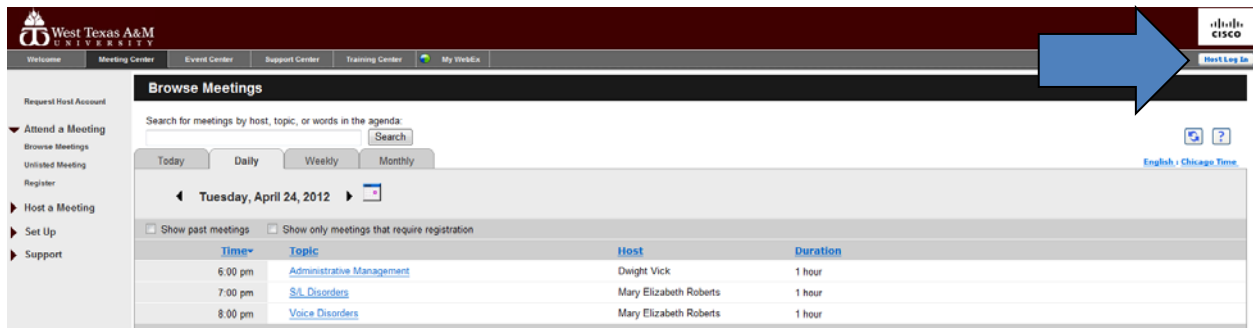


Creating and Using a WebEx Meeting Template

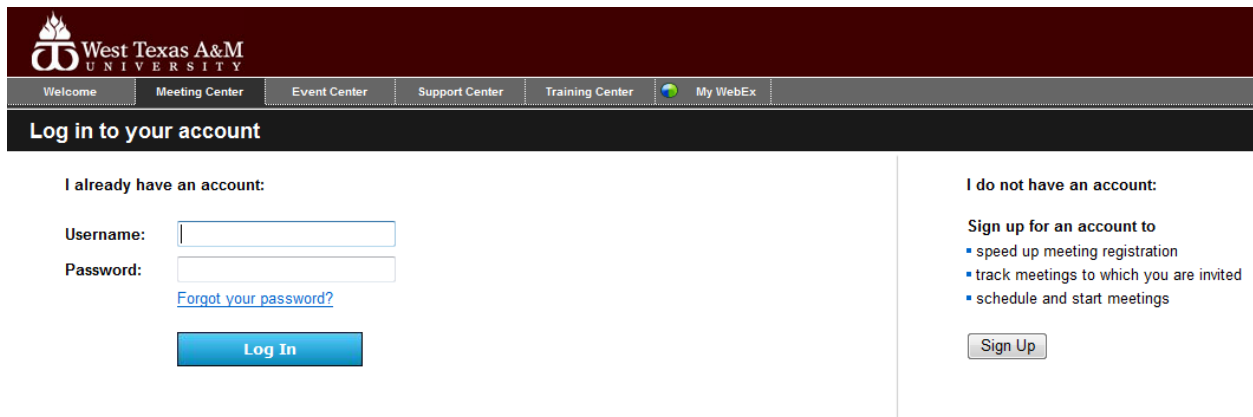
Creating a Template

Step 1: Login to <https://wtamu.webex.com>



The screenshot shows the 'Browse Meetings' page on the West Texas A&M WebEx Meeting Center. The page includes a search bar, navigation tabs for 'Today', 'Daily', 'Weekly', and 'Monthly', and a table of meetings for Tuesday, April 24, 2012. A blue arrow points to the 'Test Log In' link in the top right corner.

Time	Topic	Host	Duration
6:00 pm	Administrative Management	Dwight Vick	1 hour
7:00 pm	St_L Disorders	Mary Elizabeth Roberts	1 hour
8:00 pm	Voice Disorders	Mary Elizabeth Roberts	1 hour



The screenshot shows the 'Log in to your account' page. It features two columns: 'I already have an account' with fields for Username and Password, and 'I do not have an account' with a 'Sign Up' button and a list of benefits.

I already have an account:

Username:

Password:

