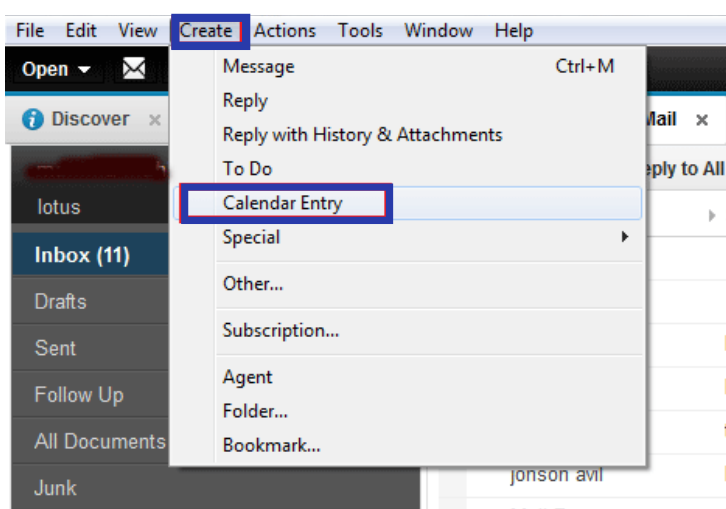# Flex your Webex

Scheduling a Meeting
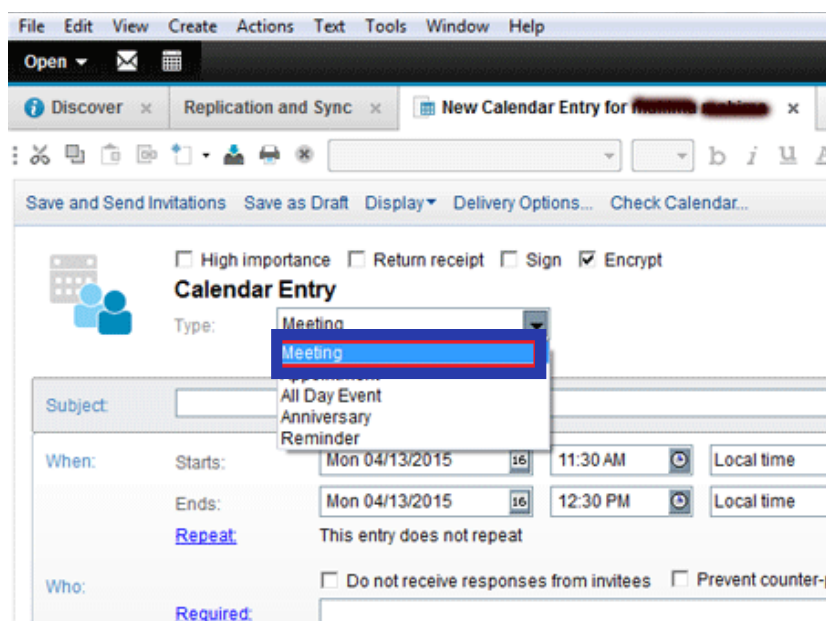## (IBM Lotus Notes)

STEP 1: OPEN LOTUS NOTES

From the top navigation menu, click on **Create** and select **Calendar**

💡 *As a shortcut, click on Calendar icon located on the top left side of the screen.*

STEP 2: CHOOSE THE TYPE OF MEETING
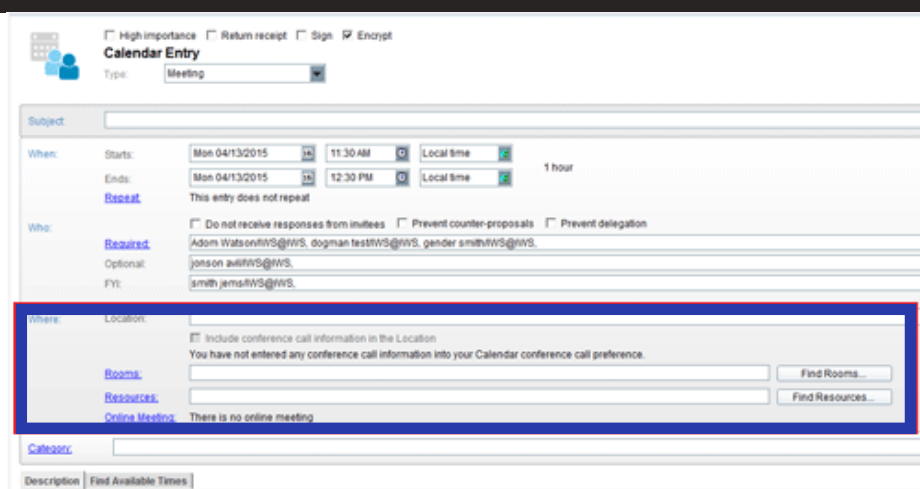

In the Calendar Entry, select **Meeting** option.

