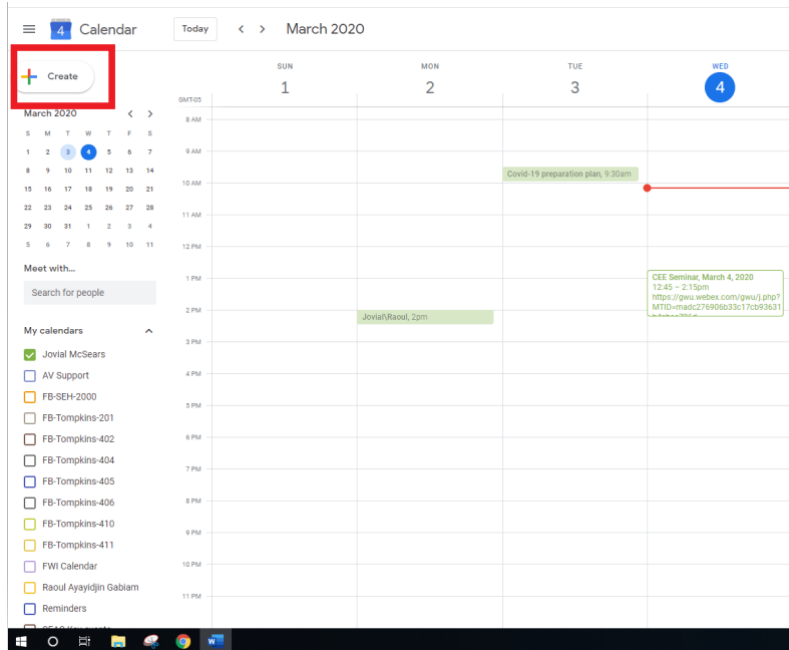


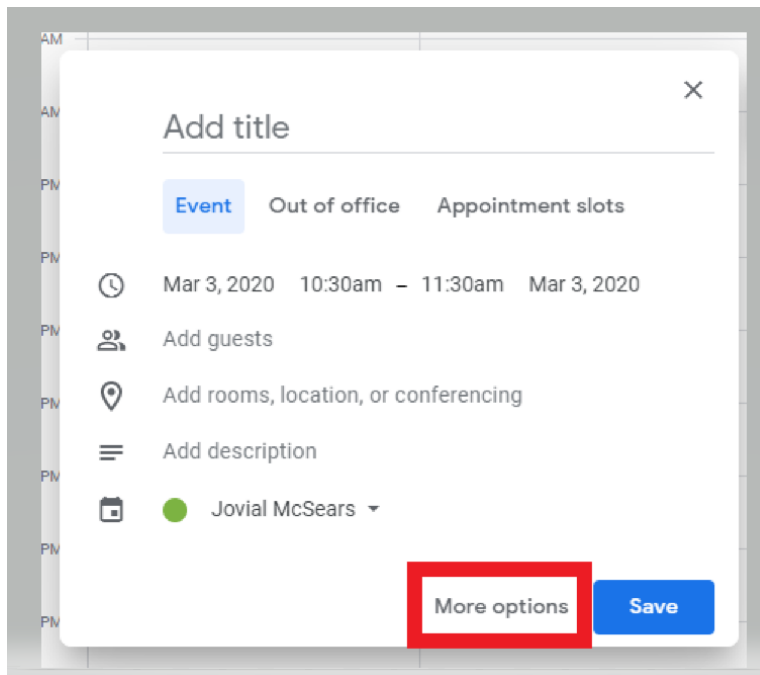
Scheduling a Webex Meeting

Scheduling a Webex Meeting using Google Calendar

1. In Google Calendar Click on create

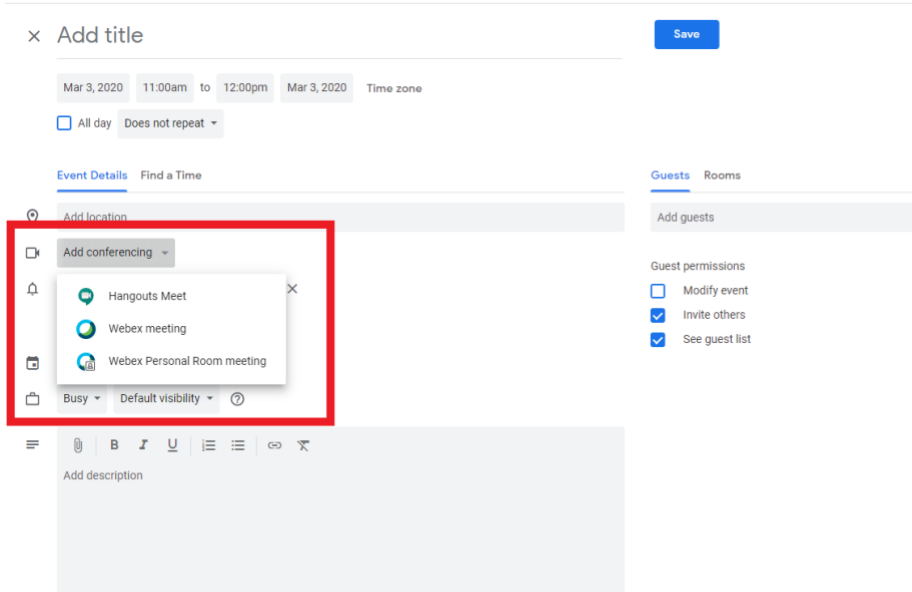


2. Click more options



3. Add the title of the meeting, date, time, and add the email of the guest under add guest.

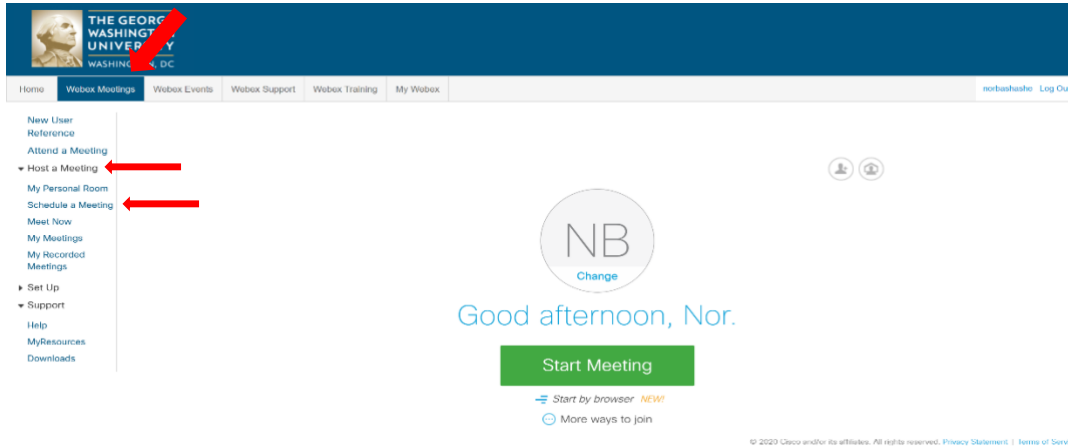
4. Click the drop down menu at “add Conferencing” and select Webex



5. Click on Save.

Scheduling a Webex Meeting from Webex Website

1. Sign-in to your Cisco Webex Site (gwu.webex.com)
2. Under “Webex Meetings”, go to *Host a Meeting* and select *Schedule a Meeting*.
If you are in the Advanced Scheduler, click the Return to Quick Scheduler.





3. Enter the details for your meeting and select Schedule Meeting or Start.

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)

* Meeting topic:

* Password:  

Date:

Time: am pm
[San Francisco Time](#)

Duration:

Attendees:
[Use address book](#)

Send a copy of the invitation email to me

Audio conference: Use VoIP only
[Change audio conference](#)

[Save as template](#)