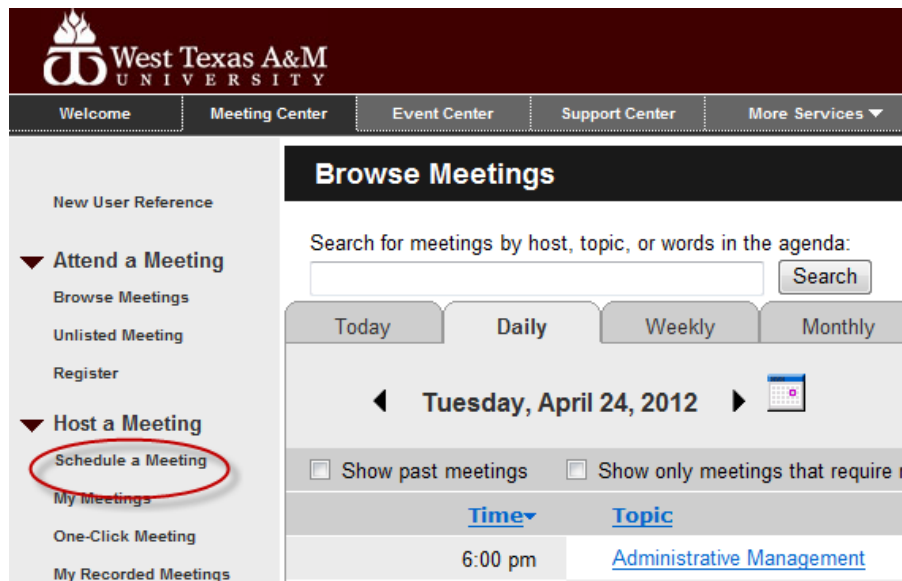
[Forgot your password?](#)

I do not have an account:

Sign up for an account to

- speed up meeting registration
- track meetings to which you are invited
- schedule and start meetings

Step 2: Select Schedule a Meeting



The screenshot shows the 'Browse Meetings' page on the West Texas A&M WebEx Meeting Center. The 'Schedule a Meeting' option is circled in red in the left-hand navigation menu.

Attend a Meeting

- Browse Meetings
- Unlisted Meeting
- Register

Host a Meeting

- Schedule a Meeting**
- My Meetings
- One-Click Meeting
- My Recorded Meetings

Step 3: Select Advanced Scheduler

Schedule a Meeting Set options using template: [Meeting Center Default] ?

To set advanced meeting options, go to [Advanced Scheduler](#) ?

* Meeting topic: Practice Session

* Password: ●●●●●● * Confirm password: ●●●●●●

Date: May 24 2012

Time: 11:00 am Chicago Time

Duration: 1 hr 0 min

Attendees: <Separate email addresses with a comma or semicolon> [Use address book...](#)

Send a copy of the invitation email to me

Audio conference: WebEx Audio [Change audio conference...](#)

Cancel Save as template... **SCHEDULE MEETING**

Step 4: Work through each of the tabs on the right, selecting the options you want for your template. (See **How to Set Up WebEx Settings Before a Meeting** for more details about each tab and option)

Required Information Set options using template: [Meeting Center Default] ?

Return to [Quick Scheduler](#) ?

* Meeting topic: Practice Session

Listed on calendar

Delete from My Meetings when completed

* Meeting password: ●●●●●●

* Confirm password: ●●●●●●

Password must be at least 4 characters

Required Information

Date & Time

Audio Conference

Invite Attendees

Registration

Agenda & Welcome

Meeting Options

Attendee Privileges

Review

Cancel Save as template... Back **START NOW** Next

Step 5: After selecting all options for your template, select the **Save as template...** button

The screenshot shows a 'Review' window for a meeting template. At the top right, it says 'Set options using template: [Meeting Center Default]'. Below this is a 'Return to Quick Scheduler' link and a help icon. The main area is divided into a text box on the left and a sidebar of buttons on the right. The text box contains the following details:

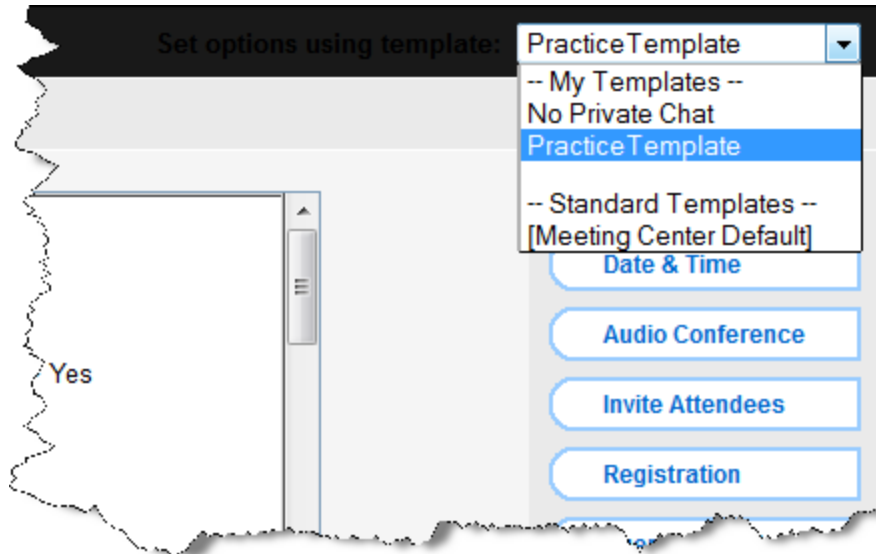
- 1) Required Information:
 - <Schedule for> Myself
 - <Meeting type> Meeting Center Pro 1000
 - <Meeting topic> Practice Session
 - <Listed on calendar> Yes
 - <Delete from My Meetings when completed> Yes
 - <Meeting password> *****
 - <Confirm password> *****
- 2) Date & Time:
 - <Meeting date> Wednesday, May 9, 2012
 - <Start time> 10:15 am Chicago Time
 - <Attendees can not join meeting before start time>
 - <Estimated duration> 1 hr 0 min
 - <Email reminder> 15 minutes before meeting starts
 - <Recurrence> None
- 3) Audio Conference Settings:

