Scheduling a Webex Meeting

1. Navigate to towson.webex.com and Sign In with your NetID and Password.

2. Click Schedule from the home page.

3. Enter all applicable information, including meeting topic, time, date, and attendees.

4. Click Schedule Meeting. Webex will send you a confirmation email with your unique meeting URL.

Note: You may also share this meeting URL by copying and pasting it anywhere. This is ideal if you are hosting a meeting for a large amount of people and want to post the link somewhere other than email.

Connecting Audio/Video

When starting or joining a meeting, you will be prompted to choose your audio and video connection before you enter the meeting.

1. Click the microphone and video buttons to toggle them on or off.

2. Click the drop-down menu next to the microphone and video buttons and select your preferred audio option:

   ‹ Use computer for audio – Audio is provided by the microphone and speaker connected to your computer

   ‹ Call In – Webex will provide you with a telephone number and access code to use after you join the meeting

   ‹ Don't connect audio – No audio will be used for the meeting

If you choose Use computer for audio, you will be able to select which speaker and microphone to use by clicking the drop-down box next to the microphone button.

‹ Adjust the Speaker and Microphone source and volume and then click Test after making selections

‹ Changes are automatically saved, click the previous window to return.

Click the Join Meeting Tf1 0 0 1 28.N4 pF1 9Tf1 0 0 1 28.350 G[TE 0 1 31950.2 Tm0 g0 G[d)6)-3(n)-10(M)4(e)11(e)11(ti)-3(