Cisco Webex Meetings

Webex Advanced Scheduler

The Advanced Scheduler allows you to customize your meeting for your specific needs, such as add additional security, schedule recurring meetings, require registration, and schedule on behalf of others. Once you schedule a meeting, you can change its options at any time, or cancel the meeting.
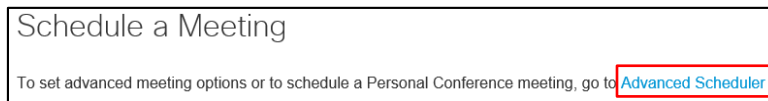
Using the Webex Advanced Scheduler

When scheduling a meeting, you must provide a meeting topic and a starting time. You can also select options to customize your meeting and enhance its security.

Using the Advanced Scheduler, you can schedule a meeting quickly. You can click the Start button at any time to start your meeting. If you have questions about the information requested on a page, click the Help button, which is located in the upper right corner of each wizard page.

To start the Webex Advanced Scheduler

1. Login to the Conduent Webex site at https://conduent.webex.com
2. On the navigation bar, expand Host a Meeting to view a list of links.
3. Click Schedule a meeting.
4. Click the Advanced Scheduler link at the top of the page.

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to Advanced Scheduler

The Advanced Scheduler appears, showing the Required Information page.

To schedule a meeting:

1. Click Required Information
   Enter the requested information, such as the meeting type, meeting topic, meeting password, tracking codes, and whether you want to display this meeting on your meeting list.

2. Click Date & Time
   Set the date and time for the meeting. You also set the meeting duration, how many minutes in advance you will allow participants to join the meeting, whether the meeting recurs and how often and other information related to meeting times.

3. Click Audio Conference
   Select your entry and exit tone.

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4. Click Invite Attendees

Enter the email addresses of the attendees and alternate Hosts you want to invite or you can select them from your contact list. You can also secure your meeting by:
- Selecting the option not to send the meeting password in the meeting invitation.
- Requiring attendees to have an account on your Web site before they can join a meeting.

5. Click Registration

If you want to have participants register for the meeting, select the information to be requested on the registration page.

6. Click Agenda & Welcome

Type an agenda for the meeting or a welcome message for attendees, which they can view before the meeting starts.

7. Click Meeting Options

Select the meeting options you want to be available to all participants during the meeting. You can also choose an alert to play once a participant either joins or leaves the teleconference.

8. Click Review

You view all the information you've entered on each page of the Advanced Scheduler. If you need to make a change, return to that page in the wizard and edit the information.

9. Optional

Save your meeting settings in a template.

If you need to use these same meeting settings (for example, with the same attendees, telephony options, and other meeting details), you can save the settings in a meeting template.

10. Start or schedule the meeting
- If the meeting's starting time is the current time, click Start to start the meeting.
- If the meeting's starting time is after the current time, click Schedule.

The Meeting Scheduled page appears, confirming that the meeting is scheduled. You also receive a confirmation email message that includes information about the scheduled meeting.

Login and Password Support

Your Webex login/User Name is your Conduent email address. If you can't remember your Webex password:

- Click **Host Login** on the Webex site
- Click **Forgot your password?** Follow the on screen instructions.
- Follow the instructions in the email to change your password.

If you need additional login or password support: Send an email to conduent-helpdesk@verizon.com

Technical Support

If you would like technical assistance with Net Conferencing, please call or email us at nettech@verizon.com

- U.S. & Canada 1 800-334-0079 (210-276-3643)
- Europe 08-08234-3570 (+44 20-7984-4430)
- India 000-800-9190306
- Philippines 1-800-1-114-2821

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