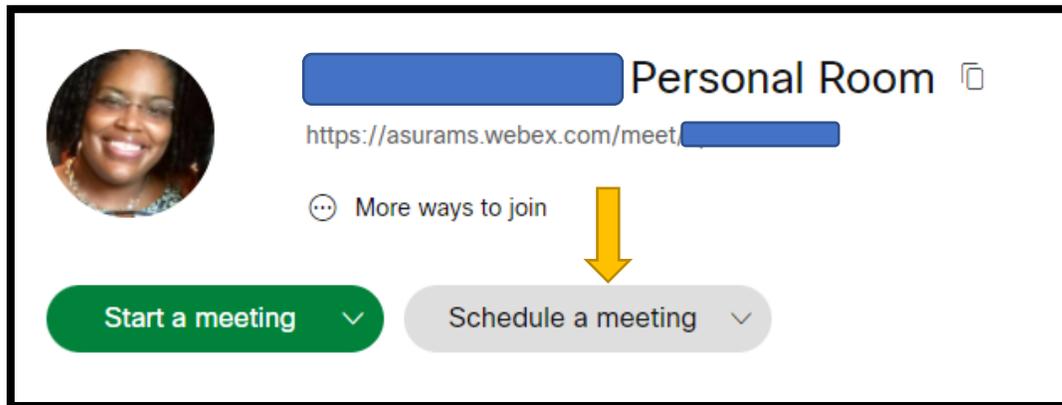


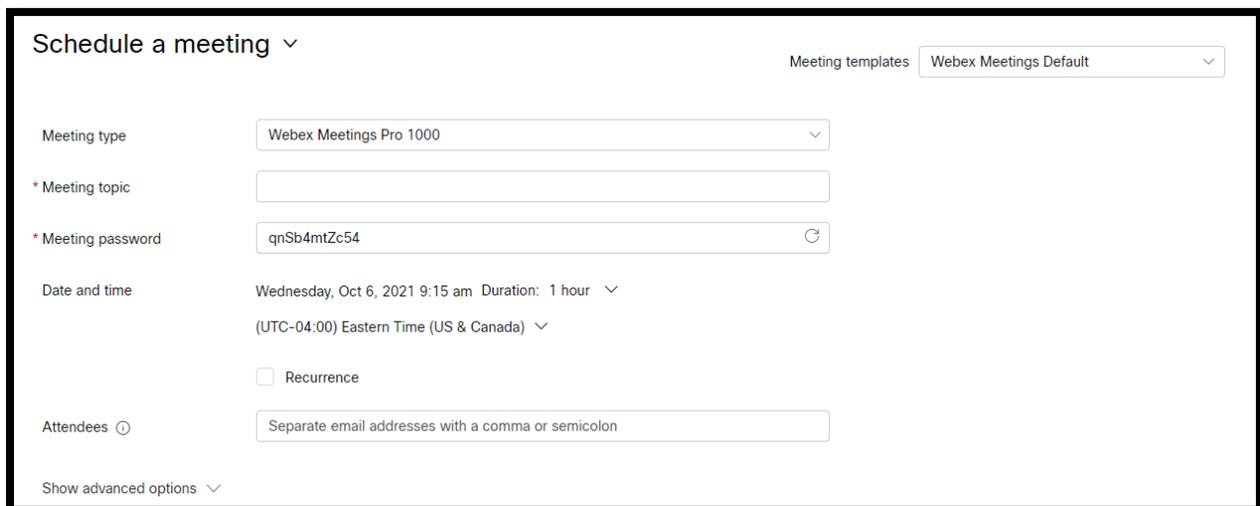
# Scheduling a Recurring WebEx Meeting

WebEx allows you to schedule meetings ahead of time and share the meeting information with participants. When you schedule a meeting, it will not take place in your Personal Room. The scheduled meeting will occur in a different room with a unique URL and Meeting number.

