



## Schedule a Webex Meeting

1. Open a browser and navigate to <https://webex.rutgers.edu/>.
2. Click "Log in."



3. Click the blue "Sign In" button in the upper right.



4. Enter your NetID and password, then click Login.

**NetID:**

**Password:**  **Ensure proper security**

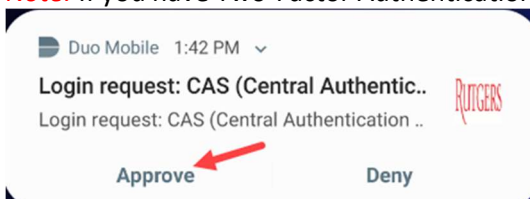
**Authentication Type:** Default

**Notify me before logging me into other sites.**

*To protect your privacy, please logout and exit your browser when you are done ac*

[Forgotten NetID or password?](#) First-time users, [activate your NetID.](#)

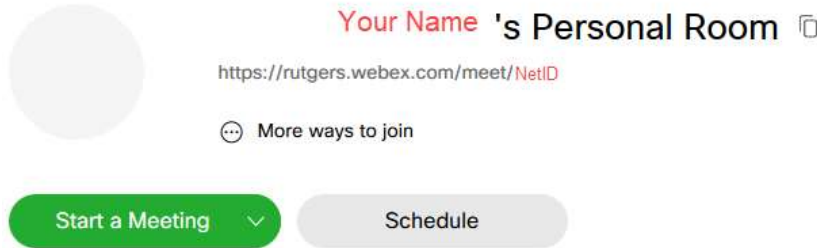
**Note:** If you have Two-Factor Authentication/Duo enabled, approve the push notification in the phone app





## Schedule a Webex Meeting

5. You will see the information for your personal meeting room.



Your Name 's Personal Room

https://rutgers.webex.com/meet/NetID

More ways to join

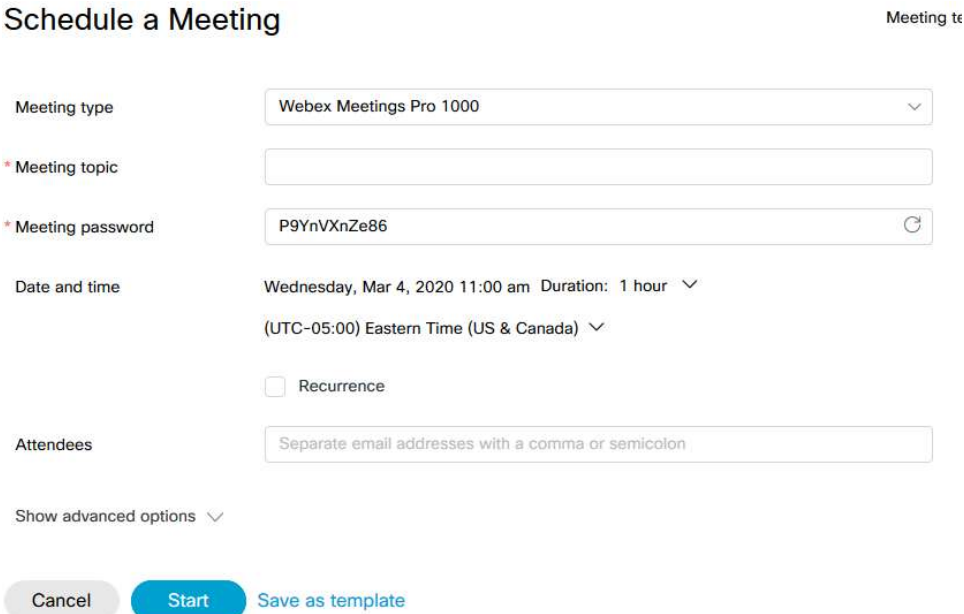
Start a Meeting Schedule

6. Click on "Schedule."



Start a Meeting Schedule

7. You will see the option for scheduling a meeting.  
Schedule a Meeting



Meeting type: Webex Meetings Pro 1000

\* Meeting topic: [Empty]

