

# Do I have everything I need for WebEx?

## *Before the Meeting Date*

### Schedule the meeting

Task	Complete?
Reserve the room through Unitime or Dept.	
Called CSC (x2888) to request additional equipment, if required.	
Create the meeting through WebEx at <a href="http://purdue.webex.com">http://purdue.webex.com</a>	
Send meeting invitations to users.	

### Setup the meeting space

Task	Complete?
Test your mic, speaker, and webcam to make sure they work properly.	
Make sure any applications you plan to use are working as expected.	

**Note:** Test your browser / PC at <https://www.webex.com/test-meeting.html>

## *The Day of the Meeting Date*

### Before the meeting starts

Task	Complete?
Test your mic, speaker, and webcam to make sure they work properly.	
Make sure any applications you plan to use are working as expected.	
Have the Host Key and meeting number available.	
Start your meeting about 15 minutes early.	