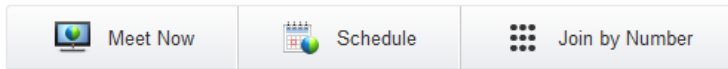


# Hosting a Meeting in WebEx

After you log in to your WebEx account, choose the Schedule tab



The next screen will look like this:

Give your meeting a name, date, and time

## Schedule a WebEx Meeting

\* **What:**

\* **When:**   **Length:**  hr  min

▸ **Recurrence:** None

**Who:**

Type in name or email address and click

▾ **Agenda (optional)** 1200 characters left

Agenda here if you want

▾ **Files | Attach Files**

No files attached.

▾ **Meeting Password (optional) ?**

Find files for the participants by clicking 'files', then 'attach'

Password is optional, but here is where you create it

▾ **Audio Connection:**

Domestic  Call in

Voice connection via computer

Audio defaults to Webex or you can use the dropdown box to select alternate sources

Record this meeting ?

You can record the meeting by checking this box.

Click here and you're ready!