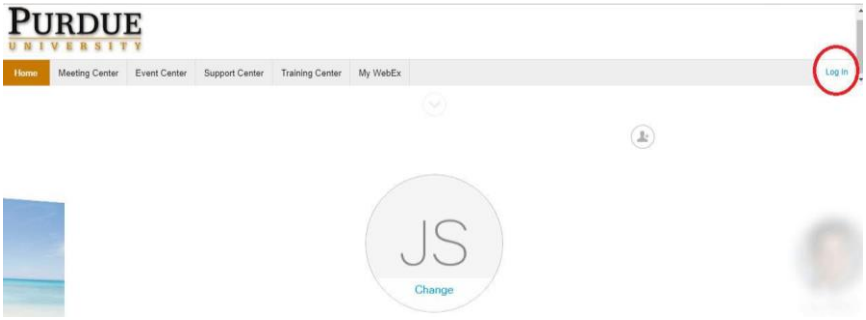
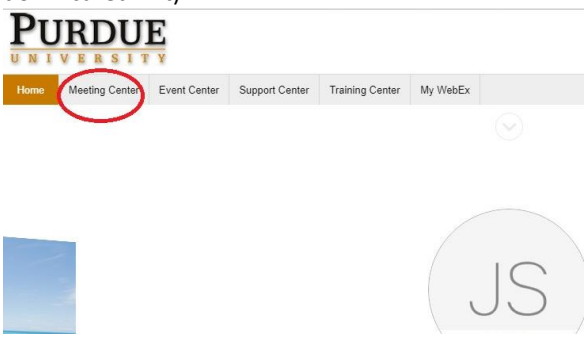
How to create a WebEx Meeting:

1. Login to http://purdue.webex.com



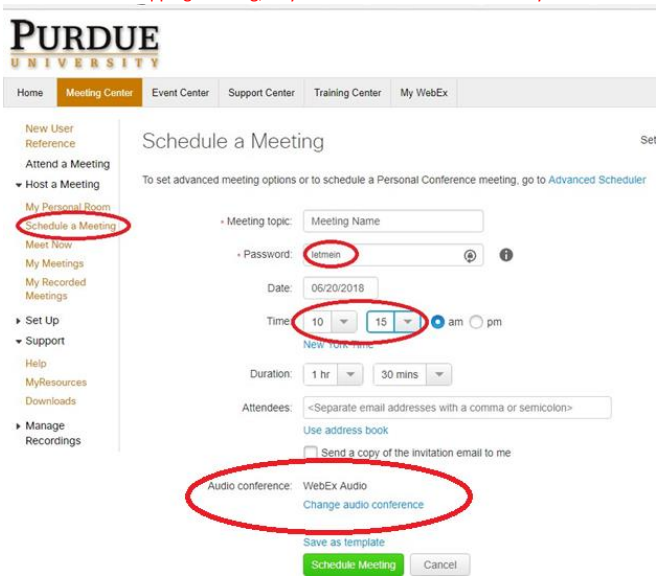
2. Click on Meeting Center (If you unable to see the top menu on the page, look for and then click on the gray circle with the down caret in it)



3. Click on “Schedule a Meeting” in the left-hand menu. Set a Meeting Topic (This needs to match the Meeting name you use in the Outlook Invitation) then set a meeting password. It does not have to be anything specific, however, it does make it easier for faculty and staff if you use “letmein” as the meeting password for every meeting you create.

NOTE: If you need the meeting recorded please prepend the word “RECORDED:” to the meeting topic here and the Outlook Meeting you will create later.

