

# Steps to Create WebEx Meetings

Step 1: Click on below link For Sign in/Signup to cisco WebEx account (Screenshot for your reference)

<https://www.bleepingcomputer.com/news/software/cisco-offering-free-90-day-webex-licenses-due-to-coronavirus/>

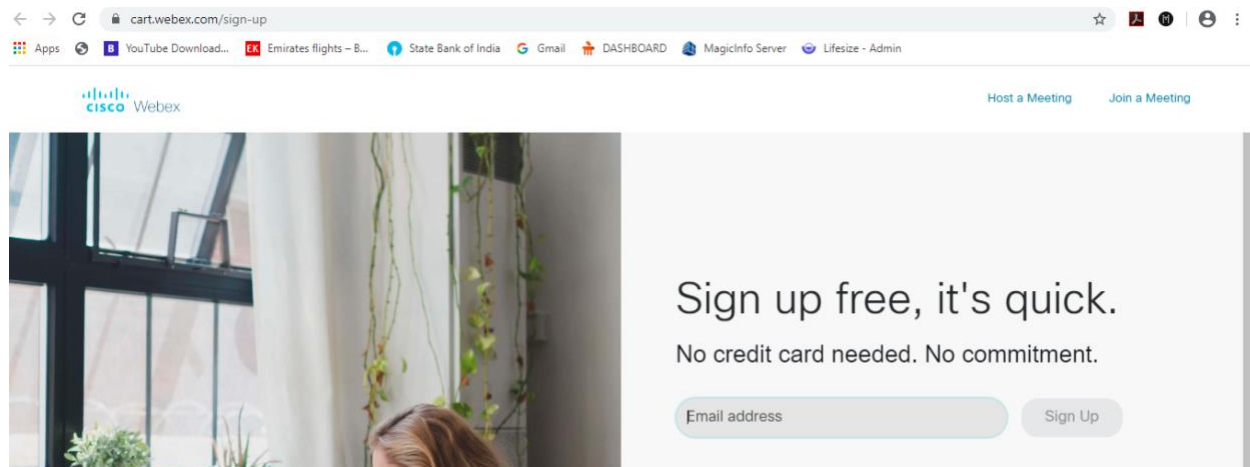
For businesses, Cisco is also offering [free 90-day licenses](#) through partners and the Cisco sales team.

"Additionally, through our partners and the Cisco sales team, we are providing free 90-day licenses to businesses who are not Webex customers in this time of need. We're also helping existing customers meet their rapidly changing needs as they enable a much larger number of remote workers by expanding their usage at no additional cost."

These free Webex accounts are available in the following countries:

Australia, Austria, Belgium, Brazil, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hong Kong, Hungary, India, Indonesia, Ireland, Israel, Italy, Japan, Latvia, Lithuania, Luxembourg, Macau, Malaysia, Malta, Mexico, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Singapore, Slovakia, Slovenia, South Africa, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, UAE (United Arab Emirates), Ukraine, United Kingdom, United States, and Vietnam.

For those who want to take advantage of this offer, you can sign up for your free Webex account [here](#).



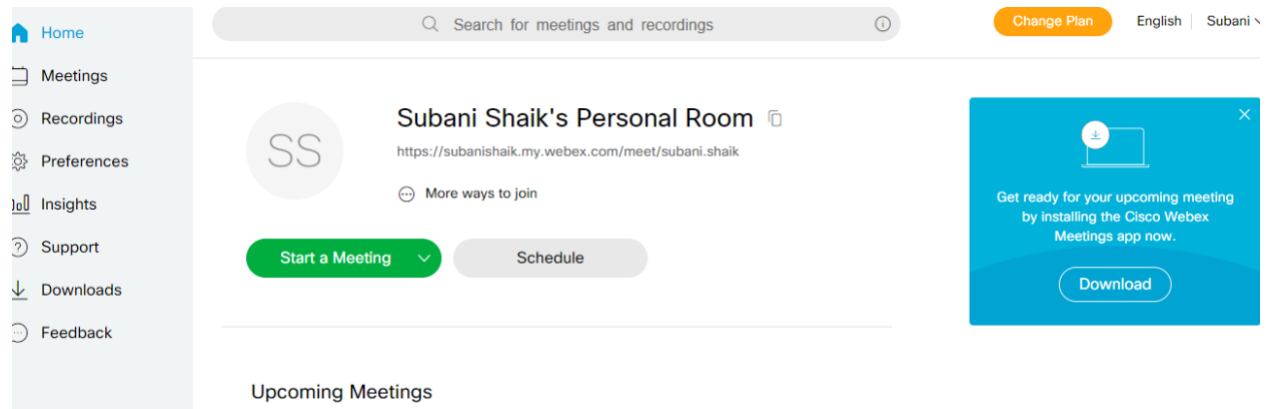
Step 2:

