Schedule a Meeting in WebEx

WebEx allows you to schedule meetings which your students can join via an invite link.

1. Log into https://www.ccsu.webex.com/.
2. Click on the **Calendar** button from the menu on the left (Figure 1).
3. Click on the **Schedule** button on the right of the page (Figure 2).
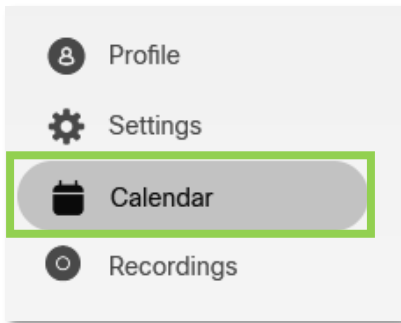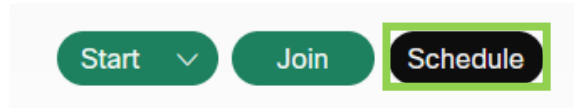

FIGURE 1

FIGURE 2

4. You will be presented with the **Schedule a meeting** page (Figure 3). Enter the **Meeting Topic**.
5. Select the **Date and Time** the meeting will start, as well as the **duration**.
6. Click the check box next to **Recurrence** if the meeting will happen on a schedule, for example, once every week (Figure 4).
   a. Select the **pattern**. You will typically want to leave this on **Weekly** for courses which meet on only certain days every week.
   b. Select the **days of the** week you will meet.
   c. Set when the recurring meetings should **end**. You can end them on a certain date or after a set number of meetings.
7. You can directly invite people by putting their email address in **Invitees**.
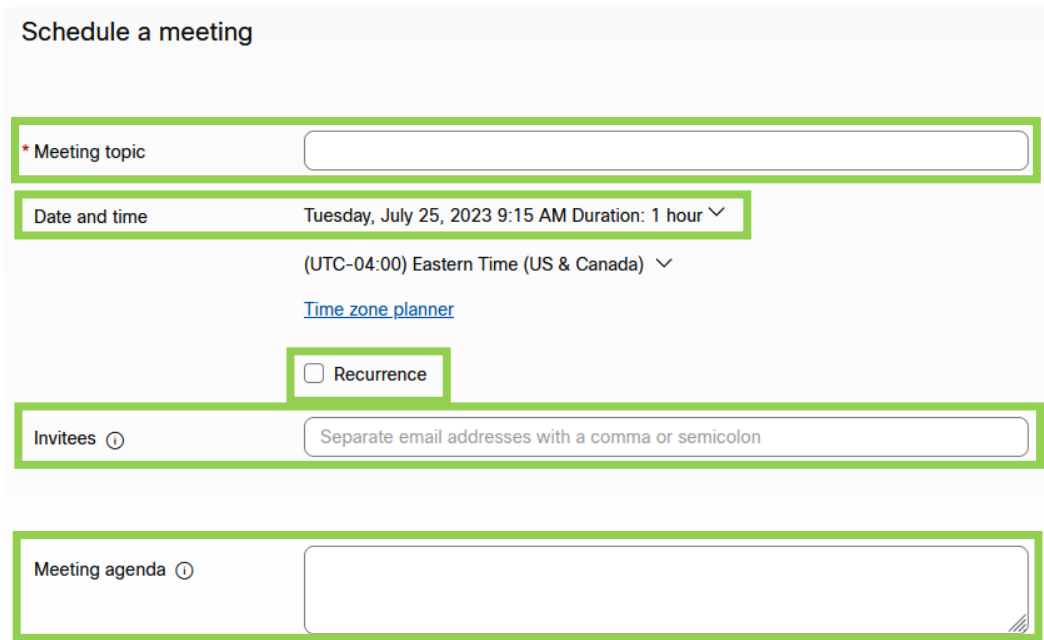8. The **Meeting Agenda** allows you to type a description of the meeting.

FIGURE 3

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FIGURE 4

9. Click on the **Security** drop-down (Figure 5).
10. Enter a **Meeting password** or leave the automatic password WebEx generated.
11. Select what should happen when a user who wasn't invited to the meeting joins under **Auto admit**.
12. Select **Auto lock** to prevent new people from joining after a set period.

FIGURE 5

13. Click the **Schedule** button at the bottom of the page to schedule the meeting.
14. Once the meeting has been scheduled, you will need to send out the invite link via Blackboard or email. Please follow this guide to learn how to send a meeting link through Blackboard.