

How to Schedule & Join a Webex Meeting

Step one: Go to: Webex.com

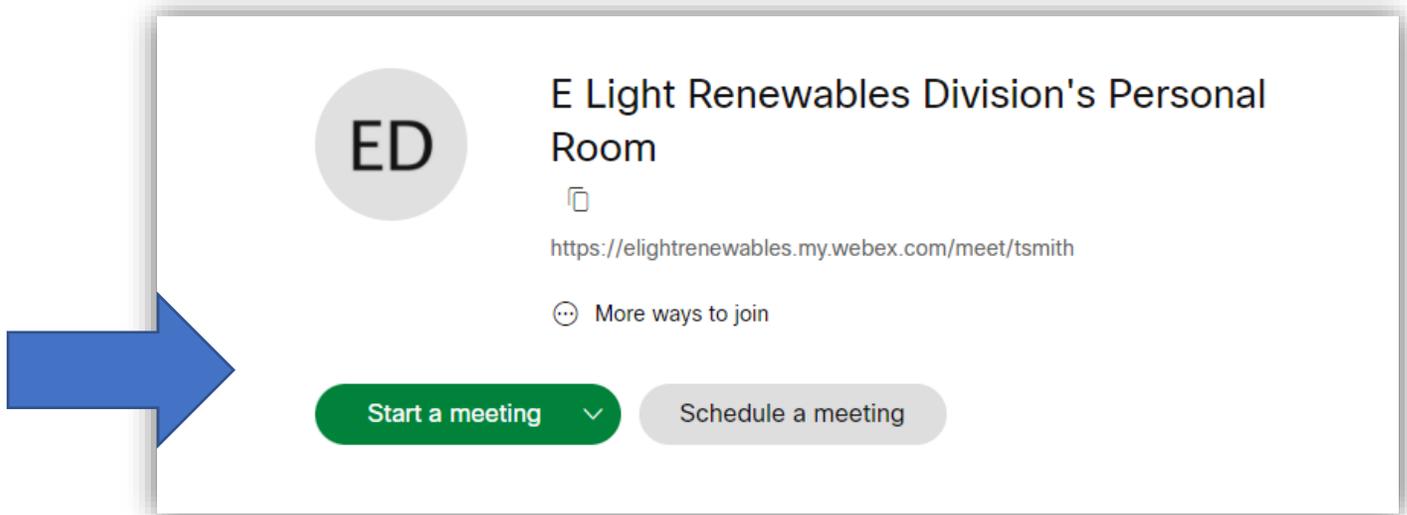
<https://www.webex.com/>

Step two: Login Credentials:

Username: Tsmith@elightelectric.com

Password: Biwkw@wGv7

Step three: After you have logged in you should be met with the following screen:



Step three: contd. Select the "Schedule a meeting" button by clicking it. Step four: After

selecting “Schedule a meeting” you will be taken to the following screen:

The screenshot shows a 'Schedule a meeting' dialog box. At the top right, there is a 'Meeting templates' dropdown menu set to 'Webex Meetings Default'. The form contains the following fields and options:

- * Meeting topic:** An empty text input field.
- * Meeting password:** A text input field containing '9BUk5JyIjY2' with a copy icon to its right.
- Date and time:** A section showing 'Wednesday, Sep 22, 2021 7:55 am', 'Duration: 50 minutes', and '(UTC-06:00) Mountain Time (US & Canada)' with a dropdown arrow.
- Recurrence:** A checkbox labeled 'Recurrence' which is currently unchecked.
- Attendees:** A text input field with the placeholder text 'Separate email addresses with a comma or semicolon'.
- Show advanced options:** A dropdown arrow.

At the bottom of the form, there are three buttons: 'Cancel', 'Start' (highlighted in blue), and 'Save as template'.

Step four contd: Enter the meeting information.

- In the meeting topic field, you will name the meeting appropriately.
- Meeting password. This should autogenerate a password, but you can also create your own.
- Date and Time. You will use this to schedule the meeting for a specific date and time.
 - You can also set this meeting to re-occur.
- Attendees: you will input the email addresses of all that you wish to attend this meeting in this field.
- Then you will select “Start”
- After doing so the meeting invite will go to the desired recipient.