\* Meeting password: P9YnVXnZe86

Date and time: Wednesday, Mar 4, 2020 11:00 am Duration: 1 hour

(UTC-05:00) Eastern Time (US & Canada)

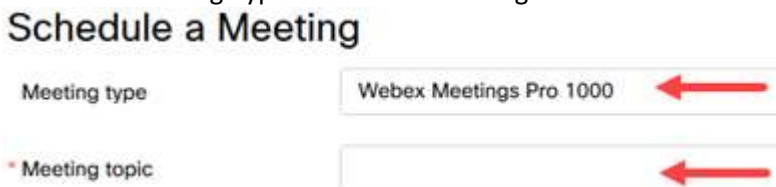
Recurrence

Attendees: Separate email addresses with a comma or semicolon

Show advanced options

Cancel Start Save as template

8. Leave the Meeting Type as "Webex Meetings Pro 1000." Fill out a Meeting Topic.



Meeting type: Webex Meetings Pro 1000

\* Meeting topic: [Empty]

9. A password will be automatically generated, you can change it if you want. This is the password that other users will need to enter to access your meeting. This password will change every time you schedule a meeting.





\* Meeting password: GrxzRwn9s56




## Schedule a Webex Meeting

10. Select the date and time for the meeting to take place by clicking the down arrow. Select the appropriate date from the calendar, then set the time on the right.

Date and time Wednesday, Mar 4, 2020 11:05 am Duration: 1 hour  

Attendees

Show advanced options 

Cancel Start

Mar 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Time

11 : 05


am  pm



Duration

1 hour 0 minutes

Done

11. Use the left and right arrows to change the month if needed.

Wednesday, Mar 4, 2020 11:05 am Duration: 1 hour 

 Mar 2020 

Time

12. Once you have the correct date and time, click "Done."

Mar 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Time


11 : 05

am  pm

Duration

1 hour 0 minutes

Done





## Schedule a Webex Meeting

13. If you want this to be a recurring meeting, check the "Recurrence" box. Select the days you want it to happen, and if there should be an end time or not.

Recurrence

Recurrence pattern: Weekly

Recurrence on: Every 1 week(s)

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Ending

No end date

Ending: 03/04/2020

After: 10 meetings

14. To invite people to the meeting, go to the Attendees section next. If they are within Rutgers, you can start typing their names and it will bring up their contact info from the Directory. They will also show at the top if you've invited them recently. If they are outside, type the user's email address and hit enter to add them.

Attendees: lucas

Show advanced options

Recent

LD	Lucas Dalenberg	ld629@gsapp.rutgers.edu
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Directory

LD	Lucas Dalenberg ld629	ld629@gsapp.rutgers.edu
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Cancel Schedule

15. Click on their name to add them to the list of attendees, and they will show up below.

Attendees

Separate email addresses with a comma or semicolon

LD	Lucas Dalenberg		
----	-----------------	--	--

16. If they are outside of Rutgers, type the user's email address and hit enter to add them (the email address will show up in the list of attendees). When all attendees are added, click "Schedule."

Show advanced options

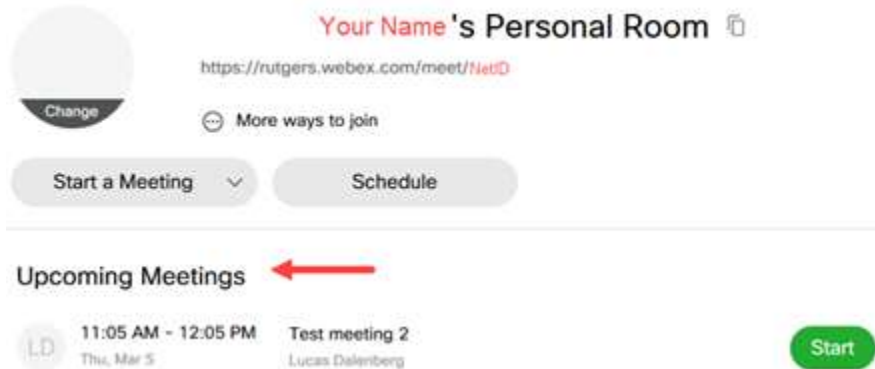
Cancel Schedule Save as template

**NOTE:** If the button says "Start" instead of Schedule, then you didn't change the meeting date and time for the future and it is scheduled for right now.

