Protecting a WebEx Meeting.

This document describes the steps to be taken to protect a WebEx Meeting.

Steps:

1. Login to SJSU WebEx and click on “Schedule a meeting” under “Host a Meeting” on the left hand pane.

2. You should now be able to see a screen similar to the one shown below:

3. You can protect your meeting in two ways:
   a. You can enter a password in the text box for password (highlighted in red in the image above). The listed attendees will receive the password in their invitation email. The attendees will have to enter the password to join the meeting.
Another way to protect a meeting is to make the meeting unlisted. To do so, click on “Advanced Scheduler” (highlighted in green in the image above). You will then see a screen similar to the one shown below:

Uncheck the “Listed on Calendar” checkbox. This will hide your meeting on the Meetings Calendar.