Creating an eMeeting

1. Open your web browser to http://www.vanderbilt.edu/centra and login.
2. From the list on the left, select Create Meeting.

3. Give your meeting a name, date, time, and duration; reserve sufficient seats.
4. Specify Meeting and Audio Options.

5. Specify e-mail addresses of invitees, then click Done. A confirmation e-mail will be sent to all specified attendees. Vacant seats may be used to invite participants by the leader when the conference is opened, or a link to the conference may be sent via conventional e-mail.

6. Once the conference is created, it will be listed under your schedule; click Lead to enter and conduct the conference.