Fill in the appropriate information about your meeting.

Invite candidates to your meeting by entering their email addresses to the **Who** section

STEP 3: SET UP ONLINE MEETING

Click **Online Meeting** and select your **Personal Room** from the pop-up menu.

Then, click **OK.**

STEP 4: SEND INVITES

Click on **Save and Send Invitations** to send the invites out to all participants attending the meeting

💡 *In any Webex meetings that you schedule in Lotus Notes, the meeting start time appears in the time zone that you set on your computer. However, on your Webex site, all Webex meeting times appear in the time zone you set in your preferences, regardless of the time that is set on your computer.*

Need Help?
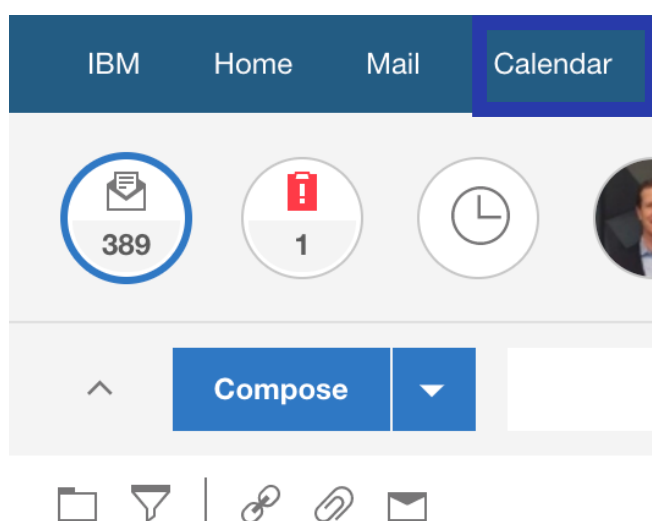
Join us on 🔷# **webex-at-IBM**

Flex your Webex

Scheduling a Meeting (IBM Verse)
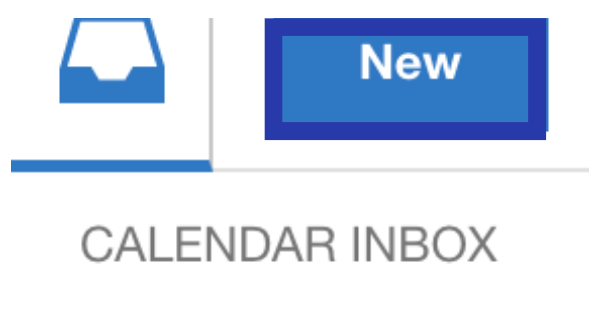

STEP 1: OPEN VERSE APP OR GO ONLINE

From the top nagivation menu, Click on **Calendar.**

💡 *As a shortcut, click on **Calendar icon** located on the bottom right corner of the screen.*

STEP 2: CREATE AN EVENT

In the Calendar Entry, select **New** in the top left corner of the screen. Fill in the appropriate information about the Meeting.

To invite the candidates to attend the meeting, fill the entries in the **Required, Optional and FYI** segment, via their emails

STEP 3: SET UP ONLINE MEETING

Click **Online Meeting** and select your **Personal Room** from the pop-up menu. Then, click **OK.**

To create a Personal Room, Click on **Online Meeting,** then select **New** and enter your Personal Room Information.

Then click **OK.**

STEP 4: SEND INVITES

Click on **Save and Send Invitations** to send the invites out to all participants attending the meeting

💡 *In any Webex meetings that you schedule in IBM Verse, the meeting start time appears in the time zone that you set on your computer. However, on your Webex site, all Webex meeting times appear in the time zone you set in your preferences, regardless of the time that is set on your computer.*

Need Help?