Step five: The recipient will receive a Webex meeting invitation. From there they will be able to join the meeting. Simply by selecting “Join meeting” (see example below).

E Light Renewables Division is inviting you to a scheduled Webex meeting.

Wednesday, September 22, 2021

8:00 AM | (UTC-06:00) Mountain Time (US & Canada) | 50 mins

[Join meeting](#)

More ways to join:

Join from the meeting link

<https://elightr Renewables.my.webex.com/elightr Renewables.my/j.php?MTID=m1cca61348383750a7a0d5194719a49b5>

Join by meeting number

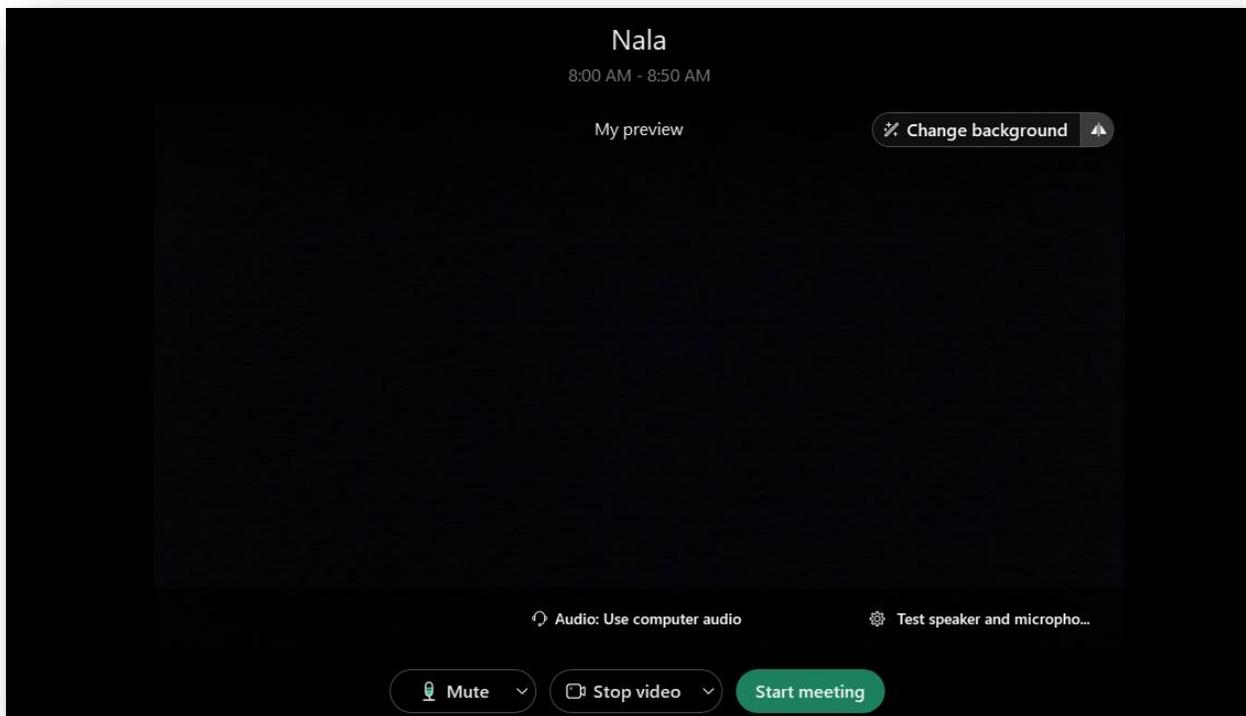
Meeting number (access code): 2557 695 4581

Meeting password: yBnwpmA3M45

Join by phone

Use VoIP only

Step six: Select the “Launch Meeting” button. Doing so will launch the Webex app.



Step seven: However, they will also have the option to join via the web browser.

Click **Open Webex** on the prompt.

Didn't work? [Download the app again.](#)



Having trouble with the app? [Join from your browser.](#)

Step seven contd: Just select "Join meeting", and you'll be taken to the meeting.

