Host a Scheduled WebEx Meeting

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If you want to host a meeting right away without prescheduling, you can use your WebEx Personal Room instead.

1. Open a web browser (Chrome recommended) and go to your WebEx link:
   - Faculty and Staff: brownmeetings.webex.com
   - Students: brownu.webex.com
2. Click the “Log In” button on the upper right corner of the screen.
3. Log in using your Brown username and password.
4. Under the “Host a Meeting” tab on the left side of the screen, select “Schedule a Meeting.”
5. Set up your meeting by creating a title, meeting password, setting a meeting schedule, and entering the email addresses of the people you would like to invite. [NOTE: It may not be convenient to enter all email address individually. You can also select “Send a copy of the invitation email to me”, and forward the meeting link to others from within your email program.]
7. Check your email. You should have received an administrator email detailing your host key, meeting number, and meeting password. The host key can be shared with others if you would like to have multiple hosts, or just a host other than yourself.

8. Back on WebEx, you can click “Start” under your meeting menu whenever you are ready for your meeting to begin (before or after the stated start time, if you wish).

9. If you are using Chrome (recommended) or Firefox, the first time you use WebEx you will then be prompted to download the WebEx extension. CIS recommends you use this extension for reliability and integration. Follow the steps to install the WebEx program and your meeting will open.
10. You can then use your meeting to share screens, record audio/video, chat with other members, draw on a shared virtual whiteboard, and more!

For more detailed instructions and tips, see WebEx's video about to How to Host a Meeting.

Related Pages

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