SCHEDULE A WEBEX MEETING
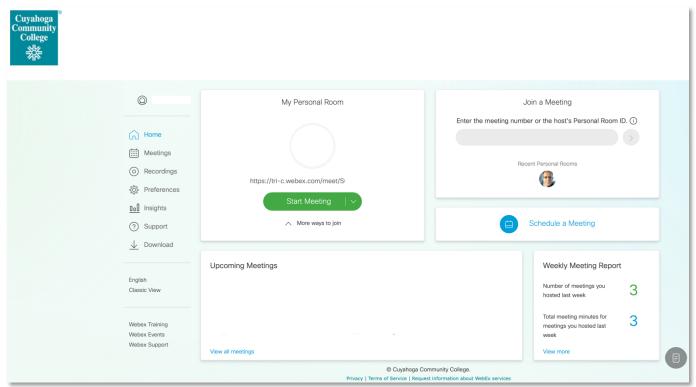
- From your browser navigate to https://tri-cstudent.webex.com

- Click Sign in. You will be redirected to the Tri-C Login Center webpage. Enter your S number and network password.

- You will be redirected to the WebEx webpage. Click Schedule a Meeting.

- You will now be asked to provide some information about the meeting, including Meeting Topic, Date, Time, and Attendees.

Note: For Attendees, instead of manually entering each attendees email address, it is recommended that you just enter your email address. You can then forward the email invitation you'll receive to the others you wish to invite.

Note: Students have a limit of 8 participants per meeting.

Once you click Schedule Meeting you will receive a confirmation email and if applicable, an invitation email with the meeting details.