1. Log in to [asurams.webex.com](https://asurams.webex.com).
2. Click on **Schedule** on the home screen. (Alternatively, you can click on the **Meetings** button in the left-hand menu and then click on the **Schedule** button there.)



3. You will be prompted to load where you can enter your meeting information.

A screenshot of the 'Schedule a meeting' form in WebEx. The form is titled 'Schedule a meeting' with a dropdown arrow. In the top right corner, there is a 'Meeting templates' dropdown menu set to 'Webex Meetings Default'. The form contains several fields: 'Meeting type' is a dropdown menu set to 'Webex Meetings Pro 1000'; '\* Meeting topic' is an empty text input field; '\* Meeting password' is a text input field containing 'qnSb4mtZc54' with a copy icon; 'Date and time' shows 'Wednesday, Oct 6, 2021 9:15 am' and 'Duration: 1 hour' with a dropdown arrow, and '(UTC-04:00) Eastern Time (US & Canada)' with a dropdown arrow; there is an unchecked checkbox for 'Recurrence'; 'Attendees' is a text input field with the placeholder 'Separate email addresses with a comma or semicolon'; and at the bottom, there is a 'Show advanced options' dropdown arrow.

4. **Meeting type** – WebEx Meetings Pro 1000.

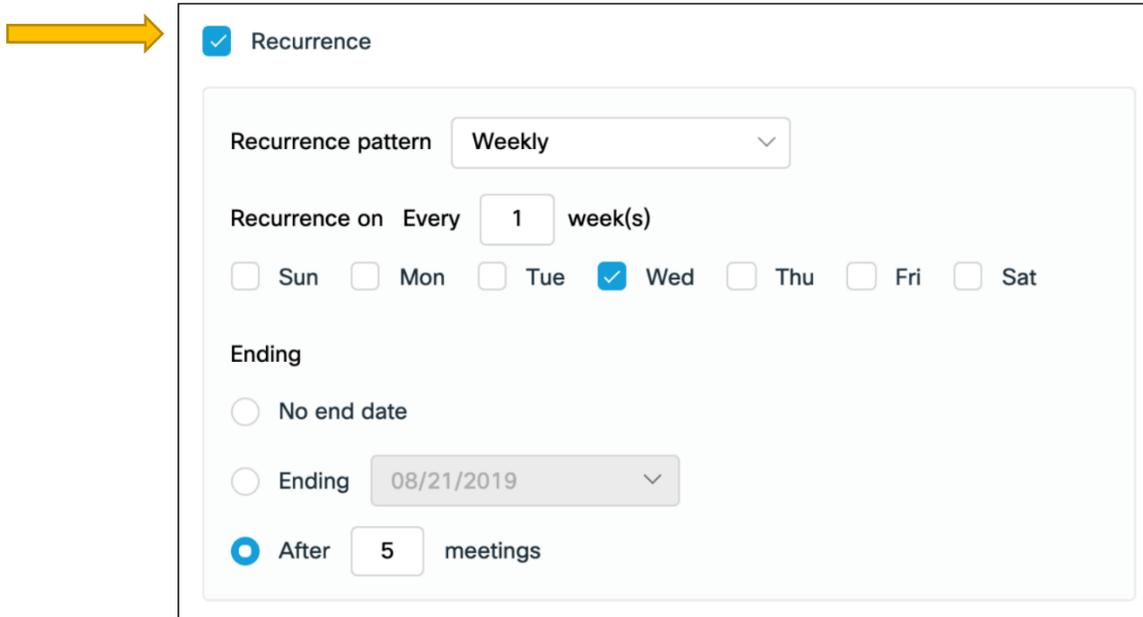
5. **Meeting topic** – Give the meeting a short, descriptive name.

6. **Meeting password** – WebEx will generate a random alphanumeric password for you, but you can change it to something simpler if you prefer.

7. **Date and time** – Click on the date/time to bring up a popup calendar where you can set the date, time, and duration of your meeting. Do not worry about the meeting running longer than the duration you chose.

