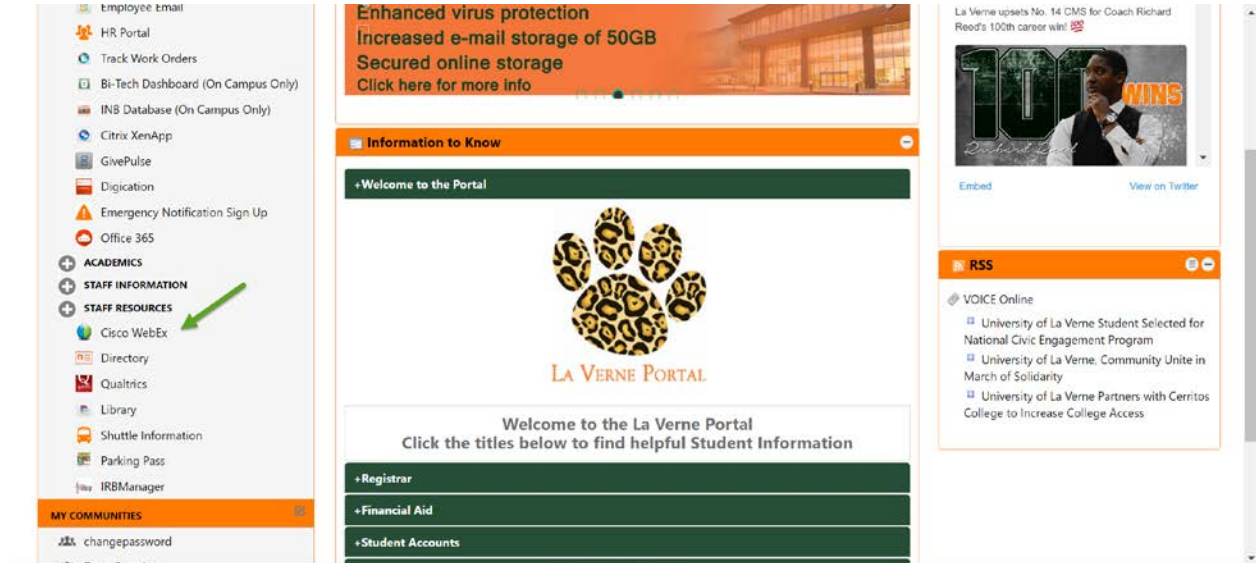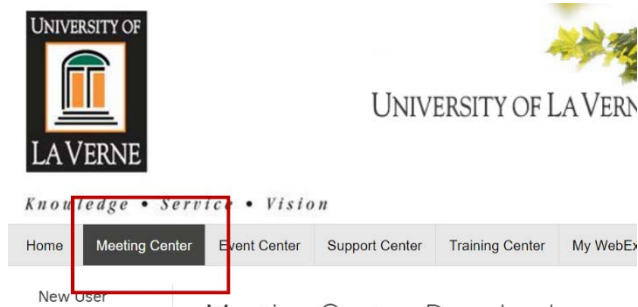# How To Schedule a Personal Conference:

Step 1- Go to the Portal and select WebEx under Staff or Faculty Resources:

Step 2- Go to Meeting Center

Step 3- Schedule a meeting –Enter information for the meeting into the text box. Click on Send a copy of the invitation to me and then click on Advanced Scheduler.

Step 4- Once you click on Advanced Scheduler, select WebEx Personal Conference as Meeting Type and schedule your meeting. The system will send you two invitations. One will be for the Host and the other for the attendees.
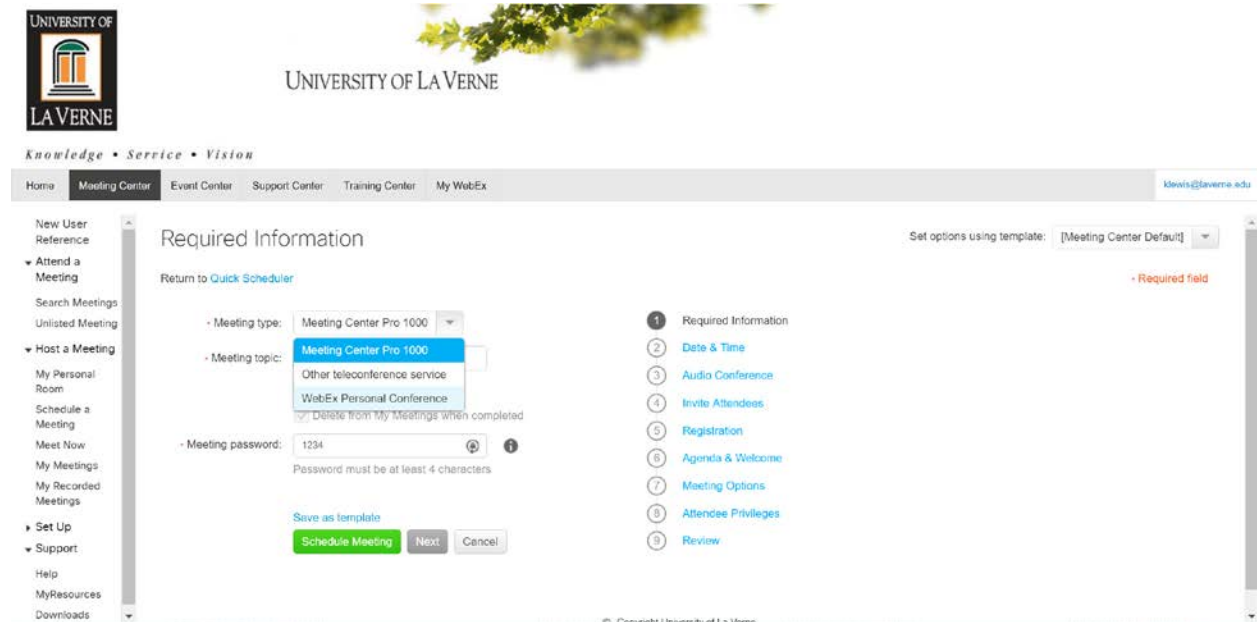
* You can also access scheduling tools using WebEx Productivity Tools that can be downloaded from laverne.webex.com
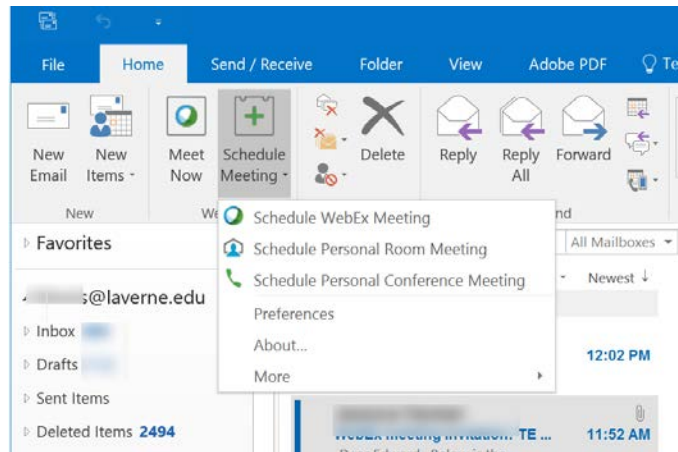
*   *Please note that you must have a Personal PIN number to access this number and have a generated telephone number. You can create both of these, by going to My WebEx> Preferences>Audio Setup. Please be sure to save each one separately.*