

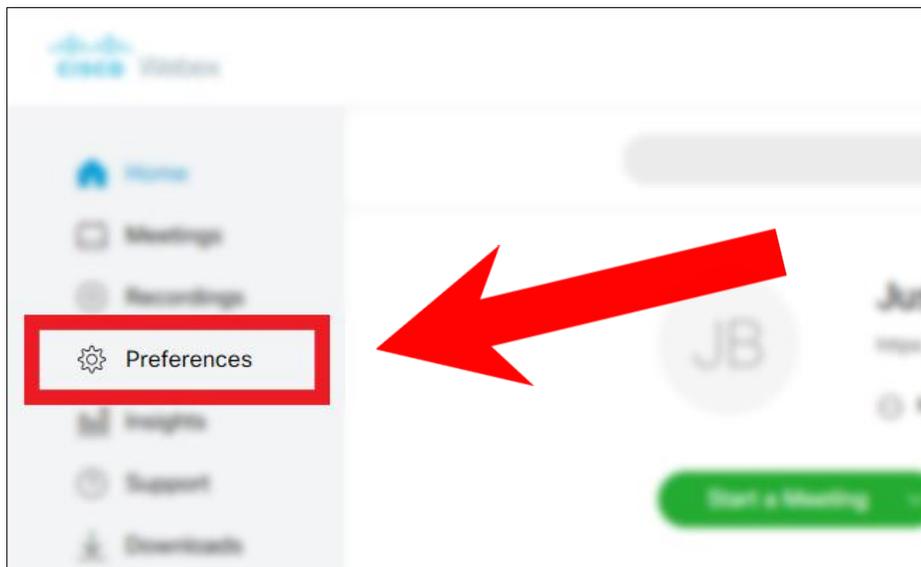
WebEx Basics

Scheduling Meetings and Configuring Settings

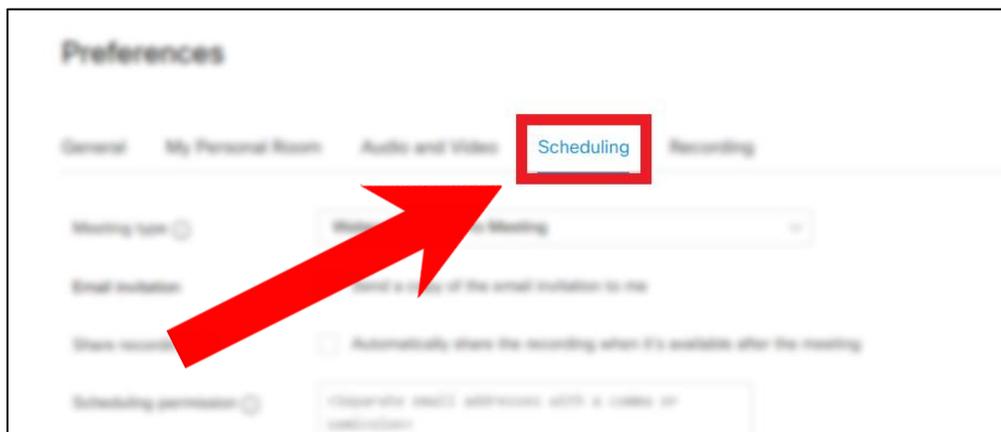
Scheduling Permissions (optional)

With Webex, you have the option of allowing other users to schedule meetings on your behalf as well as make changes to existing meetings. See the steps below on how to set this up.

