Scheduling Webex Meeting

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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.**
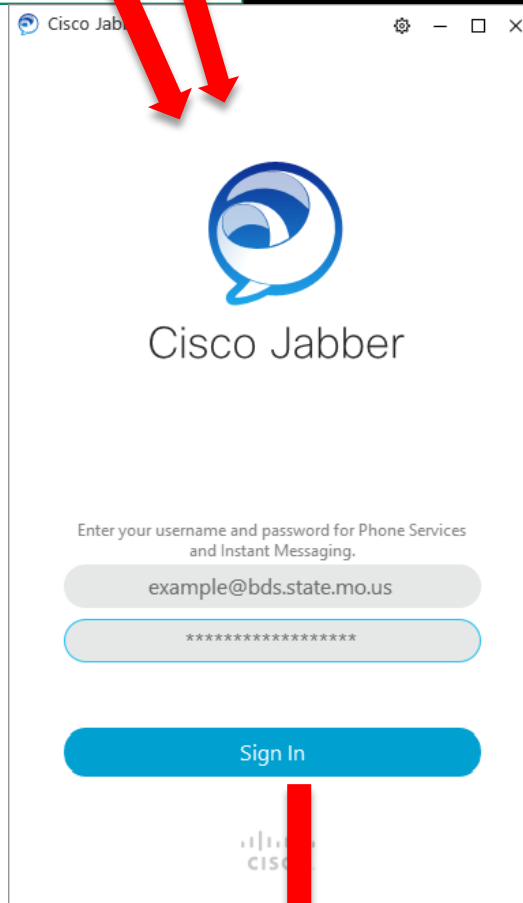
2 To get signed into Jabber for the first time, you must first open Jabber. Look for the shortcut for Jabber on your desktop. If you are unable to locate it there, you can instead conduct a search in Windows by clicking the **Start** button and typing "cisco jabber". Windows will likely find it before you've finished typing the name.
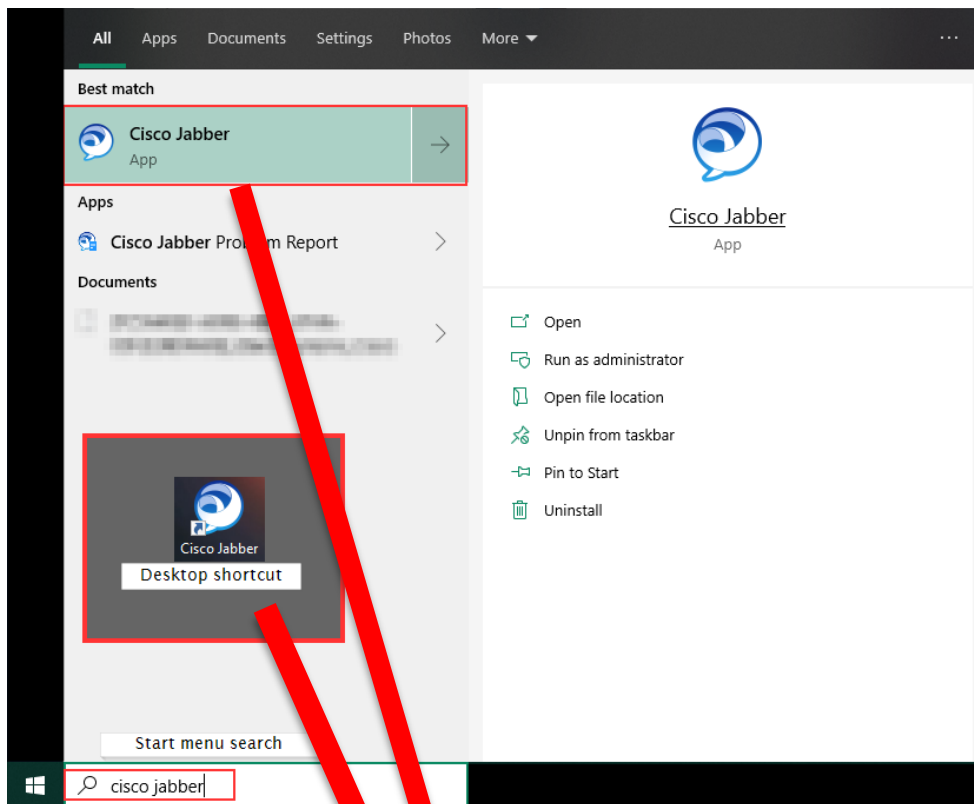
3 Upon launching Jabber, you will be presented with a login screen. Enter your credentials in the format shown in the screenshot. Once finished entering your information, click **Sign In.**
Username: Replace "example" with the username you use to unlock your computer. Replace "bds" with the domain you're a member of, which will be ads, bds, or cds.
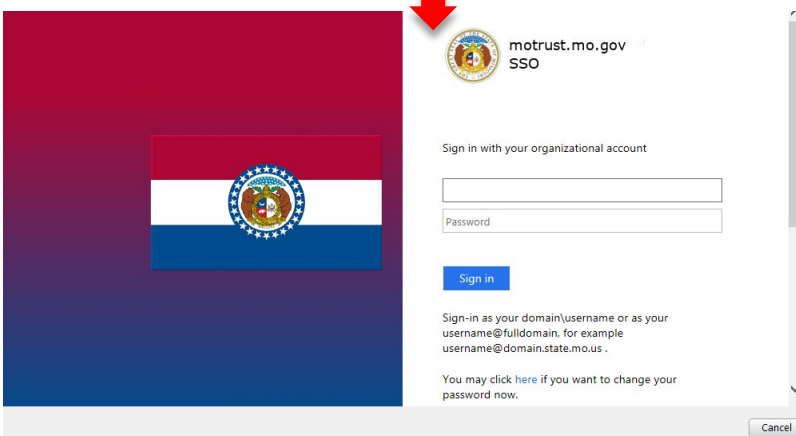**Password:** This is the same password you use to unlock your computer.

