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.

**Note:** If you have Two-Factor Authentication/Duo enabled, approve the push notification in the phone app.
5. You will see the information for your personal meeting room.

6. Click on "Schedule."

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

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

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.
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.

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

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

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.

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

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."

**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.
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
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."

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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