1. Go to https://gmu.webex.com and Sign In with your Mason NetID (do not include@gmu.edu) and Patriot Web password. (Note: you must use the Webex website 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).

![Schedule a Meeting](image)

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).

![Recurrence Pattern](image)

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. Note: 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.

![Attendees](image)

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. Note: 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.

![Show advanced options]

Audio connection options

Agenda

Scheduling Options

Require account

Alternate host

Let anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization host my meeting

Automatic recording

Automatically start recording when the meeting starts

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.

![Schedule button]

3. To Start a meeting previously scheduled go back to Meetings on the left side menu and select Start.

![Meetings]

NOTE: If you have any questions please email csandov1@gmu.edu or call 703-993-4855.