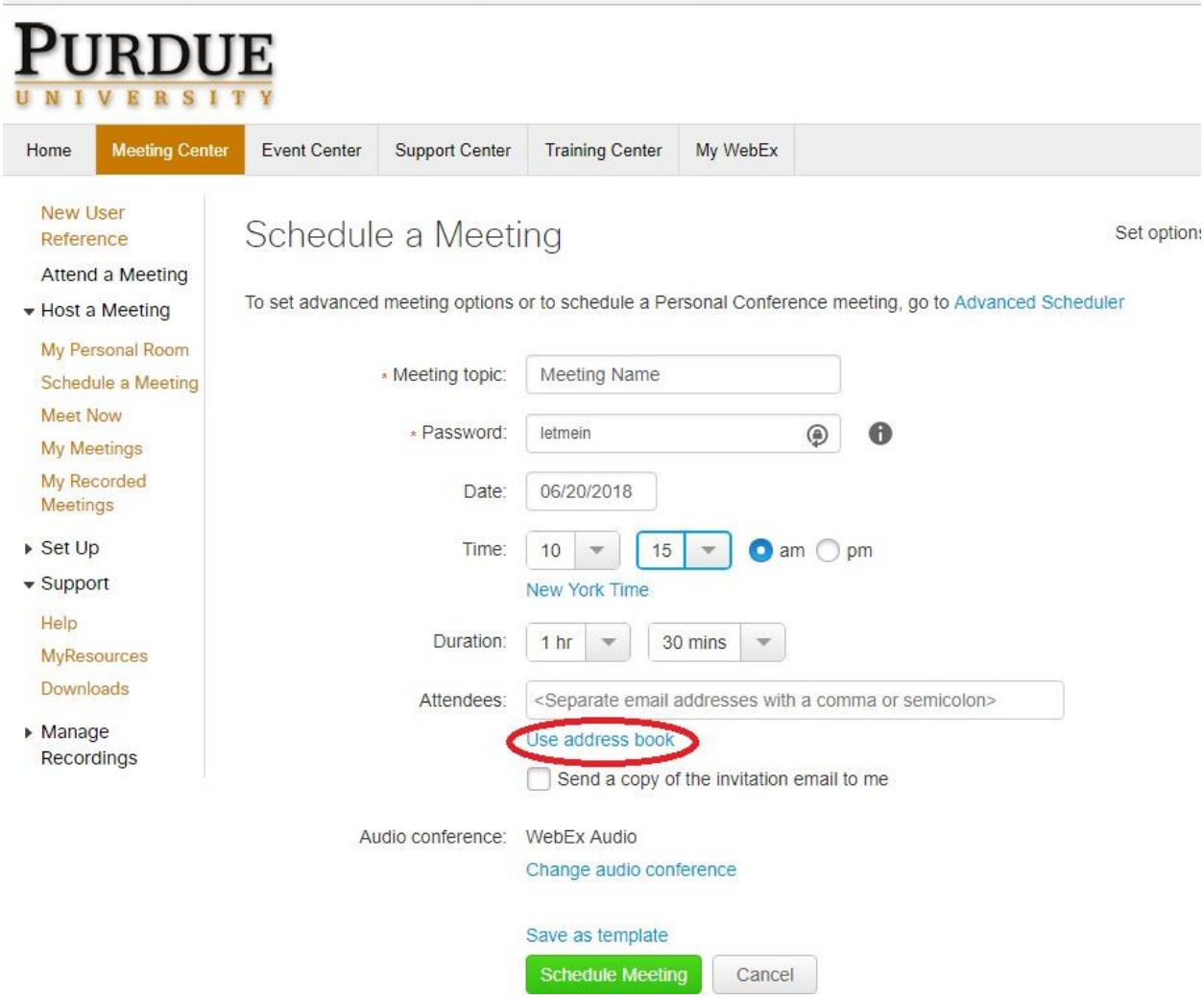
NOTE: You can schedule as many overlapping meetings as you want, but the system will only let 2 meetings run at any given time. If you are in a situation where you need to schedule more than 2 meetings that overlap (even by a second), then you will need to have someone else create that meeting for you. Webex will not inform you that you have created a 3rd overlapping meeting, so you will need to monitor this on your own.



