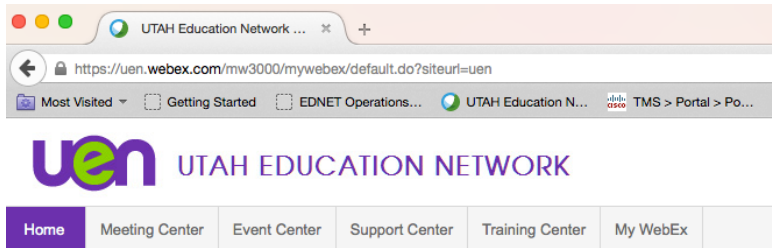
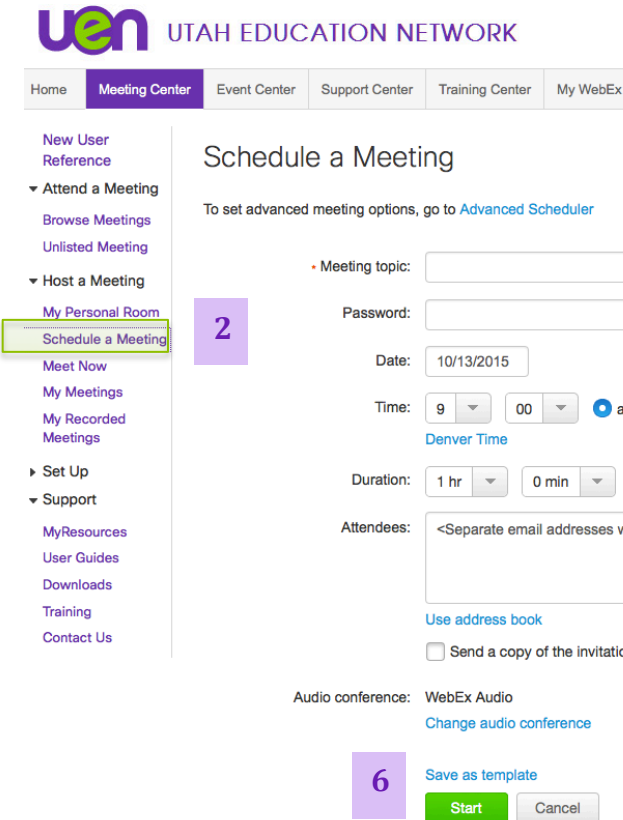


## Scheduling a meeting:



1



1. Login to WebEx  
(uen.webex.com)
2. Select "Schedule a Meeting"
3. Enter Meeting Topic (Title)
4. Enter Date, Time, and Duration
5. Invite attendees using email addresses
6. Press "Start"