

WebEx Invitation Guide

1. If making a WebEx for a Demo or Evaluation Call in response to a Sales person's email, click the green Accept invitation button in Outlook and navigate down to the Edit the Response before Sending. This will open up a new reply.
2. Navigate to the WebEx website noted above and begin by clicking the [Host Login] button in the upper right hand corner and use your login credentials to log in.
3. Navigate to the **Host a Meeting** category on the left and click on **Schedule a Meeting**.
4. Meeting topic: NetSpective Demo
5. Password: Demo123
6. Fill in the appropriate Date, Time, and Duration
7. Check the box for "Send a copy of the invitation email to me"
8. Click on **Change audio conference...** and select "Other teleconference service" from the drop down menu. In the "Instructions:" field type in "Dial in number ###-###-####" where # indicated the full number for the conference bridge you will be using.
9. Click the **Schedule Meeting** button and you will be sent two emails.
10. Finally you will get an email that says you may forward the invitation to attendees. Simply copy all the information in the email and paste it into the accepted response from step 1 and send.