Scheduling a Student WebEx Meeting from the Web

2) Click log in on right-hand corner which redirects you to the Tri-C Login Center. Login with your S# and password.

3) Once logged in click on Meeting Center in top menu.

4) Under Host a Meeting click Schedule a Meeting.

   Note: If you have previously been granted permission to schedule a WebEx meeting on behalf of someone you must use the Advanced Scheduler to schedule for someone else.

5) You will then be asked for some information about your meeting including topic, date, and times.
6) For meeting invitation we recommend you click Send a copy of the invitation email to me instead of typing in attendees manually, which will send you an e-mail that you can forward to others or include in meeting invite.
7) Please note that students have a limit of 8 participants per meeting in WebEx.

8) Once you click Schedule Meeting you will receive a confirmation e-mail (and if applicable, the invitation e-mail) with the meeting details (like the below).

   You can forward this invitation to others.
   Hello,
   My WebEx meeting is in progress.
   Join me now from a browser, phone, or video conferencing system or application.

   Test Meeting Topic
   Thursday, March 24, 2016
   4:23 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

   Join WebEx meeting
   Meeting number: 733 799 151