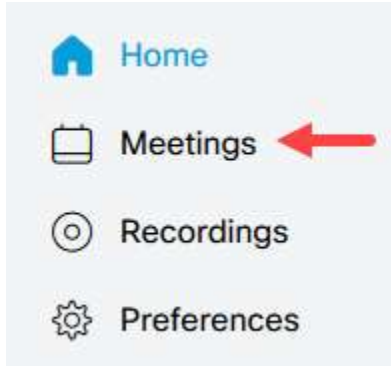


## Schedule a Webex Meeting

17. After scheduling, you will be back at the main screen and you will see your meeting summarized. The next time you log into Webex, you will see the meeting in your "Upcoming Meetings" section.



18. This list can also be accessed at any time by clicking on "Meetings" on the left menu.



19. The attendees will receive an email with the meeting invitation with all the necessary information to connect.

**Your name** invites you to join this Webex meeting.

Meeting number (access code): 798 037 087

Meeting password: Password

Thursday, March 5, 2020

11:05 am | (UTC-05:00) Eastern Time (US & Canada) | 1 hr

[Join meeting](#)

### Join by phone

Tap to call in from a mobile device (attendees only)

[+1-650-429-3300](#) USA Toll

[Global call-in numbers](#)



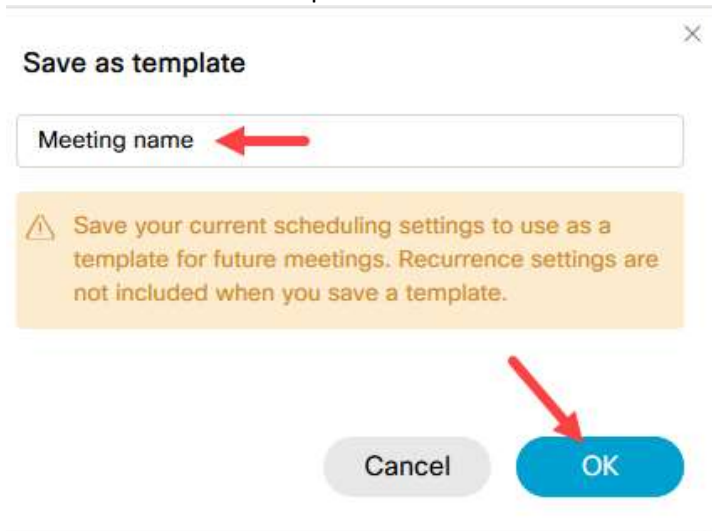
## Schedule a Webex Meeting

20. If you think you will be scheduling a meeting with the same attendees, you can save this meeting as a template by clicking on "Save as template."

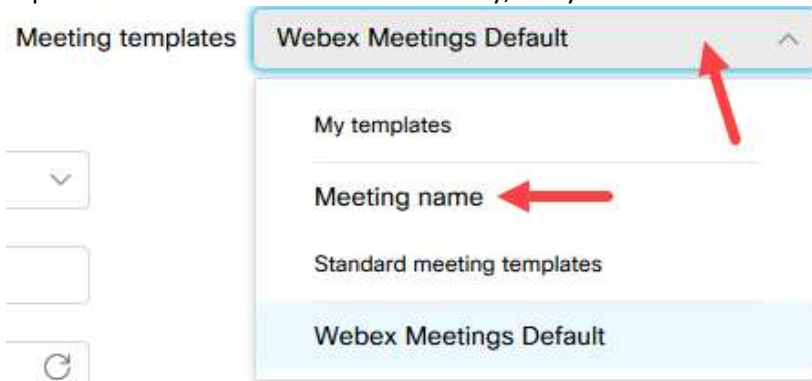
Show advanced options ▾



21. Enter a name for this template then click "OK."



22. The next time you schedule a meeting, click on "Meeting templates" and select the template name. The same topic and attendees will be added already, but you will need to set the date and time again.



If you need further assistance, please contact GSAPP-IT:

- |   |  |
|---|--|
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