The elslander’s Guide to Schedule WebEx Virtual Session

Step 1: Go to https://tamucc.webex.com Click on Meeting Center (tab). Click on Host Log In

Step 2: Enter your username and password. Click Log In.
Step 3: Find Host a Meeting and Click Schedule a Meeting

Step 4: Enter Meeting Topic, password, date, time and duration. Click Change audio conference. (You do not need to enter attendees)
The elslander’s Guide to Schedule WebEx Virtual Session

Step 5: Select WebEx Audio. Click OK

Step 6: Click on Schedule Meeting
Step 7: Click on OK

Questions on Hosting?

The elslander’s Guide to Host a WebEx Virtual Session

Questions on Attending?

The elslander’s Guide to Attend a WebEx Virtual Session

Courtesy of College of Nursing & Health Sciences