The sidebar on the right contains buttons for: Required Information, Date & Time, Audio Conference, Invite Attendees, Registration, Agenda & Welcome, Meeting Options, Attendee Privileges, and Review. At the bottom, there are buttons for 'Cancel', 'Save as template...' (circled in red), 'Back', 'START NOW', and 'Next'.

Step 6: Enter a **Template name** in the box to save a new template or click on an existing template in the **-- My Template --** area to overwrite an existing template. Click **Save** to continue

The screenshot shows a web browser window titled 'Save as template... - Mozilla Firefox'. The address bar shows the URL: <https://wtamu.webex.com/cmp03071/webcomponents/scheduler/schdtempl>. The main content area has a heading 'Save as template...' and a sub-heading 'To save your current settings to an existing template (to overwrite), choose it from the list.' Below this is a scrollable list box containing the text '-- My Templates --' and 'No Private Chat'. At the bottom, there is a text input field labeled 'Template name:' with the value 'Untitled'. There are 'Save' and 'Cancel' buttons at the bottom right.

Step 7: Your newly created template (as well as any existing templates) will now appear in the template dropdown menu.



To Use an Existing Template

Step 1: Login to <https://wtamu.webex.com>

The screenshot shows the West Texas A&M University WebEx interface. The top navigation bar includes 'Welcome', 'Meeting Center', 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. The main content area is titled 'Browse Meetings' and features a search bar, a 'Search' button, and a table of meetings. A blue arrow points to the 'Cisco' logo in the top right corner.

Time	Topic	Host	Duration
6:00 pm	Administrative Management	Dwight Vick	1 hour
7:00 pm	St. Disorders	Mary Elizabeth Roberts	1 hour
8:00 pm	Voice Disorders	Mary Elizabeth Roberts	1 hour

The screenshot shows the West Texas A&M University WebEx login page. The page is titled 'Log in to your account' and features two columns: 'I already have an account:' and 'I do not have an account:'.

I already have an account:

Username:

Password:

[Forgot your password?](#)

[Log In](#)

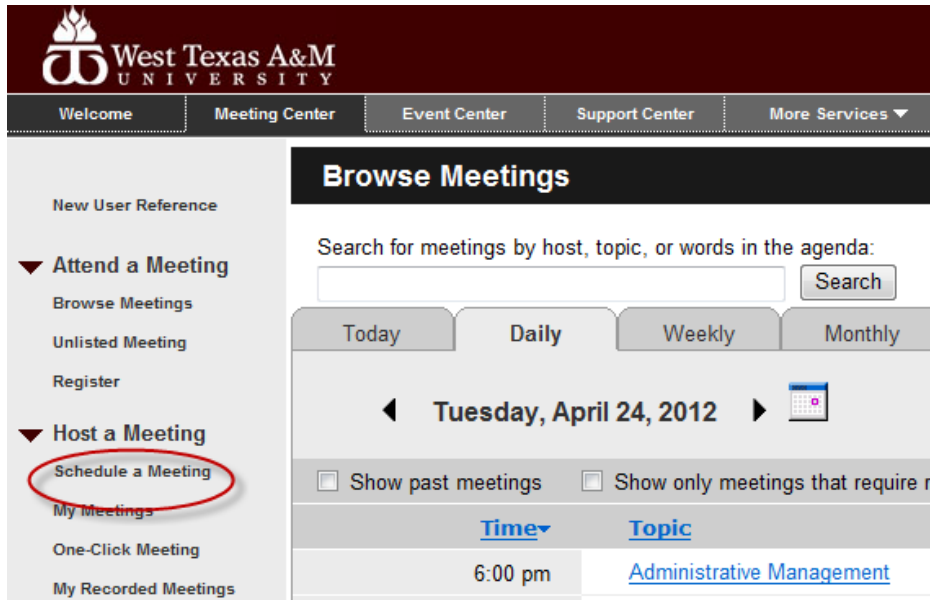
I do not have an account:

Sign up for an account to

- speed up meeting registration
- track meetings to which you are invited
- schedule and start meetings

[Sign Up](#)

Step 2: Select Schedule a Meeting



Step 3: Select the **template** from the dropdown menu in the upper right corner of the screen. Add the **Meeting topic, Password, and Confirm password**, as well as any additional settings listed on this page. Click **Schedule Meeting** for the meeting to be added to the My Meetings area.