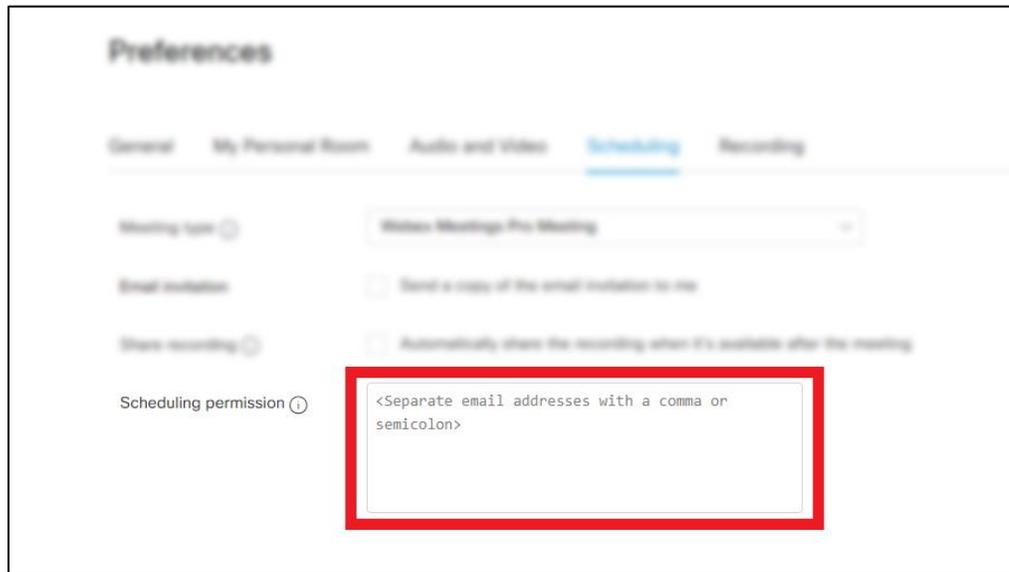
1. Go to libertyu.webex.com and sign into your account with your Liberty credentials
2. Select **Preferences** in the left menu



3. Choose **Scheduling** from the list of options on the top



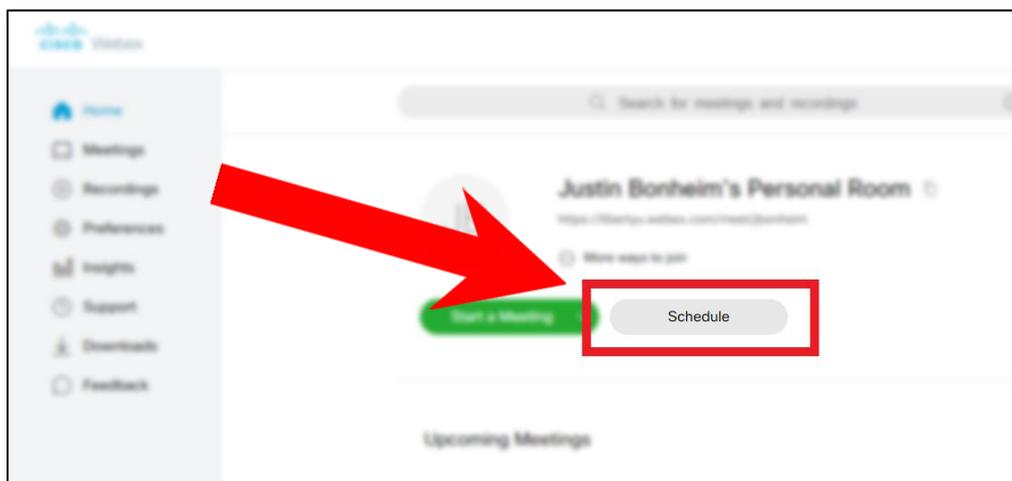
4. Add the **email address** of the individual(s) you would like to allow to schedule on your behalf and then save the settings



Note: Adding someone to this list will allow them to schedule meetings in your name. Do not add anyone who you do not wish to schedule meetings in your name.

