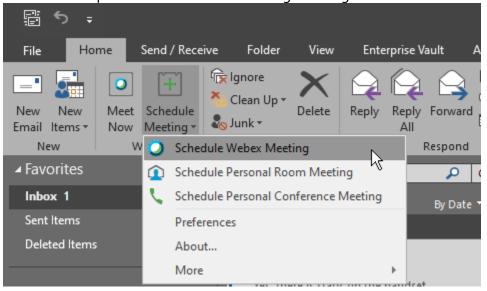
## **Scheduling Recurring WebEx Meetings**

## 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.

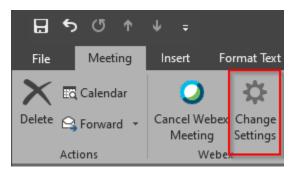


2. Choosing one of these options will open a new window where you can adjust the settings for the WebEx portion of the meeting *and* the Outlook appointment.

⊟িচ্তা ↑	<b>↓</b> =	Untitled - Meeting
File Meeting	Insert Format Text Review Q	Tell me what you want to do
🗙 🖪 Calendar	O 🌣 🔳	😫 💀 🐺 🏥 🗞 🝃 🗷 Show As:
Delete 🕞 Forward 🔹	Cancel Webex Change Appointment Sch Meeting Settings As	eduling Meeting Cancel Address Check Response Reminder:
Actions	Webex Show	Meeting Notes Attendees
🚺 You haven't sent this	meeting invitation yet.	
To <sub>2</sub>		
S <u>u</u> bject		
Location		
S <u>t</u> art time	Tue 3/10/2020	All day e <u>v</u> ent
En <u>d</u> time	Tue 3/10/2020	AM 👻

- -- 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.



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.

Webex Settings		
Meeting Information		
Meeting template:	MC: Webex Meetings Default	0
Meeting type:	Webex Meetings Pro 1000 $\checkmark$	
Meeting password:		
	Exclude password from email invitation	
	List on public calendar	
	✓ Attendees can join meeting 5 ∨ minutes before start	ung time
Audio & Trackin	ng Registration Resources	;

4. To make this WebEx meeting a recurring meeting, you would simply use Outlook's built-in 'Recurrence' settings:

, ,			$\checkmark$	
Show As:	Busy 🝷	$\odot$		
🐥 Reminder: 1	15 minutes 🔹 R	ecurrence Time	Room s Finder	
	Options		5 Filler	
Appointment R	ecurrence			×
Appointment t	ime			
S <u>t</u> art: 11	:00 AM	$\sim$		
E <u>n</u> d: 11	:30 AM	$\sim$		
D <u>u</u> ration: 30	) minutes	$\sim$		
Recurrence pat	ttern			
O <u>D</u> aily	Re <u>c</u> ur every 1	week(s) on:		
€ <u>W</u> eekly	Sunday	Monday	Tuesday	Wednesday
○ <u>M</u> onthly	Thursday	Friday	Saturday	
◯ <u>Y</u> early				
Range of recur	rence			
<u>Start:</u> Tue 3/	10/2020 ~	No end date		
		O End after:	10 occurrences	i
		◯ End <u>b</u> y:	Tue 5/12/2020	$\sim$
	OK	Cancel	<u>R</u> emove Recurrence	

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!

		s meeting invitation yet. recurring appointment conflict with other appointments on your Calendar.
	То <u>.</u>	A DR. MARK & CARD, LAR.
₹ <b>_</b> •	S <u>u</u> bject	Screenshot Example Meeting
<u>S</u> end	Locat <u>i</u> on	Dark Side of the Moon
	Recurrence	Occurs every day effective 3/10/2020 from 8:00 AM to 10:00 AM
Here'	s some exa	mple text for the body of the email. The text below this line was added automatically by WebEx.
Do	not delete	or change any of the following text
A We	bex meeting	g has been added. Meeting details will replace this section after you save or send this invitation.

## Method 2: Scheduling on our WebEx site

1. Navigate to 'stateofmo.webex.com' in your preferred web browser. In the upperright corner of the page, click the blue 'Sign In' button.

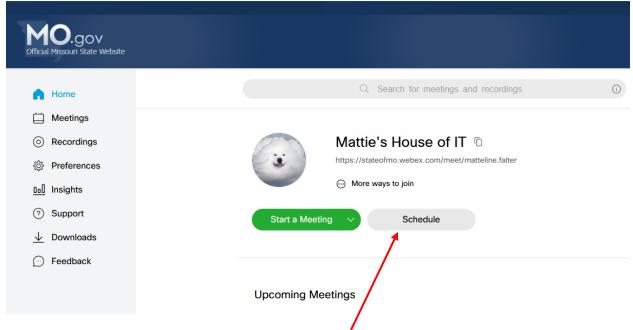
English Classic View



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'.

motrust.mo.gov SSO
Sign in with your organizational account
Sign in Sign-in as your domain\username or as your username@fulldomain, for example username@domain.state.mo.us .

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:

Schedule a Meeti	ng	Meeting templates	Webex Meetings Default	
Meeting type	Webex Meetings Pro 1000	$\checkmark$		
Meeting topic				
Meeting password		G		
Date and time	Tuesday, Mar 10, 2020 11:30 am Duration: 1 hour $\checkmark$			
	(UTC-05:00) Central Time (US & Canada) $\checkmark$			
	Recurrence			
Attendees	Separate email addresses with a comma or semicolon			
Show advanced options $\smallsetminus$				
Show advanced options  Cancel Start	Save as template			

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.
 Schedule a Meeting Meeting Meeting Default

 $\sim$ 

Meeting type	Webex Meetings Pro 1000	~
Meeting topic	Screenshot Example Meeting	
leeting password	;afjadsew	C
Date and time	Tuesday, Mar 10, 2020 11:30 am Duration: 1 hour $$	
	(UTC-05:00) Central Time (US & Canada) $$	
	Recurrence	
Attendees	Separate email addresses with a comma or semicolon	
Show advanced options $ \wedge $		
Audio connection opti	ons	$\sim$
Agenda		$\sim$
Scheduling Options		$\sim$

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)
Sun Mon Ved Thu Fri Sat
Ending
No end date
○ Ending 03/10/2020 ∨
After 10 meetings

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.

	Recurrence pattern     Weekly     V       Recurrence on     Every     1     week(s)
	<ul> <li>Sun Mon V Tue Wed Thu Fri Sat</li> <li>Ending</li> <li>No end date</li> </ul>
	Ending     03/11/2020       After     10
Attendees	Separate email addresses with a comma or semicolon
Show advanced options V	

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.