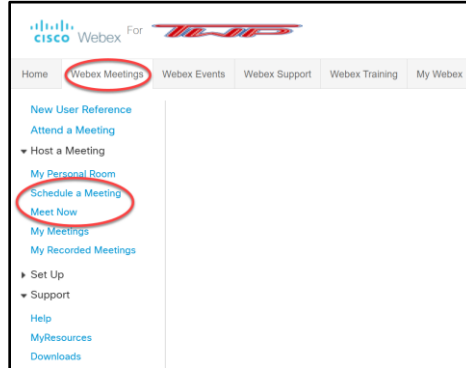


Hosting WebEx Meetings

- [WTPS.WebEx.com](https://wps.webex.com) -> Click on blue SIGN IN button to log in
- To start/host a session:
 - Click on the tab at the top that says **WebEx Meetings**
 - You can choose to **Schedule a Meeting** or do an instant session with **Meet Now**.



Pro tip: Try this whole thing with colleagues or a family member first (or even another email that you own) so that you become familiar with the steps as both a presenter AND an invitee.

To SCHEDULE a meeting:

There are just a few fields. Many are self-explanatory, but here are a few helpful tips:

Schedule a Meeting

Meeting templates: Webex Meetings Default

Meeting type: Webex Meetings Pro Meeting Leave this as is.

* Meeting topic: Kathi WebEx Demo Name your session and you can set a custom password.
*Don't make the password easy to guess!
*NEVER post room info anywhere publicly

* Meeting password: YouCanDoThis

Date and time: Sunday, Apr 5, 2020 10:30 am Duration: 30 minutes Set your date and time.
(UTC-04:00) Eastern Time (US & Canada)

Recurrence

Attendees: Add attendees by typing their emails. Hit enter after each entry. You will see them appear below.

Advanced options

If you entered a date & time that is in the future, this button will say SCHEDULE. If you wanted to start the meeting immediately, don't adjust the date or time, and this button will say START.



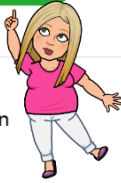
Kathi WebEx Demo



Hosted by Kathi Kersznowski

10:30 AM - 11:00 AM | Sunday, Apr 5 2020 | (UTC-04:00) Eastern Time (US & Canada)

Start Meeting ▾



Meeting Information

Meeting link: <https://wtps.webex.com/wtps/j.php?MTID=md1d738f37607c756e9df2e13129c8873>

Meeting number: 716 978 106

Password: YouCanDoThis

Host key: 930629

More ways to join

Join by video system: Dial 716978106@wtps.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone: +1-408-418-9388 United States Toll

Access code: 716 978 106

[Global call-in numbers](#)

Who is invited?

Enter email address to add attendee

- K KathiK@RockTheWebEx.com
- K kathi@funpd.com
- K kerszi@loveonlinemeetings.com

You can still add extra attendees and they will receive an email invitation immediately.

This page is what you will see once you click SCHEDULE.

Webex meeting scheduled: Kathi WebEx Demo

CW Cisco Webex <messenger@webex.com>
Sun 4/5/2020 9:03 AM
Kathi Kersznowski ▾

How You Start A Scheduled Meeting

Webex meeting scheduled: Kathi WebEx Demo
Sun 4/5/2020 10:30 AM - 11:00 AM
<https://wtps.webex.com/wtps/j.php?MTID=md1d738f37607c756e9df2e13129c8873>

No conflicts
 Yes Maybe No

Webex_Meeting.ics
7 KB



You are the host for this Webex meeting.

When it's time, start your Webex meeting here.

Meeting number (access code): 716 978 106
Meeting password: YouCanDoThis
Host key: 930629

Sunday, April 5, 2020
10:30 am | (UTC-04:00) Eastern Time (US & Canada) | 30 mins

Start meeting

Join by phone
Tap to call in from a mobile device (attendees only)
+1-408-418-9388 United States Toll
[Global call-in numbers](#)

Join from a video system or application
Dial [716978106@wtps.webex.com](tel:716978106)
You can also dial 173.243.2.68 and enter your meeting number.