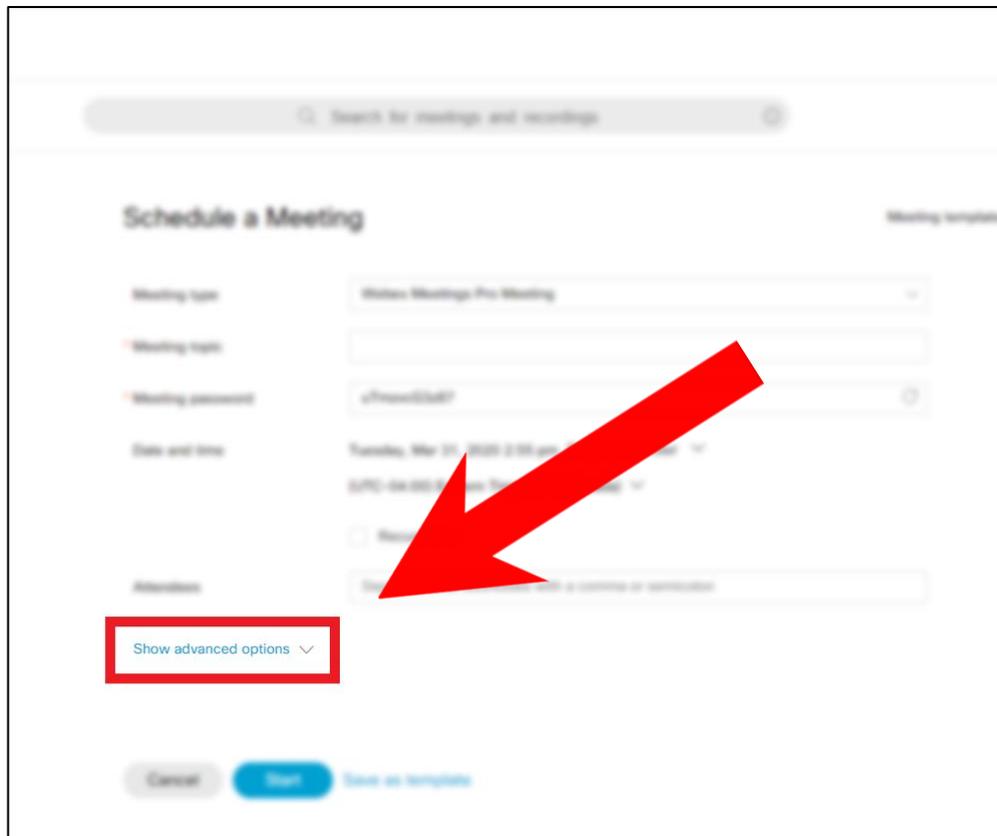
Scheduling a Meeting

1. From the **Home** page, click on the **Schedule** button

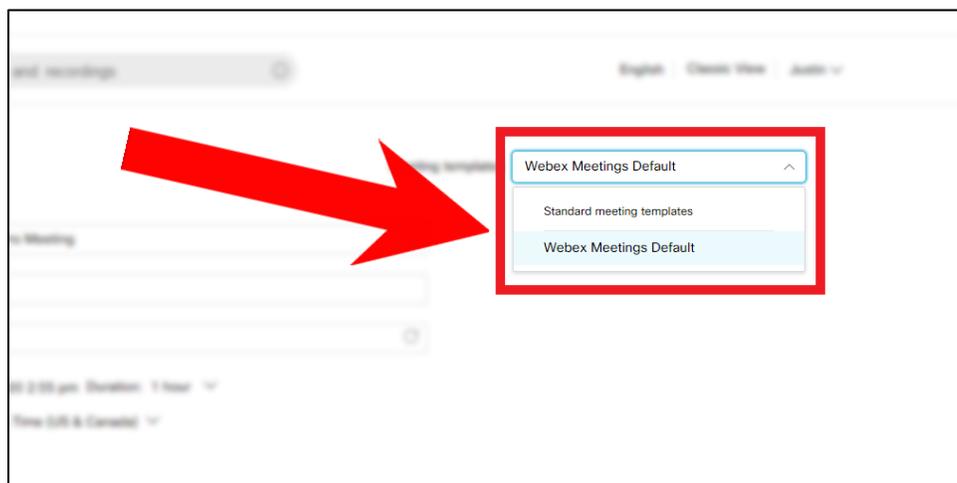


Note: You can also schedule meetings from the **Meetings** tab on the left menu

2. In addition to the basic settings shown, you can click the drop down to show **Advanced Settings**



3. If you have previously made a meeting **Template**, you can select one by using the drop down in the top right



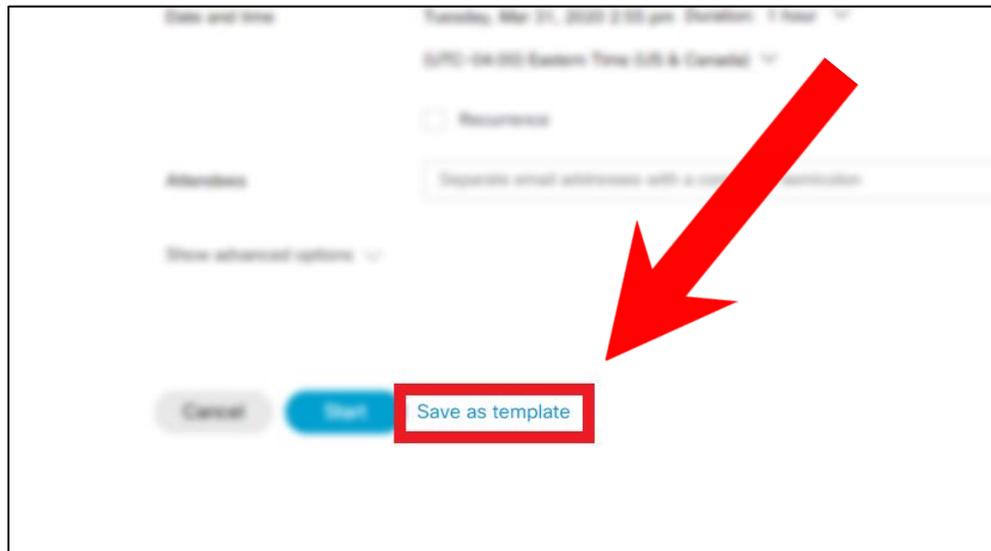
- If someone has allowed you to **schedule on their behalf**, there will also be a drop down at the top that will allow you to change who is scheduling the meeting

The screenshot shows the 'Schedule a Meeting' interface. A red rectangular box highlights the 'Schedule for' dropdown menu, which is currently set to 'Myself'. Below the dropdown, the options 'Myself' and 'Mark [redacted]' are