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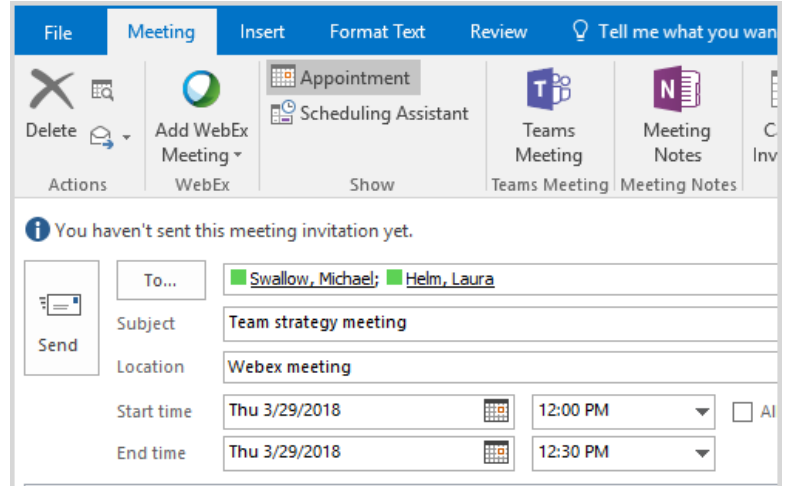**Password:** This is the password you use to unlock your state computer. Signing into this page will generate your WebEx account.

