Scheduling Webex Meeting

Office of Administration
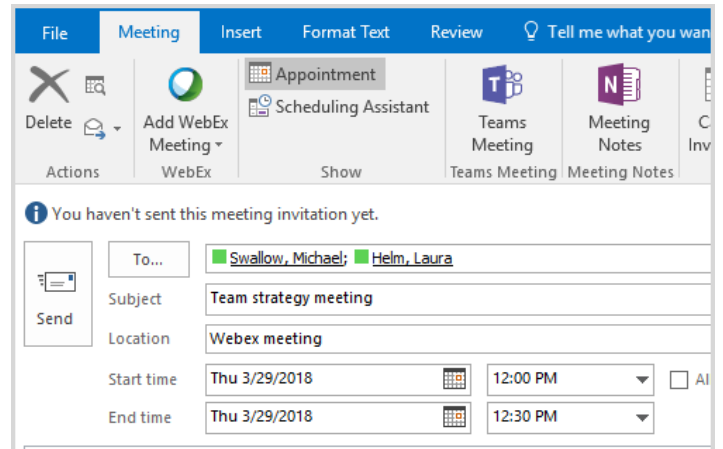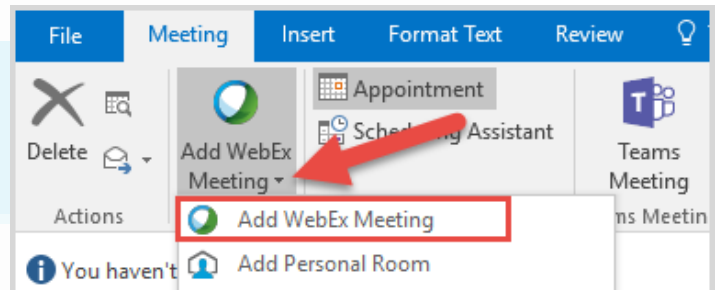
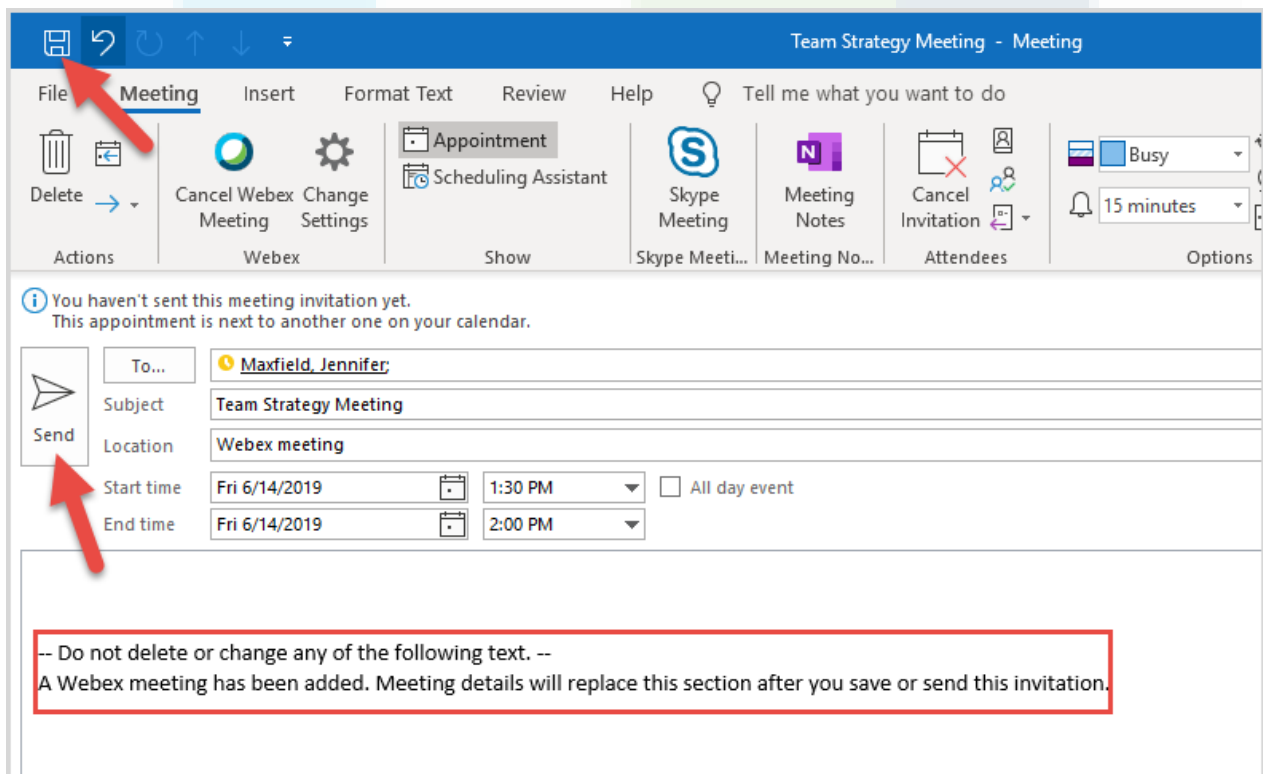*Quick Reference Guide with detailed steps to schedule Webex Meetings*

