

[WebEx Live Class: Using the Advanced Scheduler](#)

When scheduling a meeting, you must provide a meeting topic and a starting time. You can also set options to customize your meeting and enhance its security.

Using the Advanced Scheduler, you can schedule a meeting quickly. You can click the Start button at any time to start your meeting. If you have questions about the information requested on a page, click the Help button, which is located in the upper right corner of each wizard page.

To start the Advanced Scheduler: Log in to your WebEx Meeting Center site.

- A.** On the navigation bar, expand **Host a Meeting** to view a list of links. Click **Schedule a Meeting**.
- B.** Complete each text box with your meeting details (Topic, Password, Date, Time, Duration, Attendees, etc.). At this point, you could click on the Schedule Meeting button at the bottom of the page and your invitation email would be sent out. Instead, we want to continue and access more advanced scheduling features.
- C.** Click on the **Advanced Scheduler** link.

The screenshot shows the WebEx Meeting Center interface. The top navigation bar includes 'Meeting Center', 'My WebEx', and 'New! Community'. The left sidebar is expanded to 'Host a Meeting', with 'Schedule a Meeting' highlighted. The main content area is titled 'Schedule a Meeting' and contains a form with the following fields:

- Meeting topic:** Course Survey
- Password:** [Redacted]
- Confirm password:** [Redacted]
- Date:** June 28, 2010
- Time:** 3:45 pm (New York Time)
- Duration:** 1 hr 0 min
- Attendees:** sapphiires@gmail.com; sookiecompton123@gmail.com

At the bottom of the form, there are buttons for 'Cancel' and 'Save as template...'. The 'Audio conference' section is set to 'Use VoIP only' with a link to 'Change audio conference...'. A red box highlights the 'Advanced Scheduler' link, and blue arrows labeled A, B, and C point to the 'Schedule a Meeting' link, the Password field, and the 'Advanced Scheduler' link respectively.

The Advanced Scheduler will open, showing the Required Information page:

A. Click on each button in the right column to select advanced options:

1. **Required Information:** Check a box to make your meeting listed or unlisted
2. **Date and Time:** **Set up a Recurring Meeting**, select how many minutes in advance you will allow participants to join the meeting
3. **Audio Conference:** Set up a teleconference with VoIP or voice teleconferencing
4. **Invite Attendees:** Select attendees, select the security option not to send the meeting password in the meeting invitation
5. **Registration:** If you want to have participants register for the meeting, select information to be requested on a registration page
6. **Agenda & Welcome:** Create and post an agenda and select a presentation to share while attendees wait for the meeting to start
7. **Meeting Options:** **Set options for participants**, such as allowing them to chat, transfer files, and take notes
8. **Attendee Privileges:** Set privileges for attendees, such as allowing them to view a list of meeting participants, control another computer or a Web browser remotely
9. **Review**

B. Click on the **Save as Template** button to keep all of your selections for future meetings.

C. Click on the **Schedule Meeting** button at the bottom of the page and your invitation email will be sent.