Join us on 💬# **webex-at-IBM**
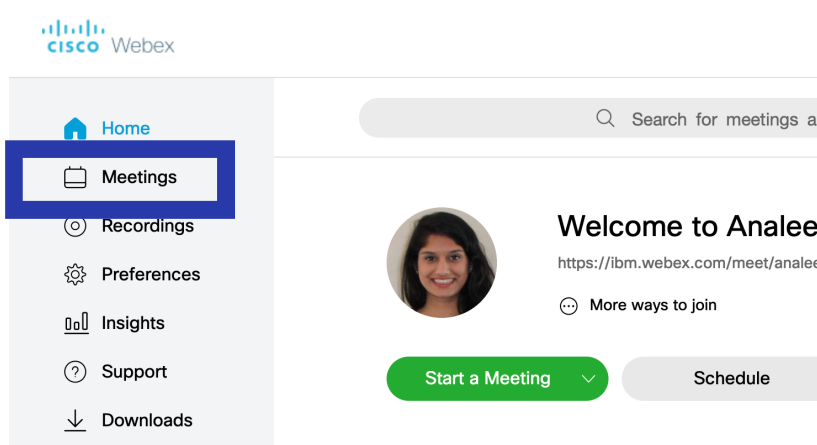
Flex your Webex

Scheduling a Meeting
(Webex Web App)

STEP 1: GO TO IBM.WEBEX.COM

Click Webex **Meetings** on the top navigation bar. Then select, **Schedule.**

*Shortcut would be to click on **Schedule** in the Homepage.*

cisco Webex

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads

Search for meetings a...

Welcome to Analee...
https://ibm.webex.com/meet/analee...
More ways to join

Start a Meeting   Schedule

STEP 2: FILL IN THE DETAILS

Schedule a Meeting

Meeting type — Webex Meetings Pro Meeting

* Meeting topic

* Meeting password — 2GBrNznnn33

Date and time — Tuesday, 21 Apr, 2020 8:15 pm Duration: 1 hour
(UTC-04:00) Eastern Time (US & Canada)
Recurrence

Attendees — Separate email addresses with a comma or semicolon

Show advanced options

Cancel   Start   Save as template

Enter a topic for your meeting in the **Meeting** topic.

Enter a password for the meeting in the **Password.**

The password entered here is the password attendees will enter to join the meeting. If there isn't a red asterisk (*) beside the password fields, a password is optional.

STEP 3: SELECT ADVANCED OPTIONS

For **Audio Connection**, choose **Webex Audio** as it allows attendees to choose to join the teleconference or listen via their computer.

It will display global call-in numbers or allow access to teleconference via global call-in numbers.

Audio connection options

Audio connection type — Webex Audio
☑ Display toll-free number
☑ Display global call-in number to attendees
Entry and exit tone — Beep

STEP 4: SEND INVITATIONS

Cancel   Schedule   Save as template

Click the **Start** or **Schedule** Meeting button to send out invitations to your Webex Meeting.
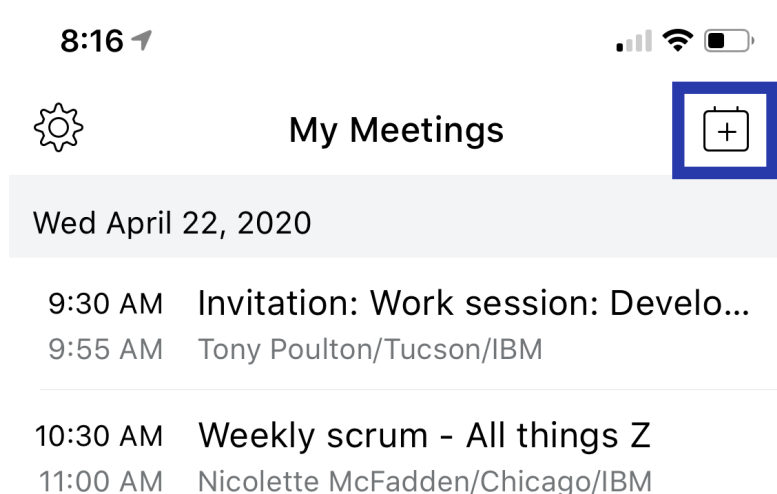
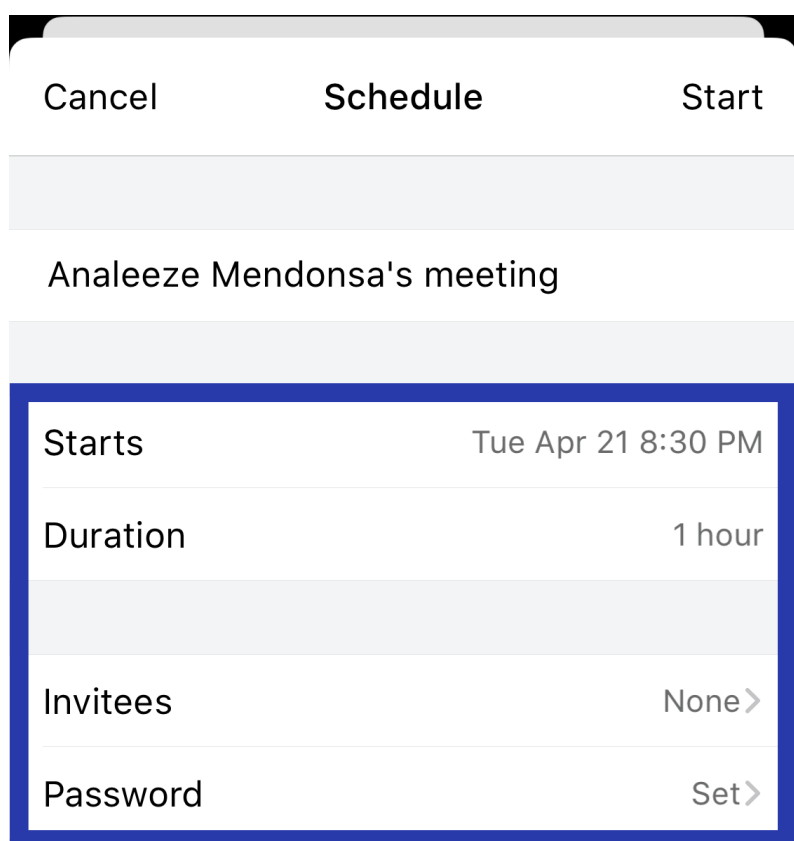# Need Help?

