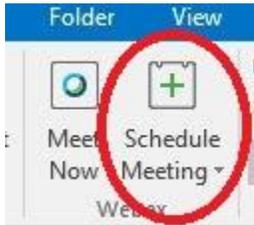# Scheduling Meetings With Webex

From Outlook

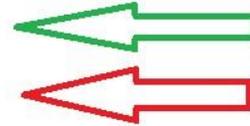1. In Outlook, click the "Schedule Meeting" button on the Webex section of the ribbon:

2. The meeting invite will open up, and enter your attendees. Enter your meeting information in the area next to the **GREEN** arrow. DO NOT make any changes, or delete any items next to the **RED** arrow:

Please note: Your meeting information will NOT appear in your invite UNTIL you click "Send."

3. Once the meeting invite has been sent to your attendees, the meeting information will appear in the invite. Click "Join meeting" to start the meeting:
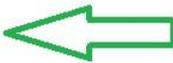

From a Browser

1. From your browser, enter https://hudsonccc.webex.com in the address bar:

2. In the upper right-hand corner, click "Sign In":

3. Under your HCCC email address as your login, click "Next":

Enter your email address

| Email address |

Next

4. Enter your HCCC password, click "Sign In":

Hello kmelewski@hccc.edu,

| ········ |

Sign In

Forgot password?

5. Click "Schedule":

Q Search for meetings and recordings   ⓘ

Kenneth Melewski's Personal Room ⎘
https://hudsonccc.webex.com/meet/kmelewski

⊙ More ways to join

[Start a Meeting ∨]   [Schedule]

6. Invite your attendees:

Attendees   [Separate email addresses with a comma or semicolon]

[🧑 Patricia Clay   👤 | ✕]   [KE Kevin Eng   👤 | ✕]

7. Set the duration of the meeting, click "Done" when complete:

Tuesday, Mar 10, 2020 11:00 am   Duration: 1 hour   ∨

<	Mar 2020	>

Time
[11   ∨] : [00   ∨]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	**10**	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

● am   ○ pm

Duration
[1 hour   ∨]   [0 minutes   ∨]

[Done]

8. Click "Start" to the start the meeting:

[Cancel]   [Start]   Save as template