1. Log in to odu.webex.com and expand the “Host a Meeting” category
2. Click on “Schedule a Meeting”

3. From this screen you can create a standard meeting. However, to make it an Advanced Meeting, you must click on the “Advanced Scheduler” link.

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)
4. **Required Information:**
On the first page you will see the “Meeting topic” and set a “Meeting Password” fields. Enter a meeting password here if you would like a password for your meeting. Click “Next” to continue.

5. **Date & Time:**
On the next page you will set the date, time, duration, email reminder and recurrence settings. Please note that not all options will be editable if the meeting time is in less than 15 minutes.
Click “Next” to continue.

6. **Audio Conference Settings:**
On this page you will select your “Audio Conference” settings. We recommend using one of the following types of Audio Conference Settings:

- **WebEx Audio** - This is phone audio (includes toll and toll-free calling) and there is a charge associated with this audio option. If you do not have access to phone audio complete a Telecommunications Work Order form at: [http://ww2.odu.edu/apps/telecom/request.php](http://ww2.odu.edu/apps/telecom/request.php).

- **Use VoIP Only** - Use computer audio only such as a headset or laptop microphone. There are no fees associated with using the “Use VoIP only” option.
7. **Invite Attendees:**
You will now choose the Attendees and Security settings for the attendees. Invite attendees by entering their email addresses, separated by commas or semicolons.

- **Request that attendees verify rich media players before joining meeting:**
  Select if you will be using multimedia in your meeting. This ensures that your attendees have the appropriate media players installed.

- **Send a copy of the invitation to me:**
  Always check this option so you are able to forward the email invitation to others from your inbox.

Click “Next” to continue.

8. **Registration:**
You can choose to require attendee registration and which detailed information must be submitted by attendees. To automatically accept an attendee registration, select “**Automatically accept all registration requests.**” Click “Next” to continue.

*Note: Only invited attendees can register for your meeting. You must enter email addresses in the “Invite Attendees” portion of the Advanced*

10. **Agenda & Welcome:**
Insert the agenda for your meeting in the provided field. If you would like to pre-load a presentation or document browse your computer and add the file here. Click “Next” to continue.
11. **Meeting Options:**
You can now select the utilities that you would like participants to have access to when the meeting begins. Click “Next” to continue.

12. **Attendee Privileges:**
The participant’s privileges can now be chosen. This sets what they are and are not allowed to do during the meeting. This includes viewing participants, document access and chat access. Click “Next” to continue.

13. **Review:**
The last page is a Review of all the settings made during the Advanced Scheduling process. To make any changes, click onto any of the meeting options along the right side of the Advanced Scheduler window. Click “Schedule Meeting” to finish the scheduling process.

*Note: At any point you can click “SCHEDULE MEETING” to immediately schedule the meeting without continuing through the rest of the settings pages. All settings will be set to the default settings.*