Join us on # **webex-at-IBM**

Flex your Webex

Scheduling a Meeting
(Webex Mobile App)

STEP 1: OPEN WEBEX MOBILE APP

Swipe right to view **My Meetings** pane. Then tap on the **Calendar i**con on the top right of the screen.

8:16

⚙ My Meetings ⊞

Wed April 22, 2020

9:30 AM   Invitation: Work session: Develo...
9:55 AM   Tony Poulton/Tucson/IBM

10:30 AM   Weekly scrum - All things Z
11:00 AM   Nicolette McFadden/Chicago/IBM

STEP 2: FILL IN THE DETAILS

Cancel   Schedule   Start

Analeeze Mendonsa's meeting

Starts	Tue Apr 21 8:30 PM
Duration	1 hour
Invitees	None ›
Password	Set ›

The meeting topic will default to [**your name]'s meeting**. It's best to change this to the meeting topic.

Tap **Starts** to select the date and time when your meeting should start. Use the scroll wheel to select a date and time.

Click on **Duration** to select a suitable time and length for your meeting. Use the scroll wheel again to select the duration.

Select **Invitees** to add people to your meeting. Enter the participants' emails to invite people to your meeting or tap the **+** sign to add directly from your own contacts.

You can also add a password for your meeting by clicking on **Password**. Meeting passwords are optional but can be used for added security if your meeting is very sensitive.

STEP 3: SEND INVITES

Choose **Schedule** to schedule your Webex meeting and send invitations.

When scheduled, the meeting then appears in the **My Meetings** pane.