visible. Other form fields include 'Meeting type', 'Meeting topic', 'Meeting password' (DuPMz0H3E7), 'Date and time' (Wednesday, Apr 1, 2020 1:25 pm), and 'Attendees'. At the bottom, there are 'Cancel', 'Start', and 'Save as template' buttons.

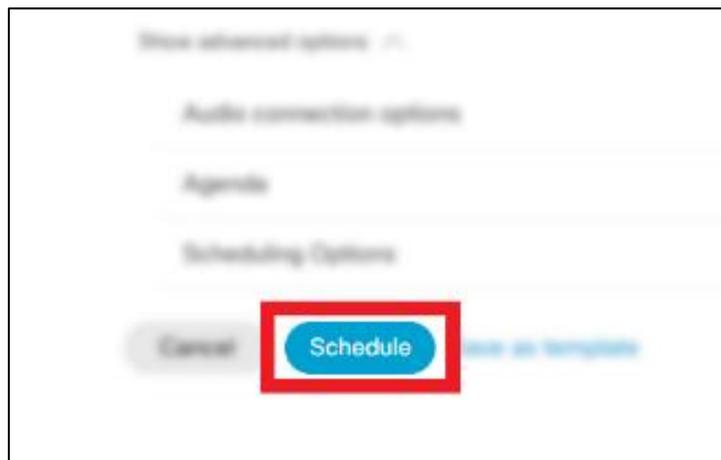
- Be sure to set the meeting details

The screenshot shows the 'Schedule a Meeting' interface with a red rectangular box highlighting several fields: 'Meeting type' (Webex Meetings Pro Meeting), 'Meeting topic' (empty), 'Meeting password' (uTmzvcG3z87), 'Date and time' (Tuesday, Mar 31, 2020 2:55 pm), and 'Attendees' (Separate email addresses with a comma or semicolon). The 'Recurrence' checkbox is unchecked. At the bottom, there are 'Cancel', 'Start', and 'Save as template' buttons.

6. Once you have finished setting up the meeting, you can select **Save as template** if you plan on setting up many meetings of this type



