Go to curtin.webex.com and login using your OASIS credentials. When logged in, make sure the ‘Meeting Centre’ tab has been selected.

On the right side menu, select the ‘Host a Meeting’ drop down, then select ‘Schedule a Meeting’.

**Meeting Type**  
Select the template that is required for this meeting

**Meeting Topic**  
The title of the meeting

**Meeting Password**  
WebEx auto generates a password each time, you have the option to regenerate one, to remove the password entirely, or to put in your own custom password for the meeting

In the following fields you will need to schedule in your date and time you wish to have the meeting. Once completed, click ‘Next’.

**Meeting Date**  
Date your meeting is to be.

**Meeting Time**  
The time you wish to have your meeting (please note this is based on the default time zone is UTC +8:00 Perth).

**Attendees**  
This section will allow you to set a time on how early they can join the meeting, and if they can use an audio conference system.

**Estimated Duration**  
The estimated time of meeting duration.

**Email Reminder**  
WebEx will send an email at the designated notification time to all invitees when the meeting is about to commence.

**Recurrence**  
Meetings can be set to have a recurrence.

For support from CITS Audio Visual Services, call 9266 9000. Press “1” for AV Support.
WebEx Meeting Centre - Schedule a Session Online

Audio Conference Settings

Select conference type: **WebEx Audio**
- [ ] Display global call-in numbers
  (Global call-in numbers are displayed at meeting start.)

Entry and exit tone: **Beep**

Save as template: Schedule Meeting

Invite Attendees

Select conference type: **WebEx Audio**
- [ ] Display global call-in numbers
- [ ] Entry/exit tone: Beep

In this section, you will be able to configure the audio conference settings. Once completed click ‘Next’

**Select Conference Type**
- ‘WebEx Audio’ is Curtin’s default option.

**Display Global call-in numbers**
- This will provide attendees the option to use a regular phone to ‘call’ the meeting

**Entry/Exit Tone**
- Can be set to notify the meeting of someone entering or leaving the WebEx

**Invite Attendees**

You will need to include all the attendees email addresses in this field. Using a comma (,) or semicolon (;) to separate the email addresses.

**Security**
- WebEx provides the option to remove the password from the email it sends to attendees.
- Whilst anyone can log into WebEx provided it is hosted by a Curtin Member. You can limit this to people who ONLY have a WebEx account across different organisations.

Curtin has loaded the Global Address Book into WebEx. By clicking the ‘select attendees’ option, all Curtin Staff and Student (to be rolled out at a later date) accounts will appear in this list.

This option allows you to choose multiple attendees at once, as well as nominate selected people to be ‘alternative hosts’ who will be able to commence these meetings without your presence.

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WebEx Meeting Centre - Schedule a Session Online

Registration

Return to Quick Scheduler

Registration:  
- None
- Require attendee registration

To require registration, you must turn off the options to let attendees join the meeting before the host. This meeting has a password. Attendees must register and receive your approval in order to receive email instructions on how to join this meeting.

The registration section will give you the ability to have people ‘pre-register’ to your meeting.

None  
Selecting none will require no action from the recipients behalf prior to the meeting

Require attendee registration  
This will require attendees to ‘pre fill’ in details prior to the meeting. Hosts can select the information required, automatically accept all registrations, or let hosts manually accept

Please Note: You will need to have ‘let attendees join the meeting before the host’ turned off in earlier set up stages.

Agenda & Customizable Welcome

Return to Quick Scheduler

Agenda & Customizable Welcome will allow hosts to provide the meetings plan as well as pre share presentations or documents to the attendees.

Agenda  
Proposed plan for the meeting

Info tab templates  
‘Default Information Tab’ is the predetermined information by CITS.

Automatically share presentation or document once a participant joins the meeting  
This section allows hosts to preload a presentation/document/compatible media, so when attendees join, they are able to access immediately.

For support from CITS Audio Visual Services, call 9266 9000. Press “1” for AV Support.
Meeting Options

Select options that you want participants to have when meeting begins:

- Chat
- Video
- Notes
- Allow all participants to take notes
- Single note taker
- Enable closed captioning
- File transfer
- Enable UCF rich media for attendees

Attendee Privileges

Select privileges that you want attendees to have when meeting begins:

- Save
- Print
- Annotate
- View participant list
- View thumbnails
- Control applications, web browser or desktop remotely
- View any document
- View any page
- Contact operator privately

For support from CITS Audio Visual Services, call 9266 9000. Press “1” for AV Support.
WebEx Meeting Centre - Schedule a Session Online

Review

Once all the steps have been completed, the host will be presented with a review of the meeting.

You have the ability to ‘save as template’ for future use (such as irregular meetings).

Return to quick scheduler to make amendments.

If the host is happy with the review, click on ‘Schedule Meeting’

Friday, April 8, 2016  |  1.00 pm Australia Western Time (GMT+08.00)  |  1 hour  |  Not started

Host:  Edit  |  Cancel meeting  |  Add to my calendar

More information

By joining this meeting, you are accepting the Cisco WebEx Terms of Service and Privacy Statement.

You will be presented with the final details of the meeting. Giving you the option to;

- Return and edit
- Cancel meeting
- Add to my calendar
- Start the meeting

For support from CITS Audio Visual Services, call 9266 9000. Press “1” for AV Support.