

# Scheduling a Meeting from Website Portal

You can use the **Quick Scheduler** or the **Advanced Scheduler** to schedule WebEx meetings. Use the **Quick Scheduler** if you are short on time. Use the **Advanced Scheduler** if you are looking for more meeting options, like security parameters or participant privileges.

## Schedule a Meeting with the Quick Scheduler

1 Sign in to your Cisco WebEx Site.

2 Go to **Host a Meeting**, and select **Schedule a Meeting**.

If you are in the Advanced Scheduler, click the Return to **Quick Scheduler**.



Enter the details for your meeting and select **Schedule Meeting** or **Start**.

### Schedule a Meeting

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

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\* Meeting topic:

\* Password:   

Date:

Time:    am  pm  
[San Francisco Time](#)

Duration:

Attendees:   
[Use address book](#)

Send a copy of the invitation email to me

Audio conference: Use VoIP only  
[Change audio conference](#)

[Save as template](#)

## Schedule a Meeting with the Advanced Scheduler

- 1 Sign in to your WebEx site.
- 2 Go to **Host a Meeting**, and select **Schedule a Meeting**.  
If you are in the Quick Scheduler, click the **Advanced Scheduler**.
- 3 Enter the required information for your meeting and click **Next**.
- 4 Check your meeting details and select **Schedule Meeting** or **Start**.

### Date & Time

[Return to Quick Scheduler](#)

Meeting date:

Meeting time:    am  pm  
[San Francisco Time](#) | [Plan meeting time zones](#)

Attendees can join  minutes before start time  
 Attendees can also connect to audio conference

Estimated duration:

Email reminder:  minutes before meeting starts

Recurrence:  None  Daily  Weekly  Monthly  Yearly

[Save as template](#)

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