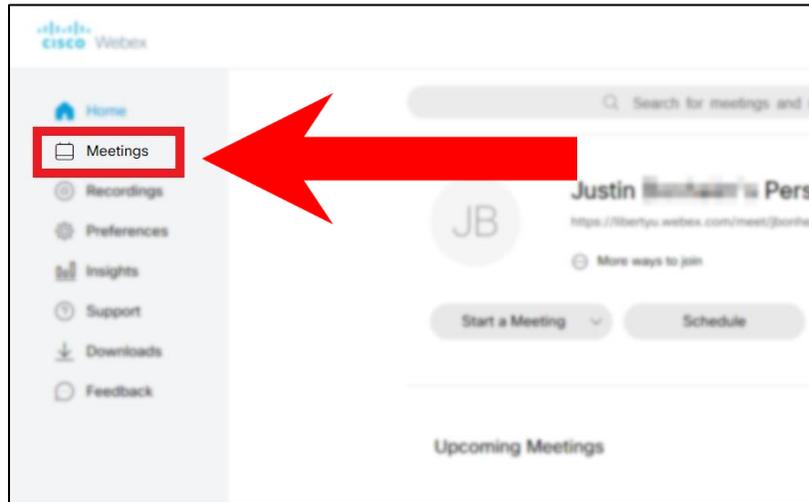
7. Once you are ready to save your meeting select **Schedule** at the bottom



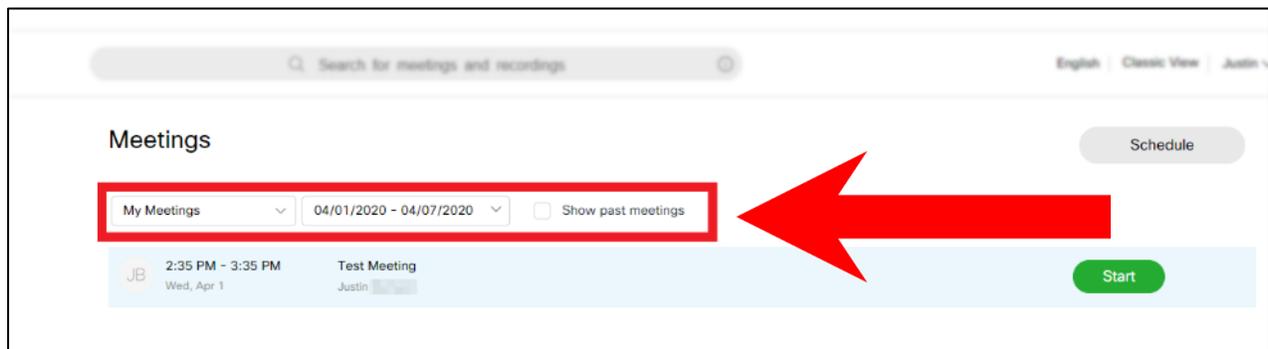
Note: If the meeting you are creating is planned to start within 15 minutes, the **Schedule** button will instead say **Start** and will start the meeting

Cancelling/Editing a Meeting

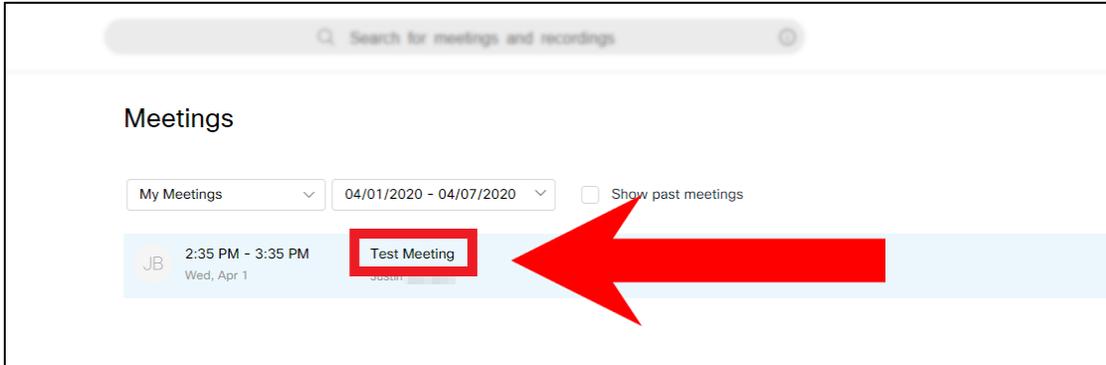
1. From the **Home** page, click on the **Meetings** button in the left-hand menu



