

Scheduling Webex Meeting

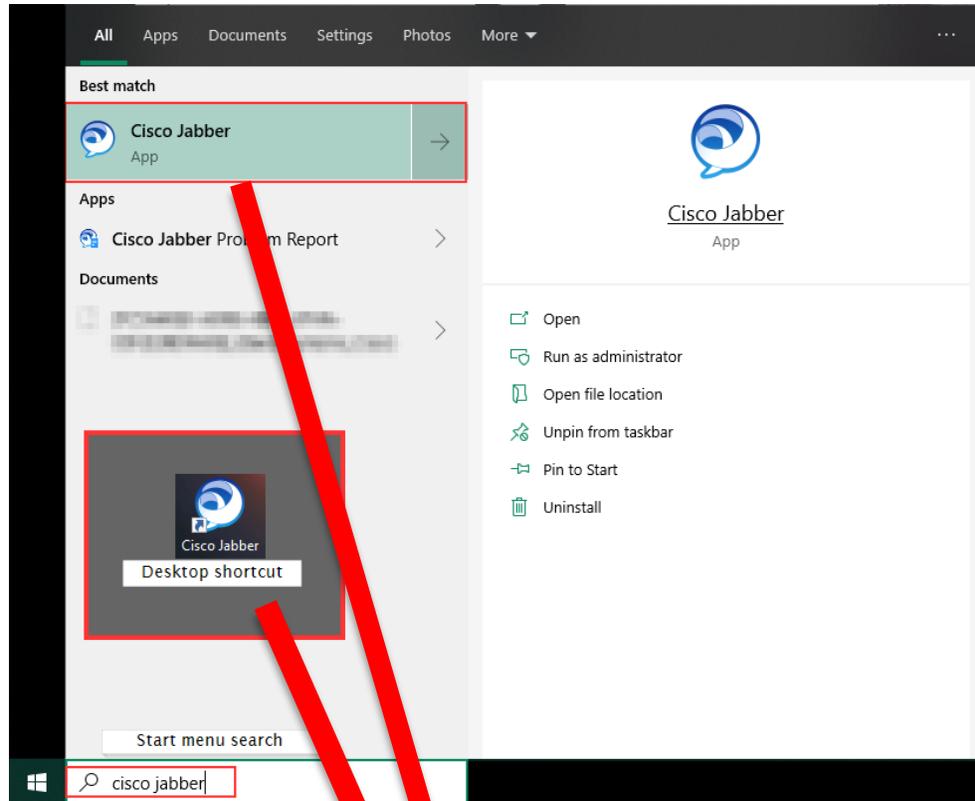
Quick Reference Guide with detailed steps to schedule Webex Meetings

1

If you have never scheduled a WebEx meeting and/or you've never signed into Jabber, it is possible that your WebEx account has not been automatically generated yet. Make sure you've signed into Jabber for the first time before attempting to schedule a WebEx Meeting to ensure your WebEx account gets generated. **If you HAVE already scheduled WebEx meetings in the past, you can skip to step 7 on the third slide.**

2

To get signed into Jabber for the first time, you must first open Jabber. Look for the shortcut for Jabber on your desktop. If you are unable to locate it there, you can instead conduct a search in Windows by clicking the **Start** button and typing "cisco jabber". Windows will likely find it before you've finished typing the name.

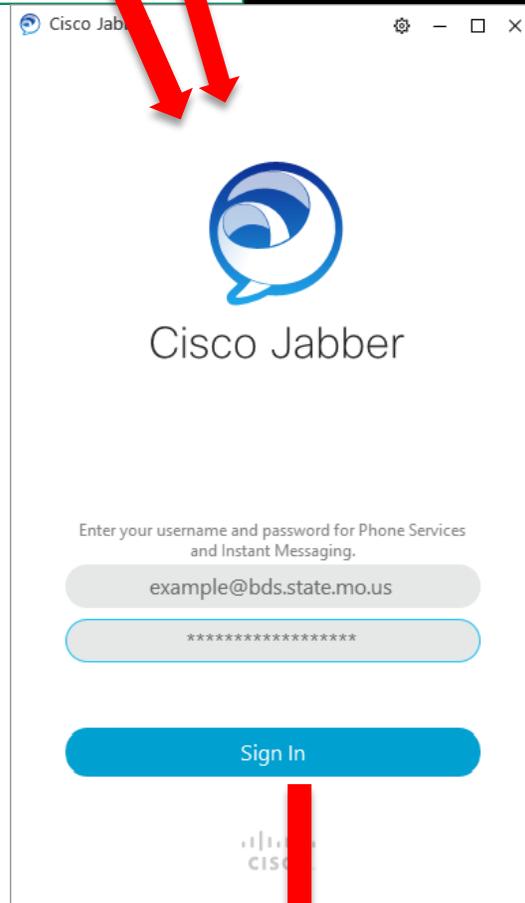


3

Upon launching Jabber, you will be presented with a login screen. Enter your credentials in the format shown in the screenshot. Once finished entering your information, click **Sign In**.

Username: Replace "example" with the username you use to unlock your computer. Replace "bds" with the domain you're a member of, which will be ads, bds, or cds.

Password: This is the same password you use to unlock your computer.



3a

When signing into Jabber for the first time, a separate popup window will appear with the Missouri state flag. Sign into this page with the following format:

Username: bds\example
Replace 'bds' with the domain you're a member of, either ads, bds, or cds. Replace 'example' with the username you use to unlock your computer.

Password: This is the password you use to unlock your state computer. Signing into this page will generate your WebEx account.

