Scheduling a WebEx Meetings (Draft)

You may schedule a personal WebEx meeting using your personal room on a personal/work computer.

- Navigate to webex.uconn.edu
- Use the green **UConn WebEx Login** button near the bottom of the page
- Then use the blue **Sign In** button in the top-right corner of the window
- Use your UConn NetID to sign in

- At your WebEx Home screen, click on the **Schedule** button

- Use "WebEx Meetings Pro 1000" for the meeting type. This should be your default choice
- Enter information according to the field
- Click on the drop down arrows to set the date and time

Optional Advanced Options

- Click the drop down arrow for "Show advanced options"
- Under the "Audio connection options" menu, look at the "Entry and exit tone"
  - this is a sound that will play when someone enters or leaves the room
  - You can have WebEx announce the name that the user has typed in, play a simple beep, or produce no sound at all
- Under the "Scheduling Options"
  - Check the "Automatic recording" box if you want you meeting to the recording of your meeting to happen as soon as you begin the call
  - Check the "Exclude password" option if you opted to protect your meeting with a password, but you don’t
want that password to be included in the automatically generated invitation email.

- You will have to share the password yourself with your invitees

**Booking the Scheduled Meeting**

- Continue down until you see the blue "Schedule" button
  - You may save these settings as a template if you plan on replicating this meeting
- Click the "Schedule" button to finish your setup and to send the automatically generated emails