Setting up a Meeting with Meeting Center

Schedule a Meeting with Quick Scheduler

1. Go to https://sjsu.webex.com/ and log in with your SJSU One username and password.
2. Click on Meeting Center.
3. Next, on the left navigation, click on Schedule a Meeting.
4. Type in the **Meeting Topic** for the session.
5. Set a password.
6. Confirm the password by retyping it in the next field.
7. Select the date time and duration of the event.
8. Enter the email addresses of the attendees to send an invitation email.
9. To change the entry and exit tone for the meeting click on **Change audio Conference**.
10. Click on the **START** button to start the meeting.
Schedule a Meeting with Advanced Scheduler

Required Information
1. Click on Advanced Scheduler from Schedule a Meeting screen.
2. Type in the Meeting Topic for the session.
3. Enter the Meeting Password.
4. Retype the password in the Confirm Password field.
5. Click on the Next button.
Date & Time

1. Select the **Meeting date** and **Meeting time**.
2. Select how many minutes before the Meeting time an Attendee can join.
3. Enter the **Estimated duration** for the meeting.
4. Select the minutes before which an email is to be sent using the **Email Reminder** drop down.
5. Select the **Recurrence** of the Meeting.
Audio Conference

1. Select the Conference type.
2. Select the Entry and Exit tone.

Invite Attendees

1. Enter the email addresses of the attendees to send an invitation email.
2. Select the option to Request that attendees verify rich media players before joining meeting to verify if an attendee has all the required media players installed on their browser.
3. Select the Exclude password from email invitation to restrict the password to be included in the invitation email.
Registration

Select the **Require attendee registration** option if you want an attendee to register before attending a meeting.

Agenda & Welcome

1. Enter the agenda for the meeting in the **Agenda** field.
2. To share a presentation or file with participants click on **Browse** and select the file from your computer.
Meeting Options

Select the various options you want participants to have access to like chat, video, notes, close captioning, file transfer and enable UCF rich media.
Attendee Privileges

Select privileges like **Save, Print, View participant list, participate in chat.**

Review

Review the information selected and click on **Schedule Meeting** to schedule the meeting.