WebEx sent you an email AND a calendar invite. You don't need to click YES, but if you do, this will also be added as an event on your Outlook Calendar.

This will be the confirmation email that you receive in your inbox. It's that easy – just click START MEETING right here in your email when you're ready to go!

Webex meeting invitation: Kathi WebEx Demo

How Attendees Join

Kathi Kersznowski <messenger@webex.com>
To
Reply Forward Delete

2 attachments View Download

Kathi Kersznowski invites you to join this Webex meeting.

Meeting number (access code): 716 978 106
Meeting password: YouCanDoThis

Sunday, April 5, 2020
10:30 am | (UTC-04:00) Eastern Time (US & Canada) | 30 mins

Join meeting

Join by phone

Tap to call in from a mobile device (attendees only)
[+1-408-418-9388](tel:+14084189388) United States Toll
[Global call-in numbers](#)

Join from a video system or application

Dial [716978106@wtps.webex.com](tel:716978106@wtps.webex.com)
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [716978106.wtps@lync.webex.com](tel:716978106.wtps@lync.webex.com)

is this thing on?



This is what your attendees will see when they get the email invite. All they need to do is click the JOIN MEETING button.

They could also use the JOIN BY PHONE option if they need to (internet down, not at home, etc.)

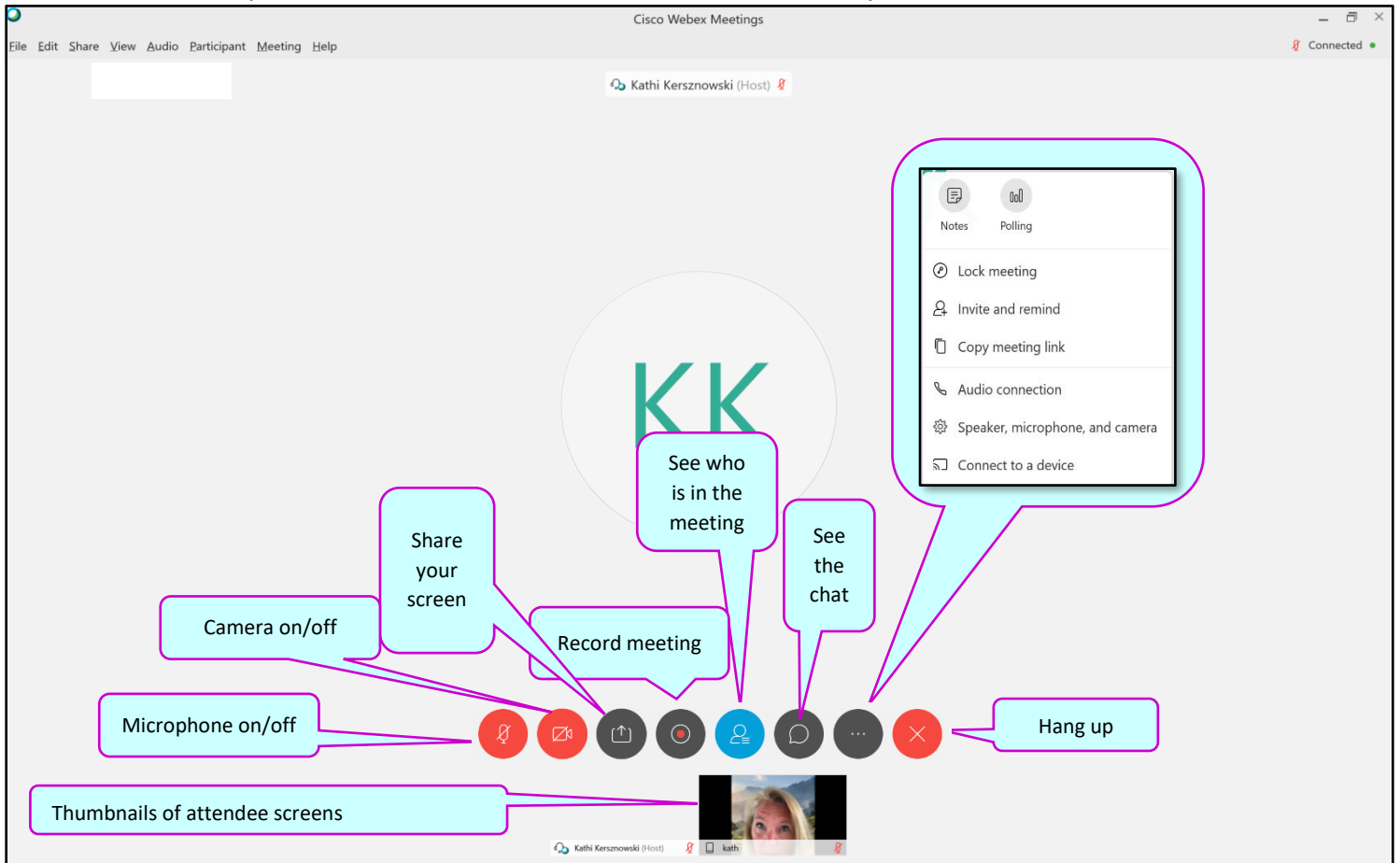
*Attendees will get a calendar reminder 15 minutes before the meeting.