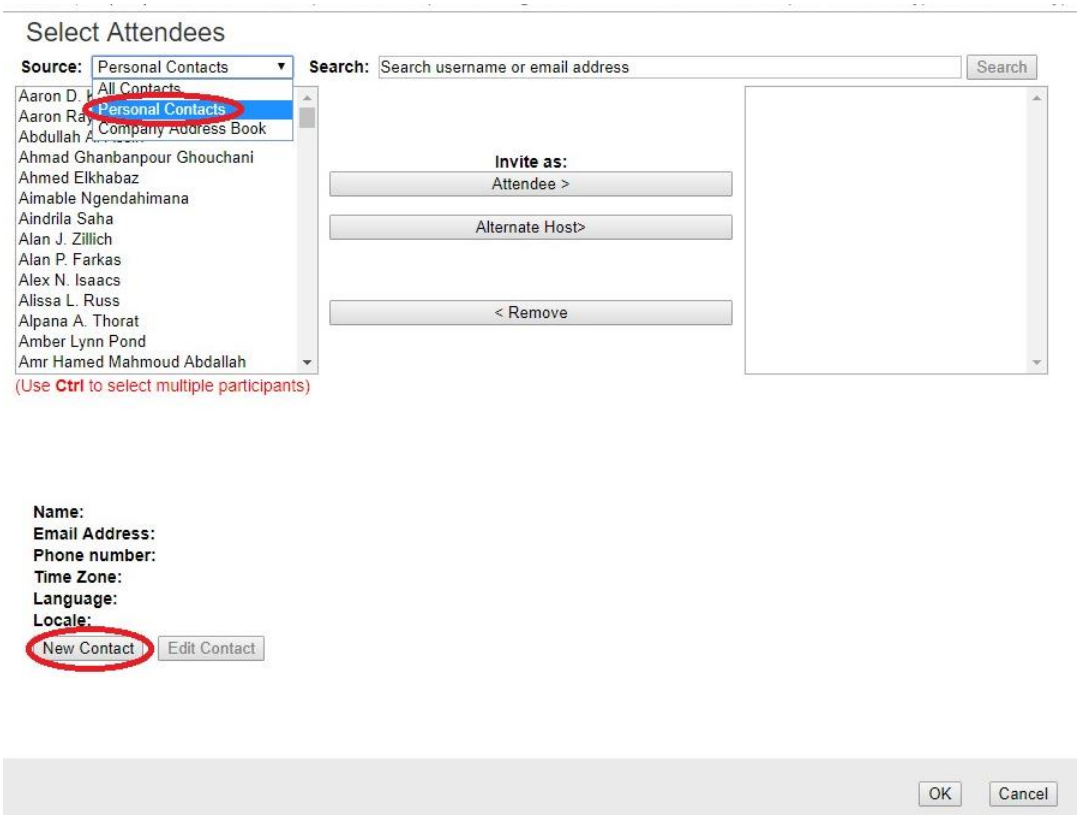
4. Next, you will need to invite the Pharmacy IT user account to the meeting in WebEx and make it an alternate host of the meeting. - This allows Pharmacy IT to handle the starting and stopping of recordings as well as manage meeting quality by muting or expelling any meeting participants that might inadvertently be disrupting the meeting. Probably more importantly, this also allows us to start the meeting as earlier than the scheduled start time if necessary.

   NOTE: If you log in to this meeting when the Pharmacy IT account is also in this meeting you will retain host rights / steal them from the Pharmacy Webex account. This happens because you are the creator of the meeting, and the creator has a higher priority than an alternate host. Only one user can be designated as a Host at a time. If you find yourself in this situation, once you are in the meeting, please right click on Pharmacy Telepresence User in the participants list and transfer the host roll back to that account. If you do not logon to the meeting, there is no need to take any action because that account will be promoted to host when it logs on.

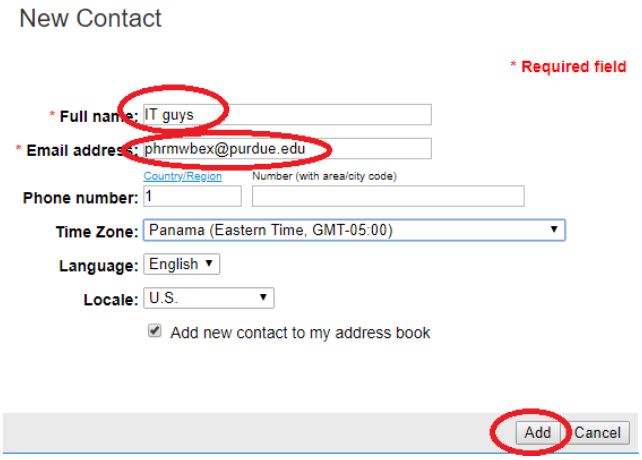
   Click on “Use address book”



