Scheduling a Meeting using WebEx Meeting Site

There are two different types of roles when scheduling a WebEx Meeting. The *Host* role, typically the person scheduling and then hosting the meeting, and attendees, the participants in the meeting. A host can also transfer the host responsibility over to another attendee already present when in a WebEx Meeting.

You can schedule or start a meeting using the WebEx Meeting Site, located at: NCCU.WebEx.com

**How to Schedule a Meeting**

1. Navigate to your WebEx Meeting Site at the above URL using a web browser.
2. Click *Meeting Center* at the top of the browser window.
3. Select *Host a Meeting*, then *Schedule a Meeting*, from the right hand column.
4. Enter the *Meeting Topic*, the name that you wish to title your meeting, a meeting password, the date and time of your meeting, the estimated duration, emails of people you wish to invite to your meeting.
5. When you are finished click the green *Schedule* button.

(Note: If it is within 15 minutes of the beginning of the meeting the button will be labeled Start. When clicked you can immediately start and join a meeting.)

**Meeting Center Templates**

WebEx Meeting Templates allows you to schedule a meeting and save that meeting’s options as a template for quick access in the future. Refer to the Meeting Center Templates Quick Reference Guide for more information.

**To Learn more about how to join or host collaborative meetings using WebEx Meeting Center, visit:**

http://help.WebEx.com