Once you click on link you have option of Hosting and Joining a meeting

[Host a Meeting](#)

[Join a Meeting](#)

Step 3: Once you click on hosting a meeting and it will ask you to Sign In into the account



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SS

Subani Shaik's Personal Room

<https://subanishaik.my.webex.com/meet/subani.shaik>

More ways to join

Start a Meeting

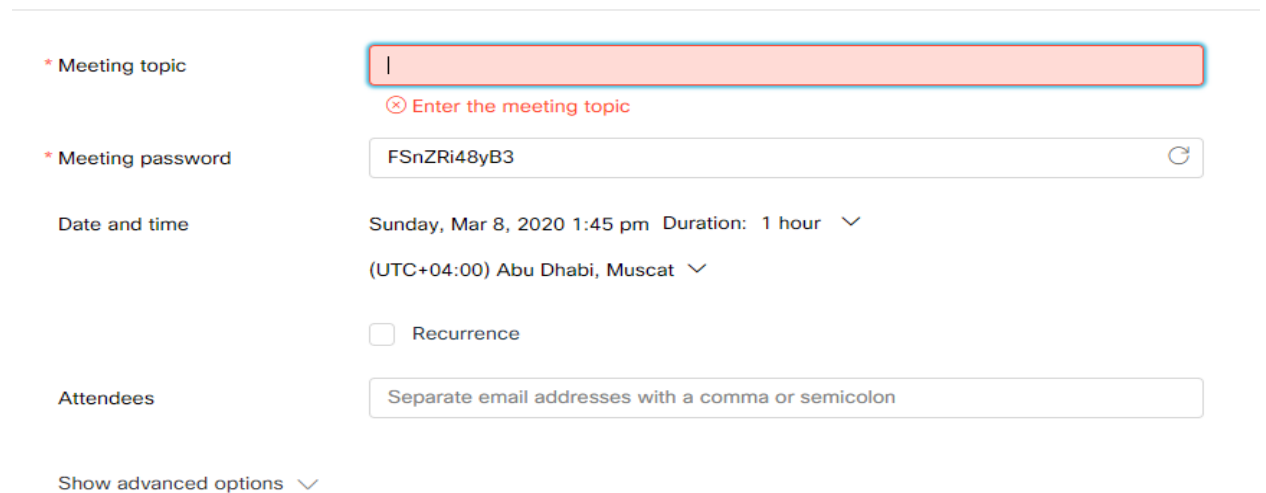
Schedule

Get ready for your upcoming meeting by installing the Cisco Webex Meetings app now.

Download

Upcoming Meetings

Step 4: Once Login you will be having an option of scheduling the meeting



\* Meeting topic

Enter the meeting topic

\* Meeting password

FSnZRi48yB3

Date and time

Sunday, Mar 8, 2020 1:45 pm Duration: 1 hour

(UTC+04:00) Abu Dhabi, Muscat

☐ Recurrence

Attendees

Separate email addresses with a comma or semicolon

Show advanced options

Step 5: Fill the details and schedule the meeting. Once meeting got created

- a. Click on Meeting and copy the meeting link and share the same with attendees to connect

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### Meeting Information

Meeting link:	<a href="https://subanishaik.my.webex.com/subanishaik.my/j.php?MTID=m580c1886491ac50e3af3ed3c20ffa3bf">https://subanishaik.my.webex.com/subanishaik.my/j.php?MTID=m580c1886491ac50e3af3ed3c20ffa3bf</a>
Meeting number:	956 515 522
Password:	Manipal@123
Host key:	278741

Note: There is an option to recording the session