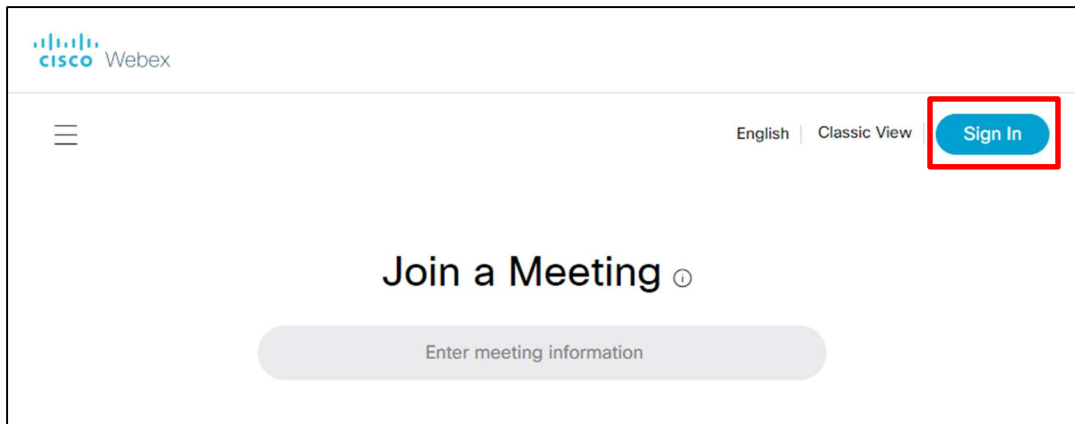
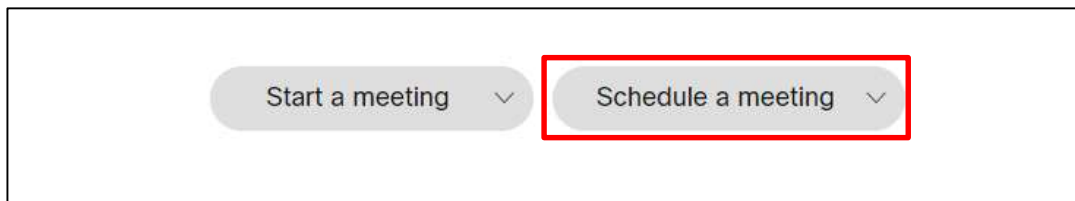


If you do not already have a WebEx host account, you will need to contact the Aspirus IT Service Desk to request an account.

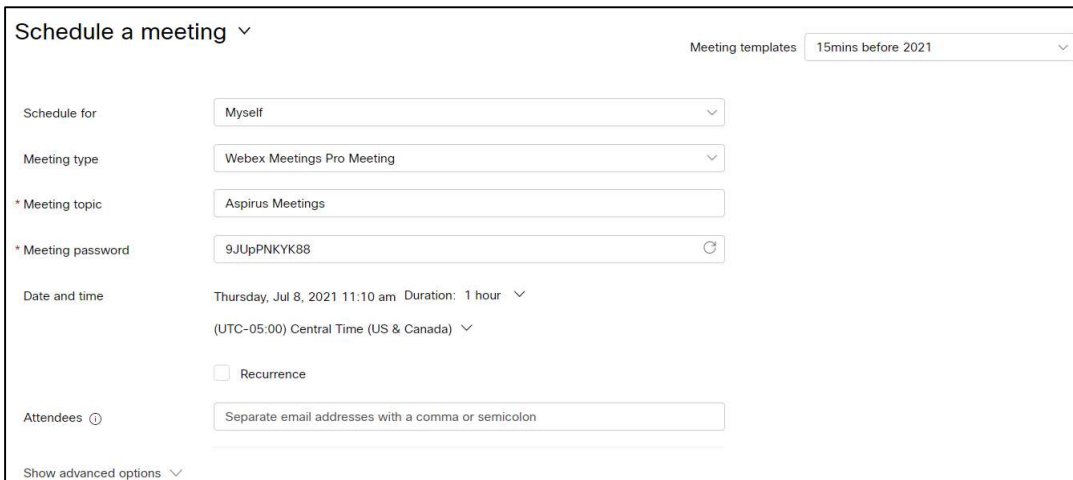
1. Navigate to “aspirus.webex.com” select “Sign In”.



2. On the WebEx homepage select “Schedule a meeting”.

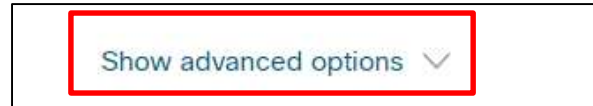


3. Adjust meeting settings specific for your meeting.

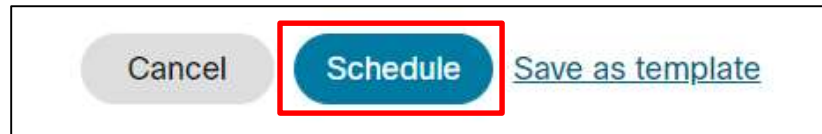
A screenshot of the 'Schedule a meeting' form in WebEx. The form is titled 'Schedule a meeting' with a dropdown arrow. In the top right corner, there is a 'Meeting templates' dropdown menu set to '15mins before 2021'. The form fields include: 'Schedule for' (Myself), 'Meeting type' (Webex Meetings Pro Meeting), '\* Meeting topic' (Aspirus Meetings), '\* Meeting password' (9JUpPNKYK88), 'Date and time' (Thursday, Jul 8, 2021 11:10 am, Duration: 1 hour, (UTC-05:00) Central Time (US & Canada)), a 'Recurrence' checkbox, 'Attendees' (Separate email addresses with a comma or semicolon), and a 'Show advanced options' dropdown arrow.

# WebEx: Scheduling a Meeting

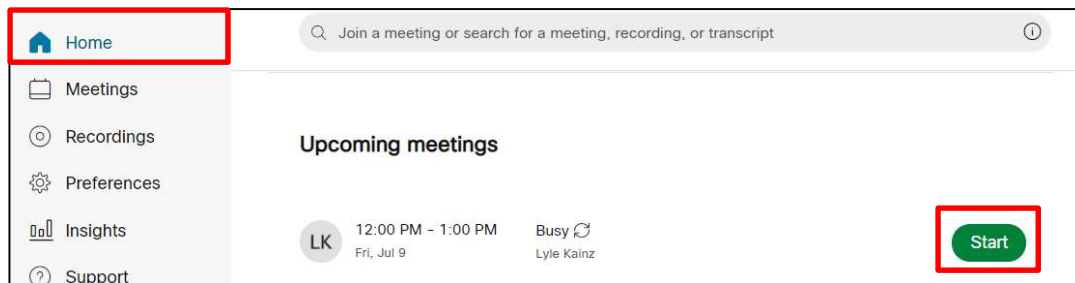
4. “Show advanced options” allow for adjustments to entry tones, mute on entry, adding meeting agenda, designating cohosts, and more.



5. When configuration is complete select “Schedule”.



6. When it is time to start the meeting select “Start” for the desired meeting listed on the “Home” section.



If you have questions about this process or would like more information, please contact the Ascension Help Desk at 877-640-1416.