The screenshot displays a meeting scheduling interface. At the top, it shows the current selection: "Wednesday, Aug 21, 2019 10:00 am" and "Duration: 1 hour" with a dropdown arrow. Below this is a calendar for "Aug 2019" with days of the week (Sun-Sat) and dates (1-31). The date "21" is highlighted with a black circle. To the right of the calendar is a "Time" section with two dropdown menus for "10" and "00", and radio buttons for "am" (selected) and "pm". Below that is a "Duration" section with two dropdown menus for "1 hour" and "0 minutes". At the bottom right is a large blue "Done" button. A "Save as template" link is visible at the bottom left of the calendar area.

8. To set a recurring meeting, select **Recurrence** and then determine the recurrence pattern. You may also choose to end the recurring meetings on a certain date or after a certain number of meetings.



Recurrence

Recurrence pattern

Recurrence on Every  week(s)

Sun  Mon  Tue  Wed  Thu  Fri  Sat

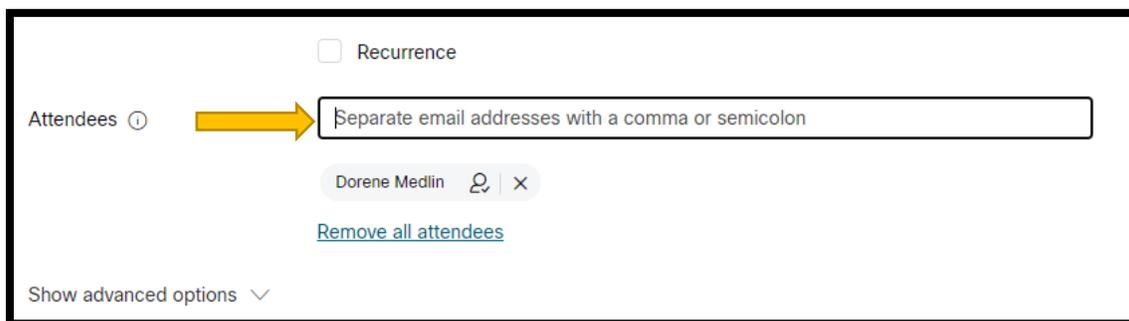
Ending

No end date

Ending

After  meetings

9. **Attendees** – You can type in the email addresses of the meeting participants that you want to invite. Listings will appear from the ASU Directory. If you see the name of someone you want to invite, click on it to add them to the list.



Recurrence

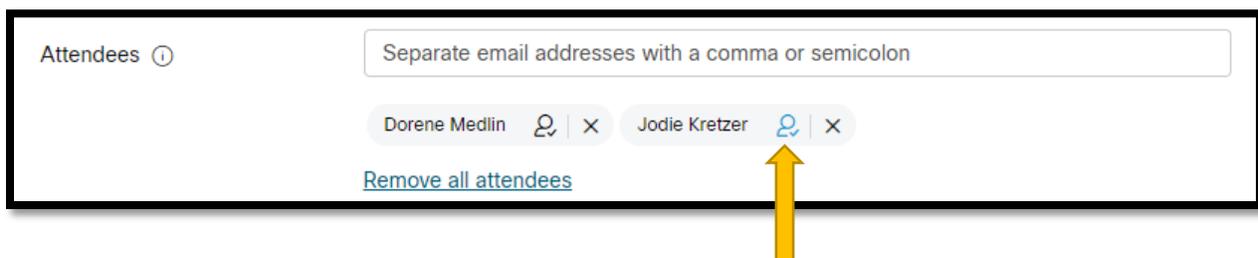
Attendees ⓘ

Dorene Medlin 👤 | ✕

[Remove all attendees](#)

Show advanced options ▾

10. If you do invite attendees here, you can select one or more of listed ASU WebEx users to be alternate hosts for the meeting by clicking on the **Alternate Host icon**.



Attendees ⓘ

Dorene Medlin 👤 | ✕ Jodie Kretzer 👤+ | ✕

[Remove all attendees](#)