The screenshot shows the Cisco Webex Meetings desktop application window. At the top, it says 'Cisco Webex Meetings' and 'Kathi WebEx Demo'. Below that, the meeting title 'Kathi WebEx Demo' and time '10:30 AM - 11:00 AM' are displayed. In the center, there is a large circular button with 'KK' on it. At the bottom, there are three buttons: a microphone icon, a camera icon, and a green 'Start Meeting' button. Below these buttons, there are three settings: 'Use video system', 'Use computer for audio', and 'Realtek High Definition A...'. A speech bubble points to the microphone and camera buttons.

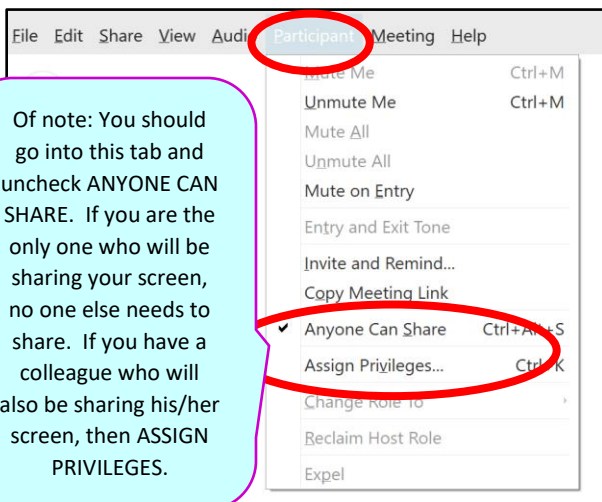
You can turn your microphone and camera on or off before you enter the meeting.

Having trouble opening the desktop app? [Join from your browser.](#)
Don't have the desktop app? [Download it now.](#)

The meeting will immediately begin launching on your computer, and this is what the WebEx screen looks like (with only one participant in this screenshot):



TWO HANDY TIPS:



Of note: You should go into this tab and uncheck ANYONE CAN SHARE. If you are the only one who will be sharing your screen, no one else needs to share. If you have a colleague who will also be sharing his/her screen, then ASSIGN PRIVILEGES.

There's a phone app for that!
If you'll be using WebEx a lot, this is a pretty handy thing to have if you won't be home or if your internet is down. **SMART!**



That's it! You've successfully launched a WebEx meeting!