space provided, they will receive an email with a link to the meeting.

Select [Change audio conference](#) and in the pop up window select [WebEx Audio Only](#).

The screenshot shows the 'Schedule a Meeting' interface. At the top, it says 'Set options using template: [Meeting Center Default]'. Below that, a note says 'To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)'. The form has several sections: 'Meeting topic' (required field), 'Password' and 'Confirm password' (required fields), 'Date' (September 24, 2013), 'Time' (11:00 am, Chicago Time), and 'Duration' (1 hr, 0 min). The 'Attendees' section has a text input field and a 'Use address book...' link. Below the attendees field is a checkbox for 'Send a copy of the invitation email to me'. At the bottom, the 'Audio conference' section is set to 'WebEx Audio' with a yellow arrow pointing to the [Change audio conference...](#) link. The bottom of the form has 'Cancel', 'Save as template...', and 'START NOW' buttons.

Select **START NOW** when you are ready for meeting to start.

If the meeting start time is more than 15 minutes in the future, **START NOW** will read **SCHEDULE MEETING**.

If you are scheduling a future meeting, then at the meeting start time, return to the [WebEx site](#), log in, find your meeting on the calendar and click Start.