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

5 Click the Webex dropdown menu along the top and select **Add Webex Meeting**. A popup should appear stating that you need to login to your WebEx account for the first time. Click **OK**.
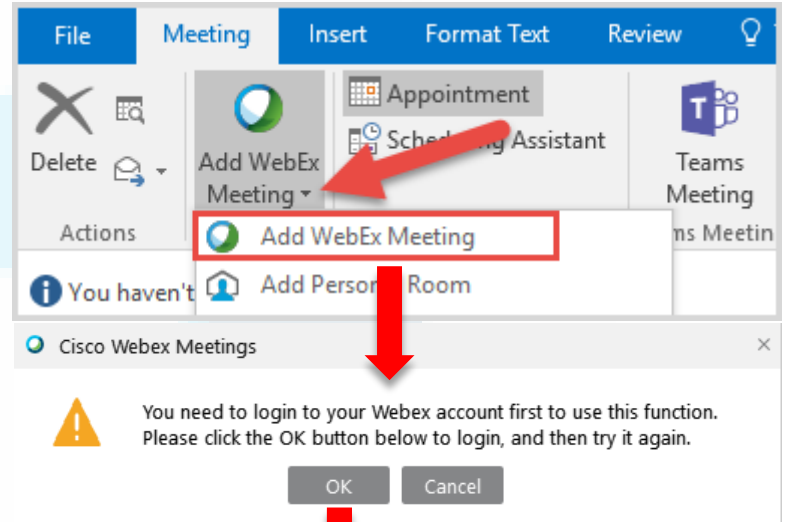

5a The Cisco WebEx Meetings program will appear. Enter your email address here, NOT your username. Then click **Sign In.** It will then ask you which WebEx site you'd like to use. Type or select **stateofmo.webex.com.** For some, a list appears that you can select from, for others you may have to manually type the URL. Once you've got the correct site information selected/entered, click **Next**.
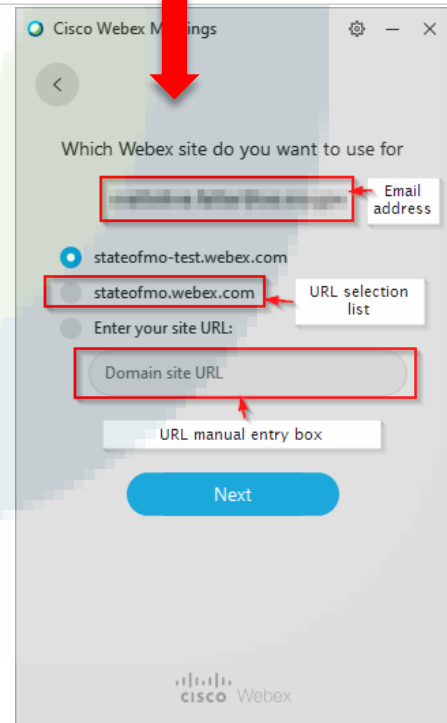
5b This will bring you to the state flag login page again. Enter your credentials, same as you did for step 1a above, and click **Sign In**.


