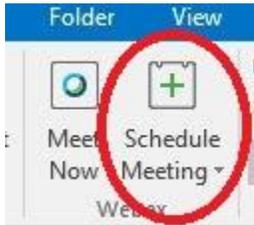


Scheduling Meetings With Webex

From Outlook

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



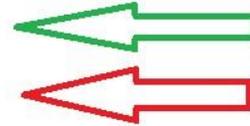
2. The meeting invite will open up, and enter your attendees. Enter your meeting information in the area next to the **GREEN** arrow. DO NOT make any changes, or delete any items next to the **RED** arrow:

i You haven't sent this meeting invitation yet.

To..	Patricia Clay (pclay@hccc.edu); Kevin Eng;		
Subject	Webex Test		
Location	Webex		
Start time	Tue 3/10/2020	8:00 AM	<input type="checkbox"/> All day event
End time	Tue 3/10/2020	8:30 AM	

-- Do not delete or change any of the following text. --

A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.



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

- 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:

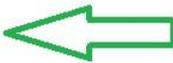
To...	Patricia Clay (pclay@hccc.edu); Kevin Eng	
Subject	Webex Test	
Location	Webex	
Start time	Tue 3/10/2020	10:30 AM
End time	Tue 3/10/2020	11:00 AM

– Do not delete or change any of the following text. –

When it's time, join your Webex meeting here.

Meeting number (access code): 791 717 569

Meeting password: R6jThGctJ55

[Join meeting](#) 

Join by phone

Tap to call in from a mobile device (attendees only)

1-844-992-4726 United States Toll Free

+1-408-418-9388 United States Toll

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

Join from a video system or application

Dial [791717569@hudsonccc.webex.com](tel:791717569@hudsonccc.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [791717569.hudsonccc@lync.webex.com](tel:791717569.hudsonccc@lync.webex.com)

If you are a host, [go here](#) to view host information.

From a Browser

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



- In the upper right-hand corner, click “Sign In”:

English

Classic View

 Sign In

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



Enter your email address

Next

- Enter your HCCC password, click "Sign In":



Hello kmelewski@hccc.edu,

Sign In

[Forgot password?](#)

5. Click "Schedule":

🔍 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

Patricia Clay

|

KEKevin Eng

|

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

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

Mar 2020

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

Time

11 : 00

am pm

Duration

1 hour 0 minutes

Done

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

Cancel

Start

Save as template