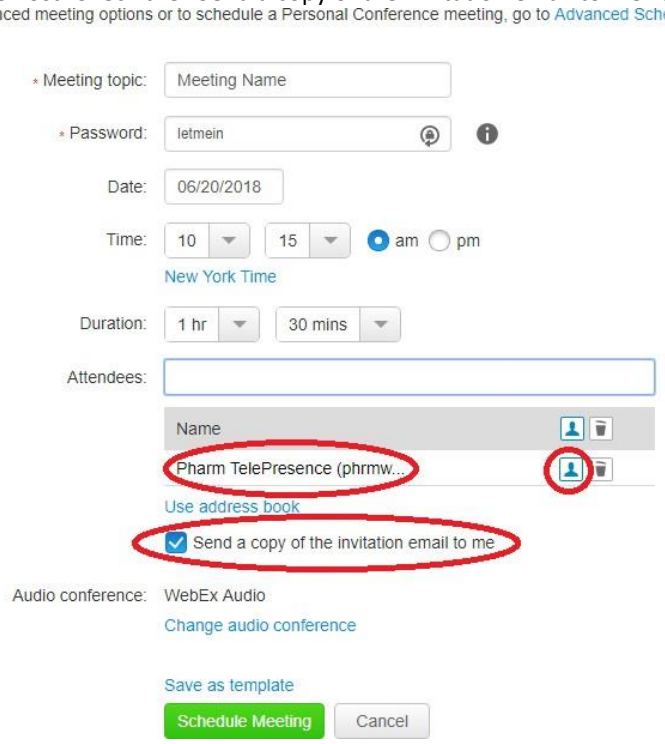
5. If this is the first time you are creating a meeting, you may need to first add the Pharmacy WebEx account to your address book. Click on Personal Contacts in the "Source:" dropdown. Then click on "New Contact"



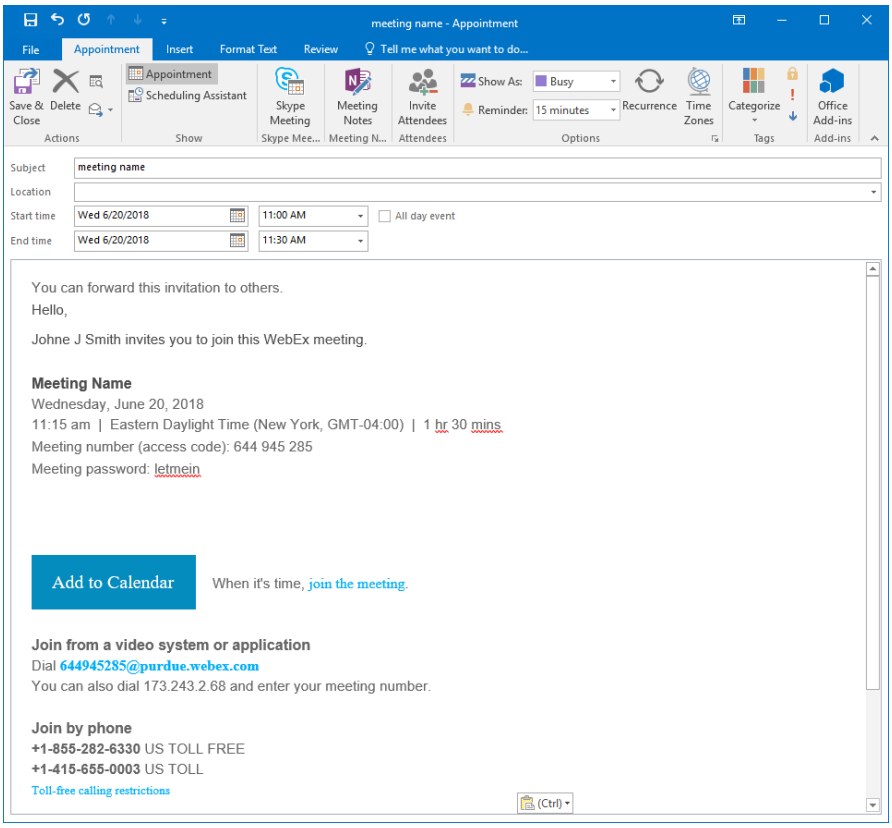
6. Fill in the new contact form as shown below, the email address to use is phrmwbex@purdue.edu, and then click "Add", and then "OK"



7. Next type phrmwbex@purdue.edu in the attendees box and hit enter. It will then create a listing for that attendee below the box. To make Pharm TelePresence an alternate host click the silhouette next to the name. You know it is an alternate host when the silhouette turns blue. You may also invite whomever you wish at this point, but please do not make them an alternate host. Check the "Send a copy of the invitation email to me" checkbox and then Click "Schedule Meeting".



8. At this point you are going to receive email from Webex. The information contained in the body of this email needs to be copied and pasted into your Outlook invitation. The Outlook meeting invitation is where you will actually invite people and schedule rooms).



NOTE: If this WebEx is intended to be used in a conference room, please do not forget to invite phrmwbex@purdue.edu to the outlook meeting as well. Also, be sure to make sure that the location field mentions that there is an included Webex Meeting invitation. For example: “RHPH 554 / FTBB 1 / Webex below”