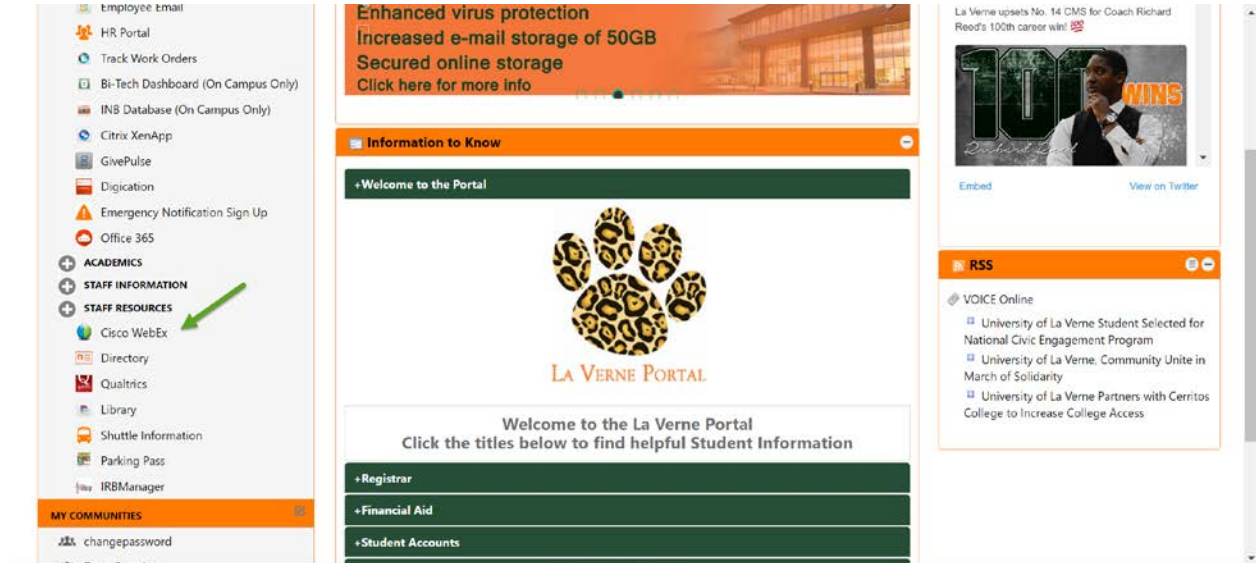
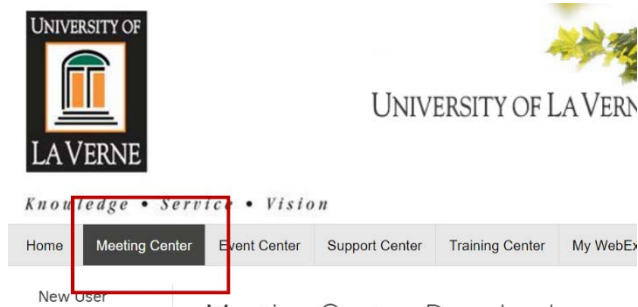


How To Schedule a Personal Conference:

Step 1- Go to the Portal and select WebEx under Staff or Faculty Resources:



Step 2- Go to Meeting Center



Step 3- Schedule a meeting –Enter information for the meeting into the text box. Click on Send a copy of the invitation to me and then click on [Advanced Scheduler](#).

▼ Host a Meeting

My Personal Room
Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)

- Meeting topic:

- Password:

