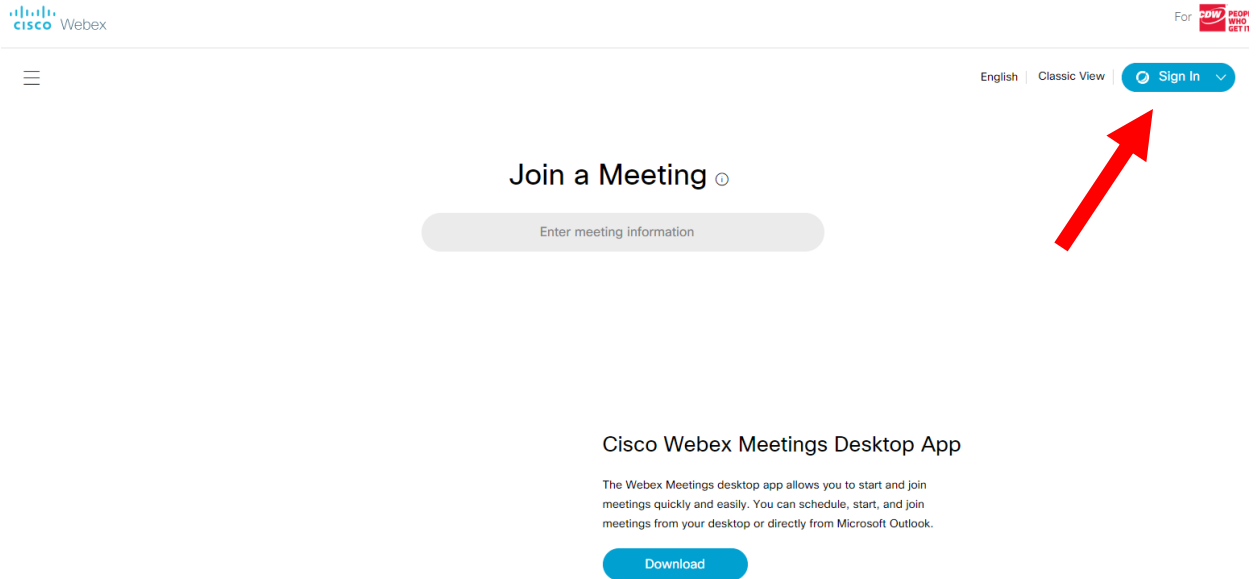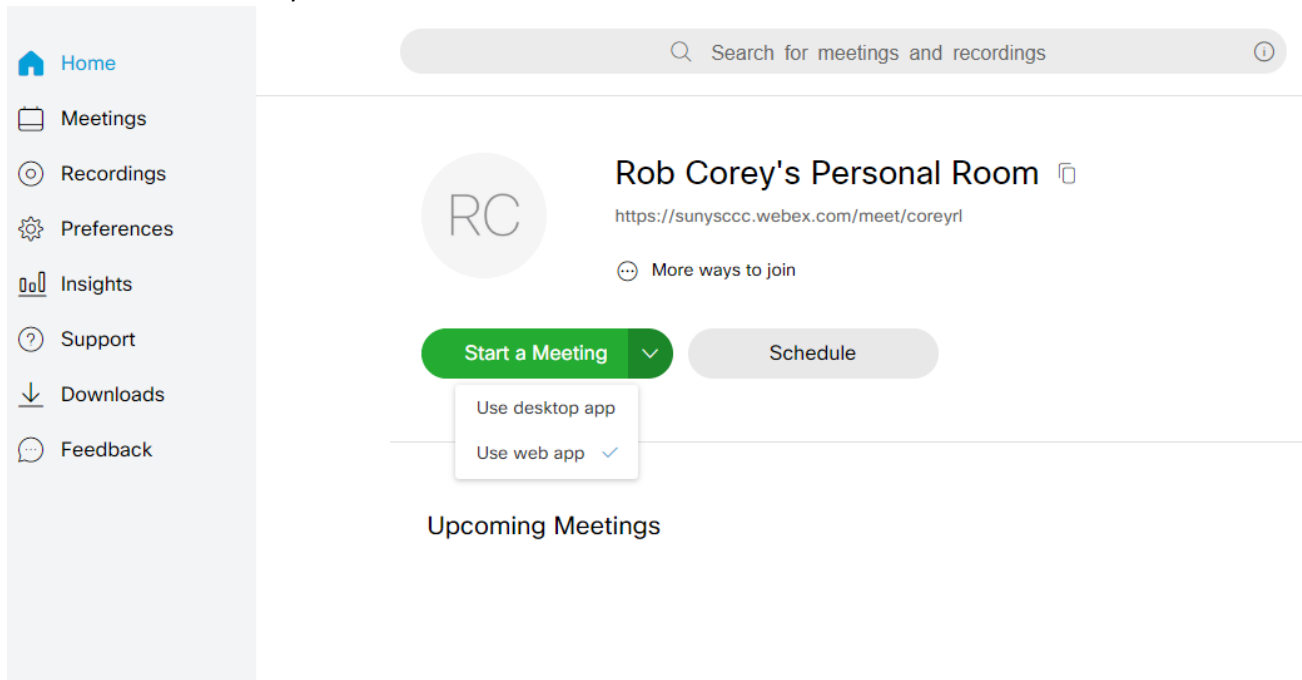# Instructions to Schedule Webex Meetings in Calendars