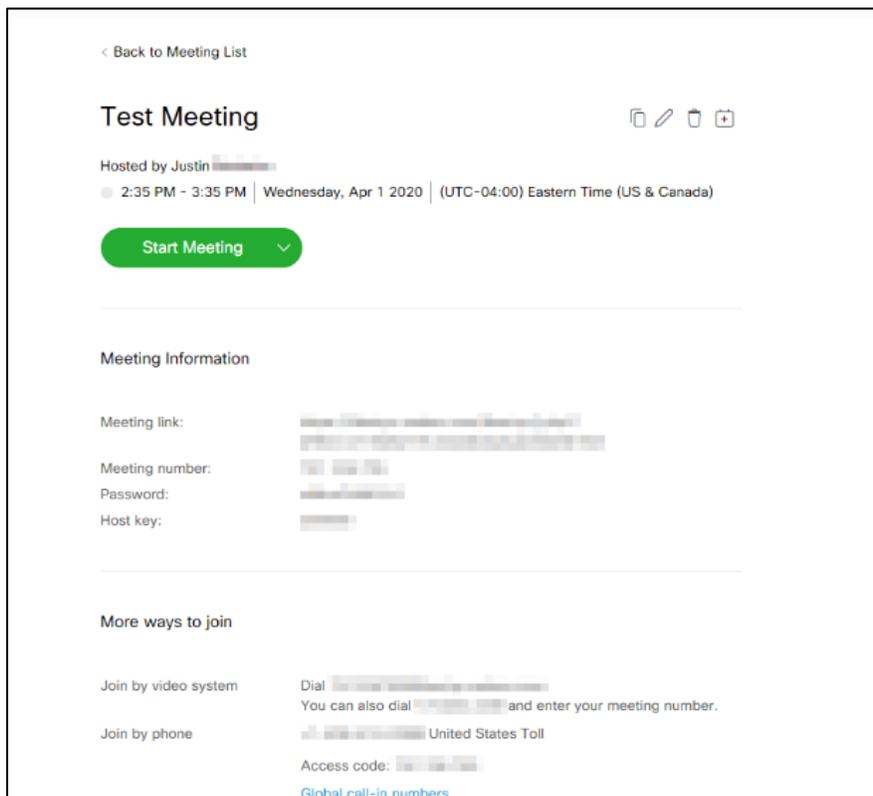
2. You will be able to see all of your scheduled meetings. If you are unable to see any scheduled meetings, be sure to check the **filters** at the top of the page.



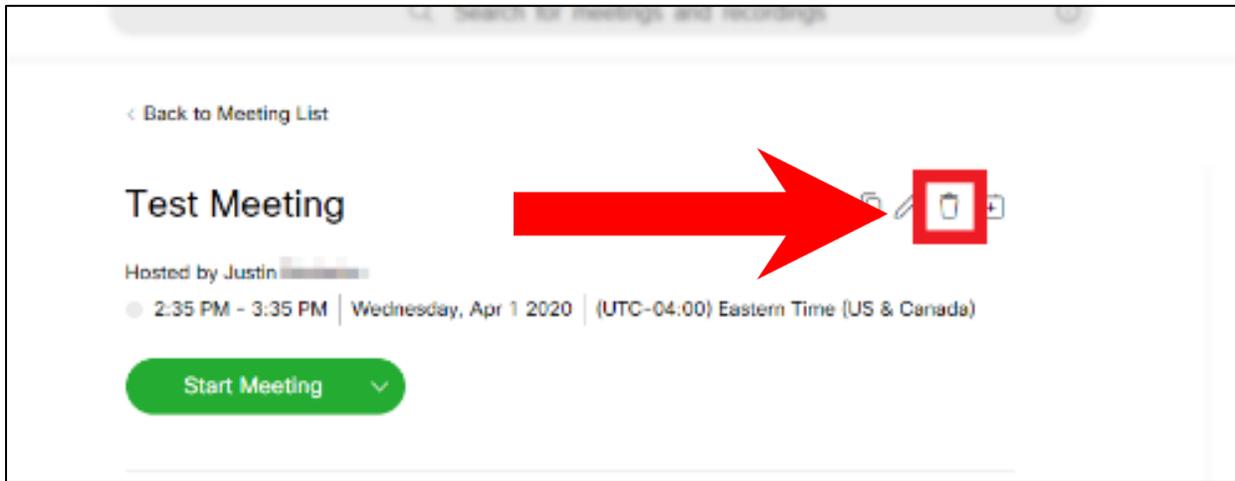
- To select a meeting, click on the **Meeting Title**