Date: 03/21/2017

Time: 11:45 am pm

San Francisco Time

Duration: 1 hr 0 min

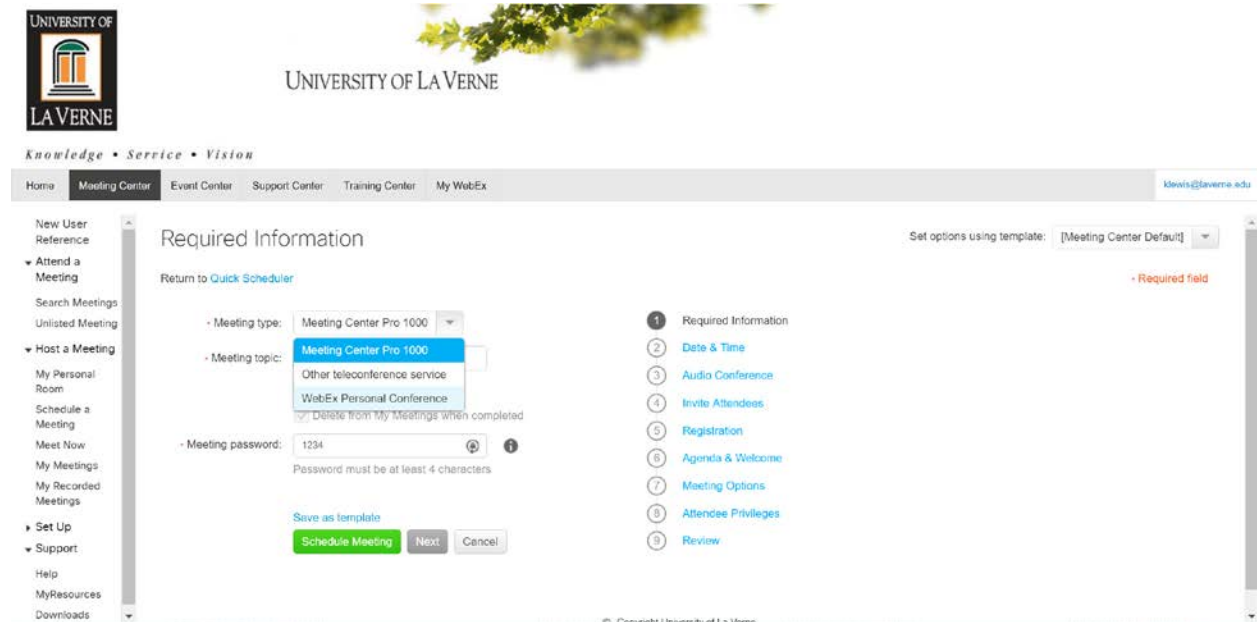
Attendees: Separate email addresses with a comma or semicolon

[Use address book](#)

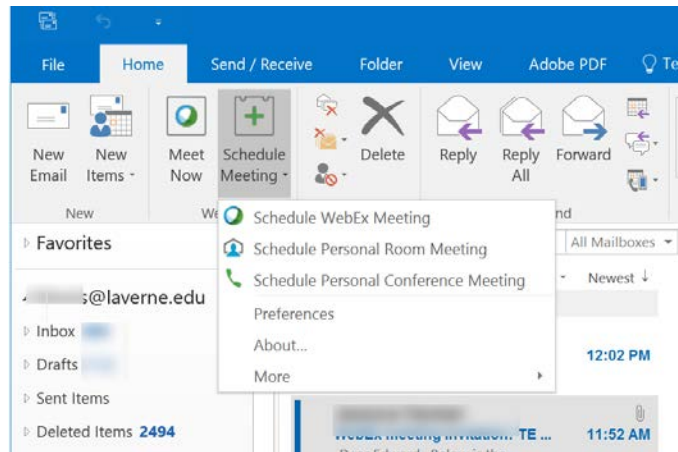
Let anyone with a host account on this site host my meeting

Send a copy of the invitation email to me

Step 4- Once you click on Advanced Scheduler, select WebEx Personal Conference as Meeting Type and schedule your meeting. The system will send you two invitations. One will be for the Host and the other for the attendees.



* You can also access scheduling tools using WebEx Productivity Tools that can be downloaded from laverne.webex.com



- * Please note that you must have a Personal PIN number to access this number and have a generated telephone number. You can create both of these, by going to My WebEx> Preferences>Audio Setup. Please be sure to save each one separately.

The screenshot displays the University of La Verne My WebEx interface. At the top left is the University of La Verne logo with the motto "Knowledge • Service • Vision". A navigation bar includes links for Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. A left sidebar lists options: My Meetings, My Personal Room, My Files, My Contacts, My Profile, Preferences, My Reports, Training, and Support. The main content area shows "Meet Now" Settings with an expanded "Audio" section. Under "My Phone Numbers", there are four rows for Office phone, Cell phone, Alternate phone 1, and Alternate phone 2. Each row includes a "Country/Region" dropdown (pre-filled with "1"), a "Number (with area/city code)" input field, and a "Call Me" checkbox. Below these is an "Audio PIN" field. A note states: "A PIN must be 4 digits. It must not contain sequential digits (e.g., 1234) or repeat a digit 4 times (e.g., 1111)." Green arrows point to the "My WebEx" tab, the "Audio" dropdown, the "Preferences" link in the sidebar, and the "Audio PIN" field.