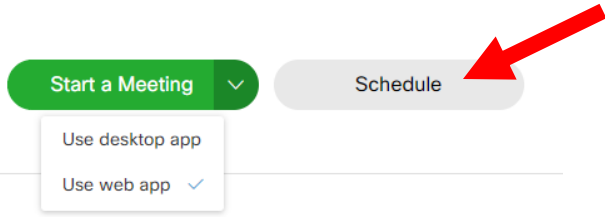Navigate to **sunysccc.webex.com**

1. If you want to schedule a future meeting, choose "Sign In" at the top. An SCCC account will be given to you.

2. This is the room you will see:

3. To schedule a meeting for later on, choose "Schedule."

Start a Meeting ⌄   Schedule

Use desktop app
Use web app ✓

4. You will see a form to fill out:

Schedule a Meeting

Meeting templates   Webex Meetings Default   ⌄

Meeting type	Webex Meetings Pro Meeting ⌄
* Meeting topic		← **TITLE**
* Meeting password	sjJfcEGD465	← **PASSWORD** you can set your own *(will automatically send to attendees)*
Date and time	Monday, Mar 23, 2020 12:55 pm Duration: 1 hour ⌄ (UTC-04:00) Eastern Time (US & Canada) ⌄ ← **DATE OF MEETING**
	☐ Recurrence
Attendees	Separate email addresses with a comma or semicolon ← **ATTENDEES EMAIL ADDRESSES** *(separate their addresses by commas)*

Show advanced options ⌄

Cancel   Start   Save as template

5. When you are finished, choose "Start." It will send a calendar invite to the meeting that they can accept in Outlook or O365. The meeting will have all of the information they need to connect.

6. This is what they will see in their calendar once they accept that invite. All they will have to click is "Join meeting" and enter the password when it is time to start the meeting.

Accepted on 3/23/2020 12:40 PM.
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: America/New_York.

Organizer	Jeff Snow <snowjd@sunysccc.edu>
Subject	Webex meeting invitation: Operations Regroup
Location	https://sunysccc.webex.com/sunysccc/j.php?MTID=mdda6471d96c1cc94a41773397d72d3a0
Start time	Mon 3/23/2020 3:30 PM ☐ All day event
End time	Mon 3/23/2020 4:00 PM
Attached	Webex_Meeting.ics 7 KB

Jeff Snow invites you to join this Webex meeting.

Meeting number (access code): 717 343 785
Meeting password: ⬤

Monday, March 23, 2020
3:30 pm | (UTC-04:00) Eastern Time (US & Canada) | 30 mins

Join meeting