6 The WebEx program will notify you that they've sent a verification email to your email address. Find the email in your inbox and click the prominent green button that says **Verify your email address.** A webpage will open stating that you've verified your email address. You can go ahead and close this webpage.
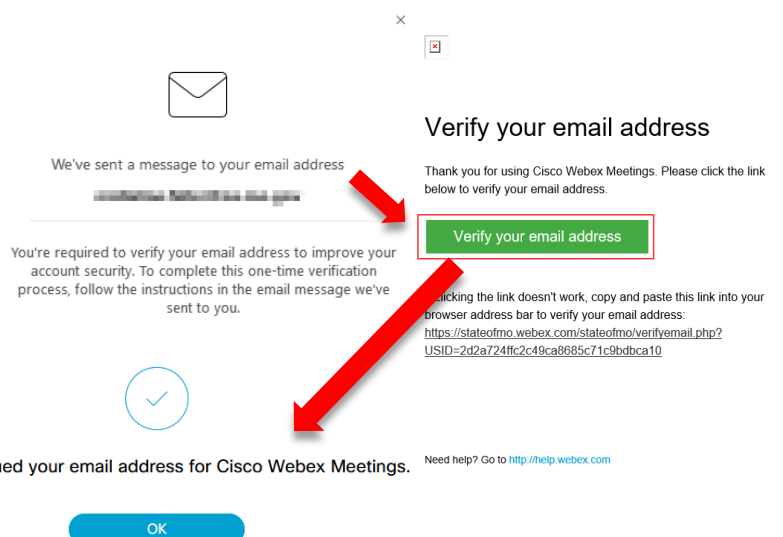
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7 Back in your Outlook appointment for this meeting, click the Webex dropdown menu along the top and select **Add Webex Meeting**. This will generate a unique meeting link, meeting number, and host key. A settings box will automatically appear and 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.
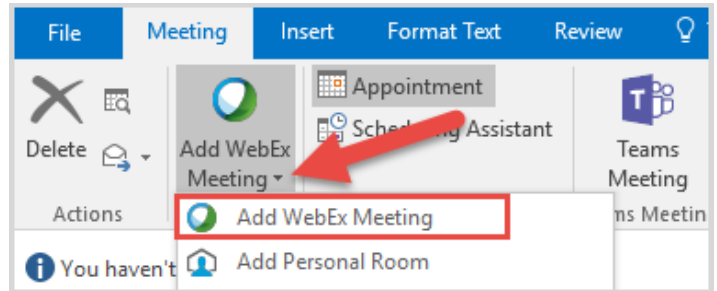

7a NOTE: A password is required for all meetings, events, and training sessions. WebEx will automatically generate a password for you during the scheduling process. You can modify this password to your liking, however you MUST have a password set to schedule the meeting. This field can NOT be blank. This will NOT affect the joining experience unless you are joining by manually entering the meeting number on the WebEx site, at which point you will also need to enter the meeting password in order to join the meeting.

Meeting password: kqPU8V65y9W

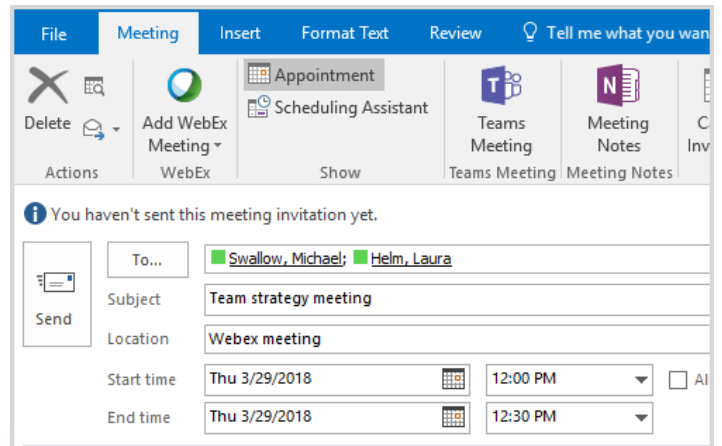This is an example of an automatically generated meeting password.