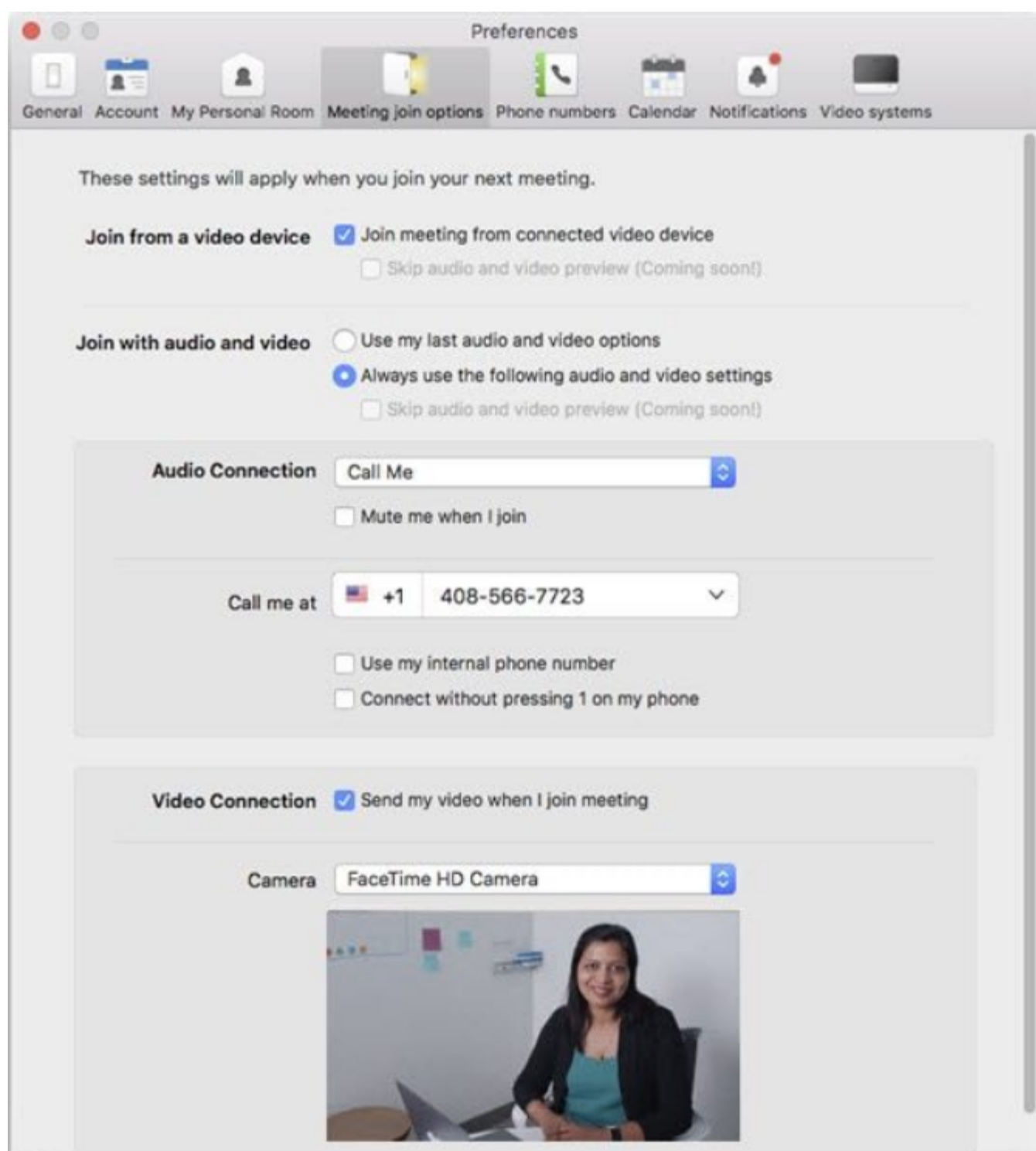Cancel   Schedule   Schedule

Analeeze Mendonsa's meeting
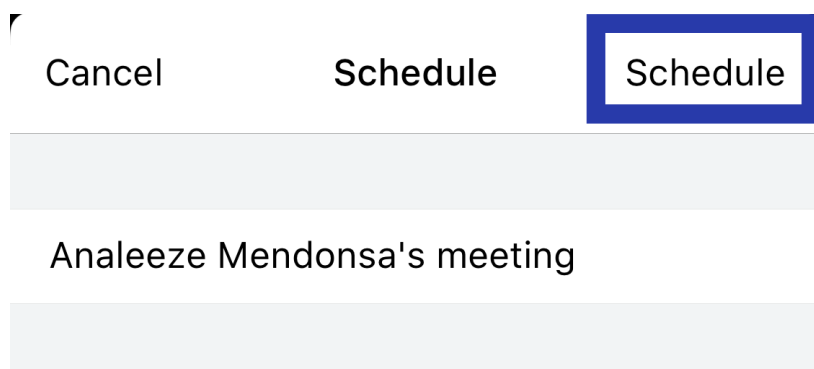
Need Help?

Join us on # **webex-at-IBM**

Flex your Webex

Meeting Join Preferences
(Mac)

STEP 4: FILL OUT THE WINDOW WITH YOUR PREFERENCES

For **Audio Connection**, choose from the following options:

- **Use computer for audio** — Use your computer with a headset or speakers. You can change your headset, speakers, and microphone.

- **Call me** — Enter or select the work or home phone number that you'd like the meeting to call.

- **Call in** — Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.

- **Don't connect audio** — You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

Best practice to set your audio setting to this option. But, if experiencing low bandwidth or problems with your laptop audio, do not use this option.

Need Help?

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