Scheduling a Graduate Defense on WebEx

By Engineering IT
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This document contains step-by-step instructions for scheduling a graduate defense or qualifying exam using WebEx.

1. Visit https://uoguelph.webex.com
2. Click **Sign In** in the top right corner
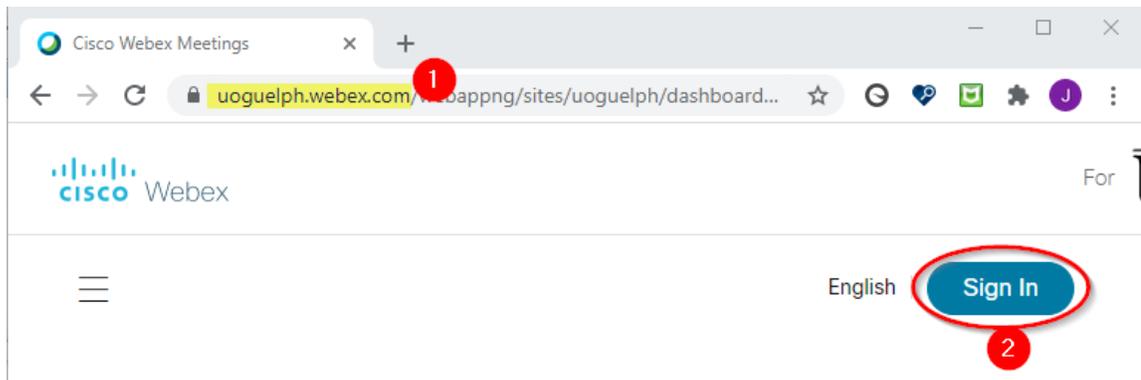
3. Enter your @uoguelph.ca email address and click **Next**
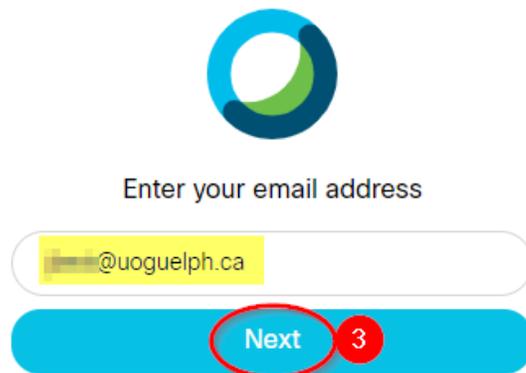
4. If prompted, sign in to the UofG Single Sign On page
5. On the next page, click **Schedule**
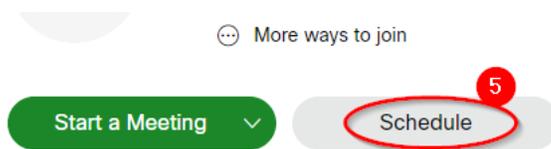
6. On the **Schedule a Meeting** page:
   a. Enter the **meeting topic** and make sure to include the candidate's name
   b. Select the **date** and **duration** of the defense
   c. Confirm that the time zone is correct
   d. Enter each attendee in the Attendees text box. **Make sure to invite the graduate secretary** or forward the event details to them afterwards**.**

7. If you want to make someone an alternate host (so they can host the meeting if you are not in attendance), click the icon with the checkmark next to their name:

   Note: This only works for @uoguelph.ca accounts that have a WebEx account

8. Click **Show advanced options** at the bottom of the screen
9. Expand **Audio connection options** and then set the **Entry and exit tone** to **No Tone**

10. Click **Schedule** at the bottom of the page to send your meeting
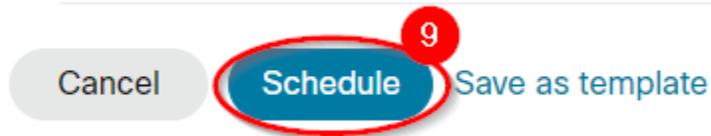
11. The next page will show the details of your booking. Click the **Add to my calendar** icon in the top right corner to add the meeting to your outlook calendar
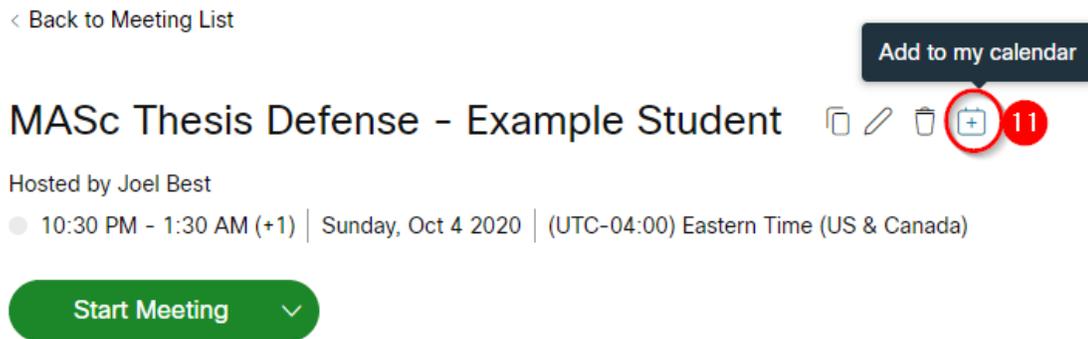
Hosting the Meeting

On the day of the defense, you can start the meeting from your Outlook calendar invitation or from the WebEx web interface by clicking the **Start Meeting** button in each

When you click Start Meeting, you may be prompted to join the meeting as a participant. Make sure you click **Sign in** at the bottom so that you are signed in as the host