1 Open a blank calendar invite in **Microsoft Outlook** and invite your attendees, fill in your subject/location, and adjust the time & date.

2 Click the Webex dropdown menu along the top and select **Add Webex Meeting**. This will generate a unique meeting link, meeting number, and host key. A settings box will automatically appear and offer you the ability to customize your settings for this specific meeting. When you're done, click **OK** at the bottom of the settings box.
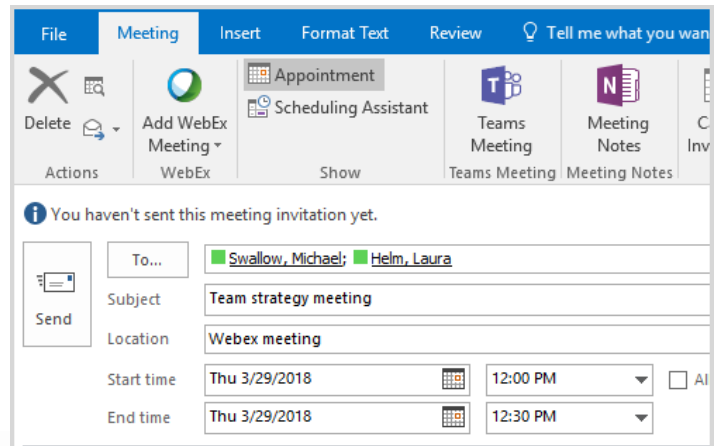

3 You'll now see a Webex message in the body of the invite. *If you reserved a conference room, that will be visible in the location field. If you would prefer to see all of the Webex Meeting details (link & access code) prior to sending the invite,* Click **Save.** If not, click **Send** and you're all done! *Your unique meeting link and access code will be generated and sent to your attendees **AFTER** you click Send.*

Quick Reference Guide with detailed steps to schedule Personal Room Meetings

1 Open a blank calendar invite in **Microsoft Outlook** and invite your attendees, fill in your subject/location, and adjust the time & date.

2 Click the Webex dropdown menu along the top of your calendar invite and select **Add Personal Room**. This type of meeting will offer a <u>static meeting link, meeting number & host pin that never changes.</u>
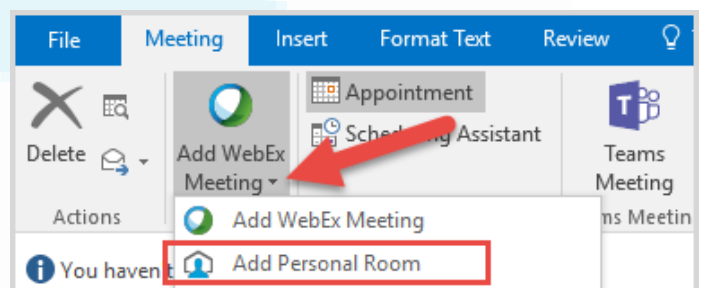
Note: You will not see the option to customize settings for your personal room as this is done in your Webex site. Please see quick guide titled Personal Room Setup & Preferences for more information.

3 You'll now see a Webex message in the body of the invite. *If* you reserved a conference room, that will be visible in the location field. If you would prefer to see all of the Webex Meeting details (link & access code) prior to sending the invite, Click **Save.** If not, click **Send** and you're all done! *Your static Personal Room meeting link and access code will populate and send to your attendees **AFTER** you click Send.*