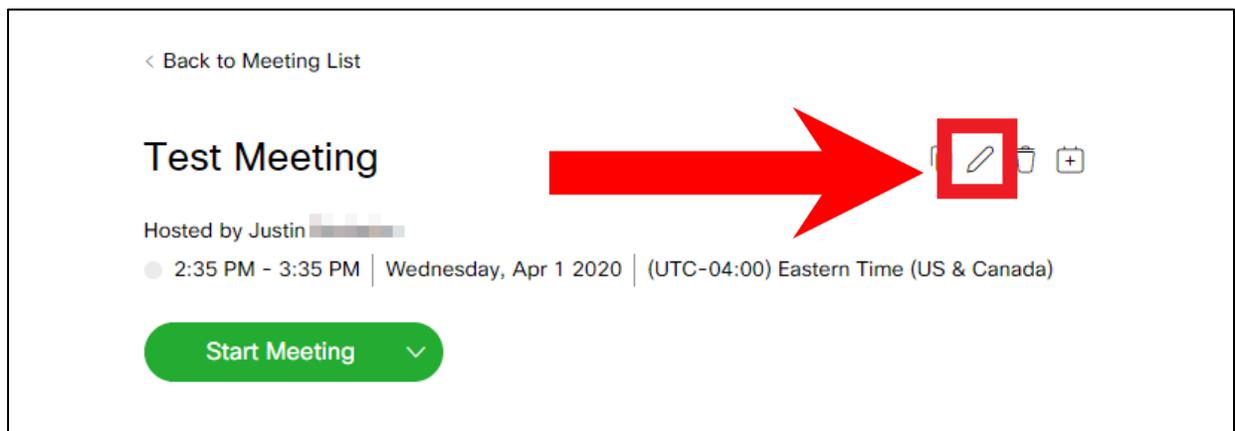
- This will take you to the **Meeting Info** page. From here you can start a meeting, view it's details, and make changes to it



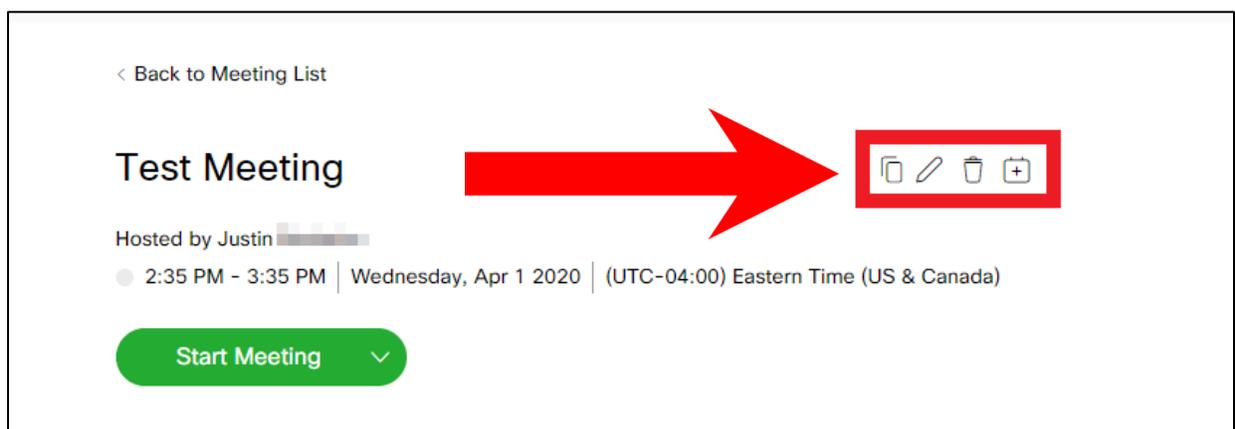
5. To cancel a meeting, select the **Trash can** to the right of the meeting title



6. To edit a meeting, select the **Pencil** to the right of the meeting title



7. You can also add the meeting to your calendar or copy the meeting by selecting **their respective icons** to the right of the meeting title



Contact Information

IT Training

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- Website: liberty.edu/tec

IT Remote Support

- Phone: 434-592-7800
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IT Campus Support

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- Demoss Hall 2414
- LUCOM 3122
- River Ridge 20Q