**Scheduling Recurring WebEx Meetings**

**Method 1: Scheduling Using Outlook**

1. From the Home tab in the Outlook ribbon, click the ‘Schedule Meeting’ button. Clicking the dropdown arrow on this button also allows you to choose whether you want to schedule a regular WebEx meeting or a Personal Room meeting. You’ll want to use one of these two options to schedule a recurring meeting.

2. Choosing one of these options will open a new window where you can adjust the settings for the WebEx portion of the meeting and the Outlook appointment.

---

--- Do not delete or change any of the following text. ---

A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.
3. You may also see a WebEx Settings window. For some, it pops up automatically. If the WebEx Settings window doesn’t appear automatically for you, you’ll have to click the ‘Change Settings’ button in the ribbon.

   The WebEx Settings window enables you to adjust WebEx-specific settings for the WebEx portion of the meeting. There are 3 tabs of settings, shown across the bottom of this image.

   a. The WebEx Settings window enables you to adjust WebEx-specific settings for the WebEx portion of the meeting. There are 3 tabs of settings, shown across the bottom of this image.
4. To make this WebEx meeting a recurring meeting, you would simply use Outlook’s built-in ‘Recurrence’ settings:

5. Continue filling out the appointment with the appropriate information and recipients, then click ‘Send’. You’re all set if you’re using this method!
Method 2: Scheduling on our WebEx site

1. Navigate to ‘stateofmo.webex.com’ in your preferred web browser. In the upper-right corner of the page, click the blue ‘Sign In’ button.

2. This will bring you to a MOTrust sign-in page with the Missouri state flag displayed on the left half of the page. Enter your credentials using the instructions below the text boxes, then click ‘Sign in’.

![Sign-in page](image-url)
3. Once you’ve signed in, you’ll be looking at your WebEx dashboard. It looks something like this. (I’ve customized mine a bit. Yours will likely just say “firstname lastname’s Personal Room” without a picture):

4. Click the ‘Schedule’ button to start setting up a new WebEx meeting.
5. You’ll then be brought to the ‘Schedule a Meeting’ form:
6. Fill out the form to your liking. Note that there are some additional options accessible by clicking ‘Show advanced options’ at the bottom of the form.

7. To make this a recurring meeting, check the box next to ‘Recurrence’. This will expand the form a bit and allow you to change the recurrence settings for the meeting.

- **Recurrence**

  - **Recurrence pattern**: Weekly
  - **Recurrence on**: Every 1 week(s)
  - **Ending**: No end date
8. Set these recurrence settings to your liking, then click the ‘Start’ or ‘Schedule’ button at the bottom of the page. This button changes based off of the date and time of day you’ve set for the meeting. If the current time is close enough to the scheduled start time of the meeting, the button will change to ‘Start’ so that you can start the meeting right away.

9. That’s it for this method! If you have any questions or difficulties, please work with your agency’s approved submitter to get a ticket submitted to the UC group for it.