8 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.*

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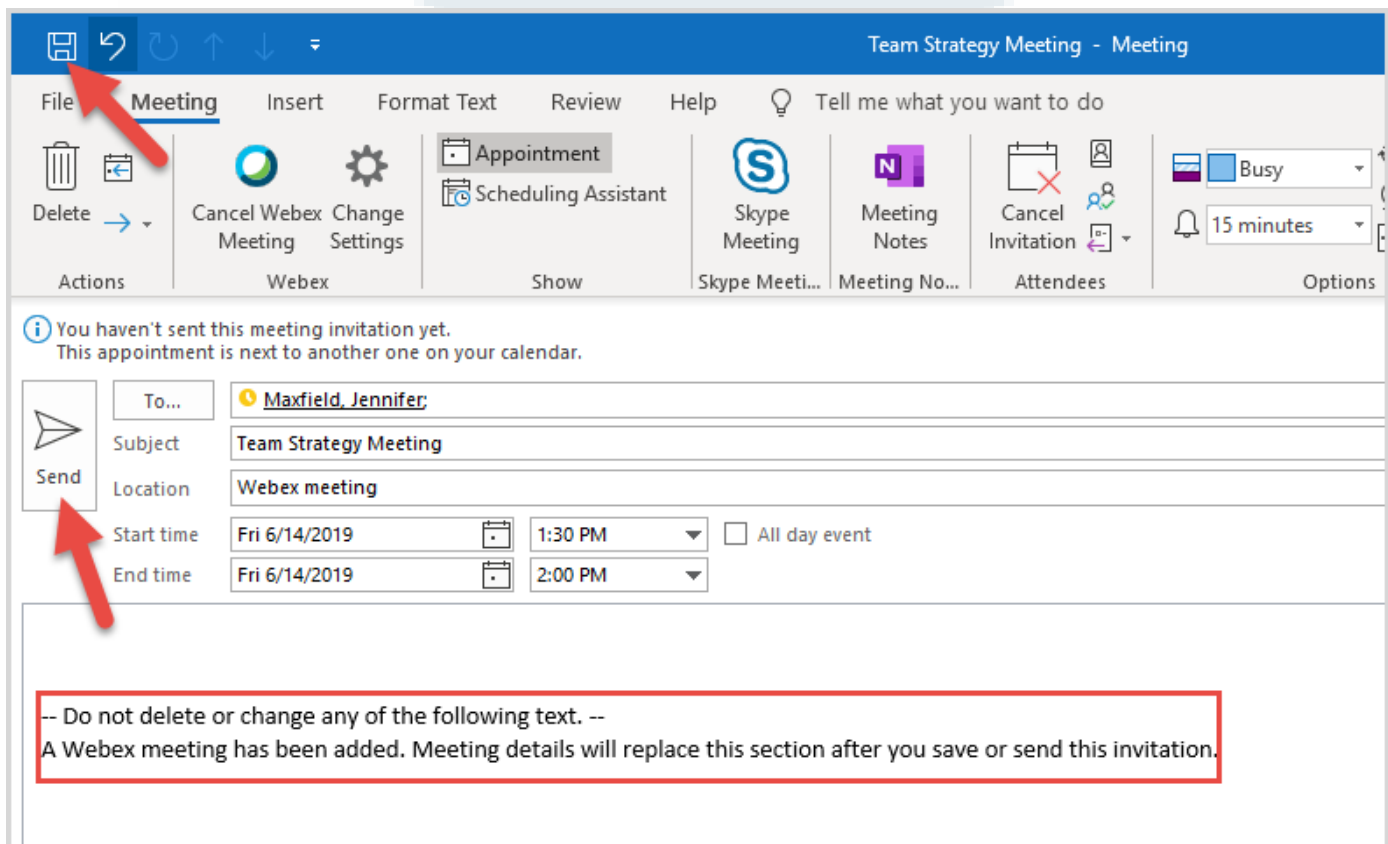
Quick Reference Guide with detailed steps to schedule Personal Room Meetings

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 static meeting link, meeting number & host pin that never changes.
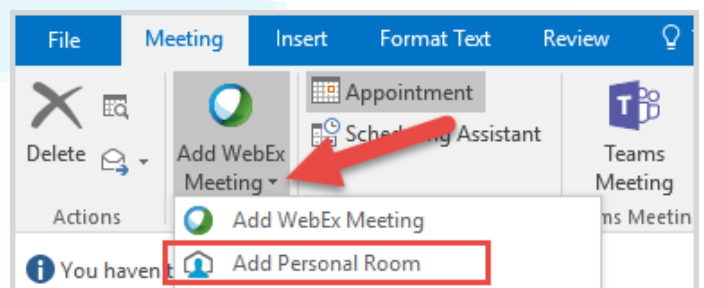
Note: You will not see the option to customize settings for your personal room as this is done in your Webex site. Please see quick guide titled Personal Room Setup & Preferences for more information.

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.*