How to Schedule a WebEx Meeting

Introduction
Meetings can be scheduled or started using the Cisco WebEx meeting desktop application or using the web interface. If you would like to use the web interface, please go to https://unioncc.webex.com/. This documentation will cover using the desktop application, but the web interface will be similar, so please explore that as well.

You can also integrate WebEx meetings with Microsoft Outlook. If you have Outlook but do not see the “Meet now” and “Schedule Meeting” buttons in the ribbon menu, you will need to install the WebEx Productivity Tools. To install these tools, navigate to https://unioncc.webex.com/, then to Downloads from the menu on the left (three horizontal lines), and look for “Cisco WebEx Productivity Tools”.

Schedule a meeting using the WebEx Meeting App
Open WebEx meetings. In this panel you will see two buttons at the top, “Start a Meeting” and “Schedule”. If you click on “Start a Meeting”, you will be presented with a setup screen to begin a meeting immediately. You can have people join that meeting by having them go to your Personal room link, which would look like https://unioncc.webex.com/meet/your.username.

To Schedule a meeting, click on Schedule. If you have Outlook, this will open an Outlook meeting dialog. If you do not have Outlook, it will open the web interface.
Using the Web Interface

Go to https://unioncc.webex.com/, click the ‘Sign In’ button on the top right and log on with your Union County College credentials.

Now click the ‘Schedule’ button.
You will now be at the page to ‘Schedule a Meeting’. From here, you can schedule a WebEx Pro meeting or a WebEx personal conference. (more info available here: https://help.webex.com/en-us/k3jv9i/Compare-Cisco-Webex-Meeting-Types) In this case we will schedule a WebEx Pro meeting.

Where it says ‘Date and Time’ you can use the calendar and dropdowns to schedule the meeting at the desired date and time.

Once the date and time are scheduled, you can then check the option for a recurring meeting (if needed) and then add the attendees’ email addresses.
Once all the necessary information is completed, you can then click the blue ‘Schedule’ Button. When completed, this will be emailed to all attendees as a meeting invite.

Using Outlook to schedule meetings

After clicking Schedule, a dialog will open for your WebEx meeting settings. The invites will be setup just like any Outlook meeting by adding people to the ‘To’... Field.
You can also initiate the meeting from within Outlook using the ‘Schedule Meeting’ button.