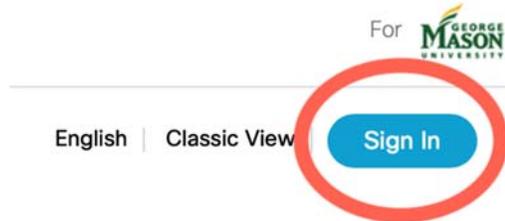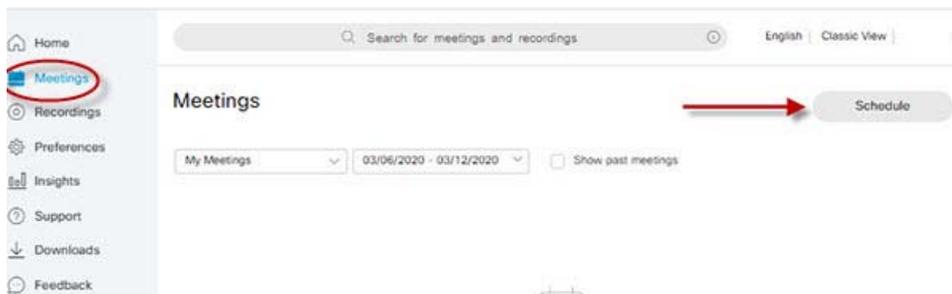# Webex Quick Start Guide to Scheduling Meetings

1. Go to https://gmu.webex.com and **Sign In** with your Mason NetID (do <u>not</u> include@gmu.edu) and Patriot Web password. (Note: you must use the Webex <u>website</u> to schedule meetings. You cannot use the Webex app.)

2. To Schedule a meeting select **Meetings** from the menu on the left and then click **Schedule** (to the right).

   a. Enter a **Meeting Topic** in the following format: Instructor Last Name – Course Title – Class Meeting Day(s) and Start Time. For example, if Professor Jones is teaching Criminal Law on Mondays and Wednesday starting at 6:05 pm, Professor Jones would enter "Jones– Criminal Law – M/W 6:05 PM".

   b. Webex provides a **default Password** that will automatically be emailed to attendees. There is no need to change the password.

c. **Date**, **Time**, and **Duration.** Set the date and time for your next class. You should add at least a five-minute buffer on either end to make sure Webex is available for your entire class period. For example, Professor Jones would set the first class for Monday, March 16, 6:00 PM and set the duration for 1 hour and 45 minutes (even though the class is only an hour and a half).

d. Next, check the option for **Recurrence**. Set your Webex meeting to recur for your remaining class sessions this semester. Professor Jones would set "Weekly" as the recurrence pattern, every 1 week, on Mondays and Wednesdays, with an end day of Friday, April 24 (the Friday following the last class).

e. In the "Attendees" box, enter lawadmin@gmu.edu so the law school has a record of your Webex class information. If you have co-instructor(s), enter the GMU email address in the "Attendees" box as well. <u>Note</u>: Your co-instructor should NOT create a separate Webex meeting for the course. You will see each email address added below the box as you enter them.


The Records Office can help you create a roster of class email addresses so that you can copy and paste your students' addresses into the Attendees box, or you can find a video and handout

on creating a class email roster at law.gmu.edu/tech/classroom_tech/webex. <u>Note</u>: An automatic email will be sent to all of the attendees with instructions on how to join the meeting.

f. Click **Show advanced options** and choose **Scheduling Options**.

  i. If you would like for one of the other attendees to be able to start your meeting, select **Alternate host option**.
  ii. You will also see an option for **Automatic recording**. If you like, you can check *Automatically start recording when the meeting starts*. This will allow students who miss the class to watch the recording at a later time.
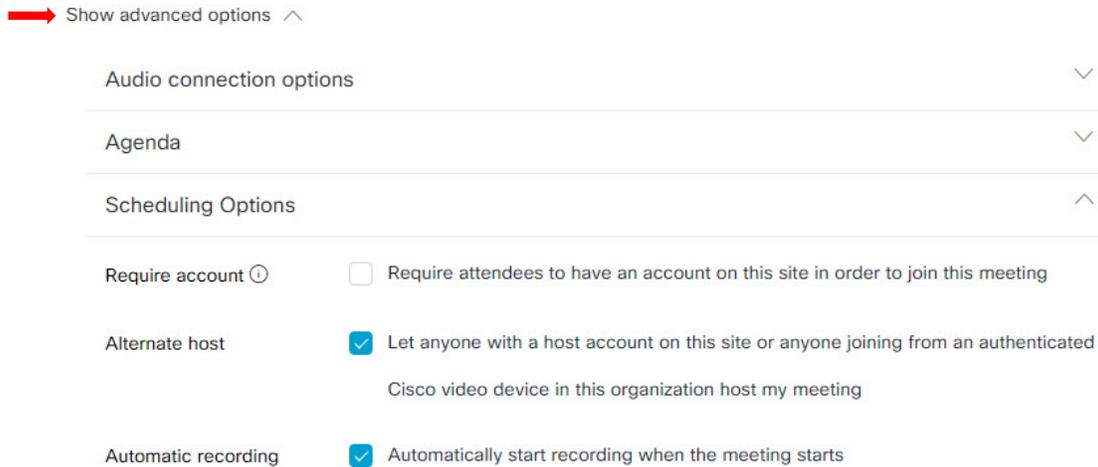
g. When finished, click the blue **Schedule** button at the bottom of the page to save/schedule the meeting. If you do not see the schedule option, make sure you set the correct date and time for the meeting.
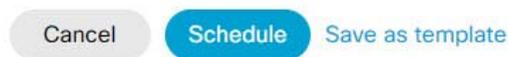
3. To Start a meeting previously scheduled go back to **Meetings** on the left side menu and select **Start**.
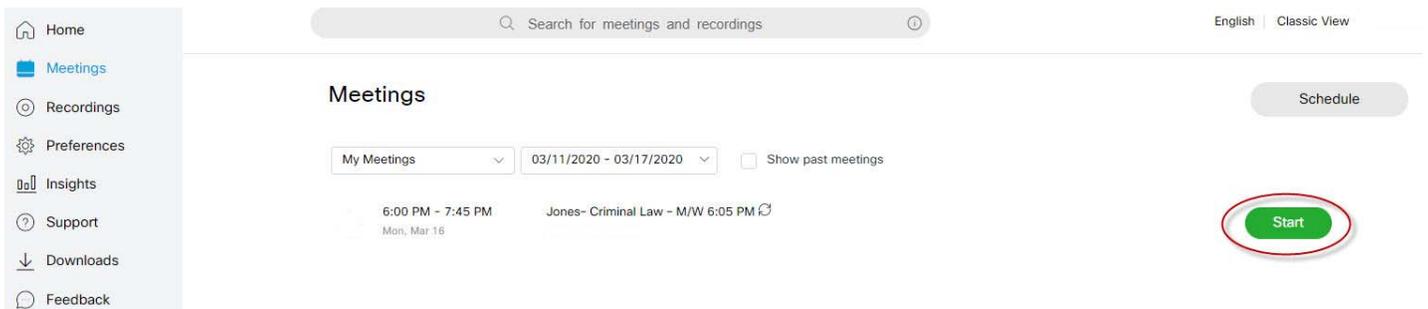
NOTE: If you have any questions please email csandov1@gmu.edu or call 703-993-4855.