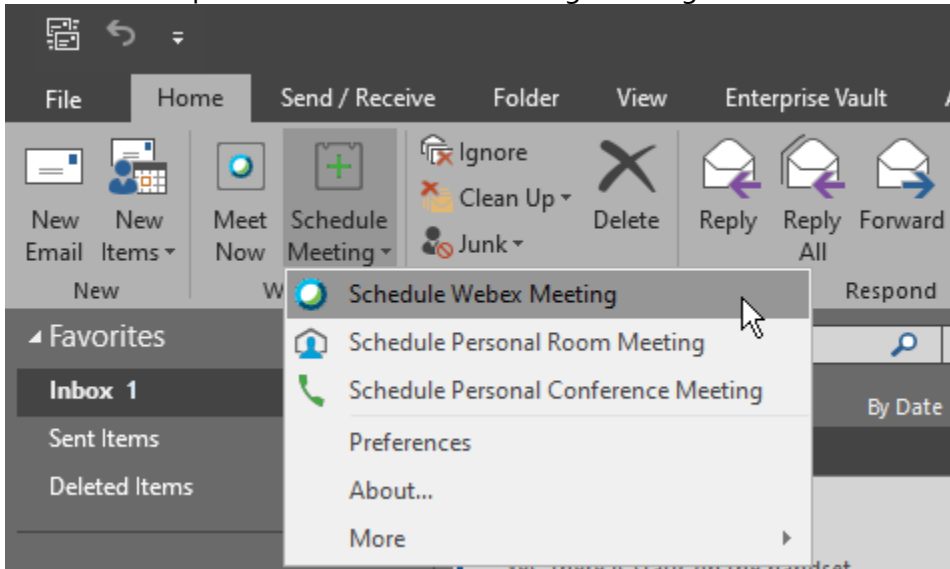


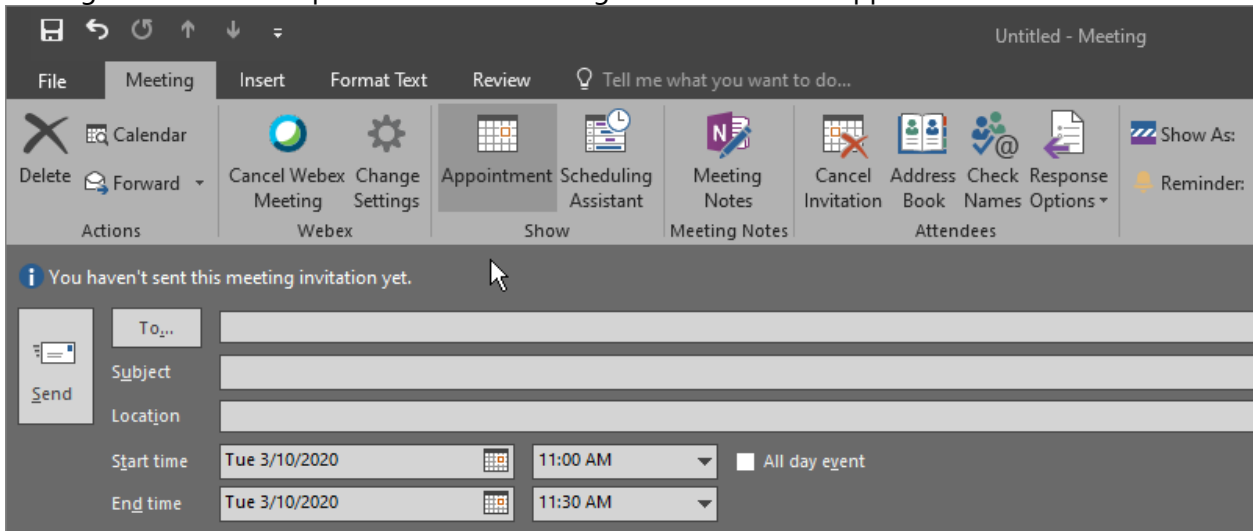
## Scheduling Recurring WebEx Meetings

### 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.



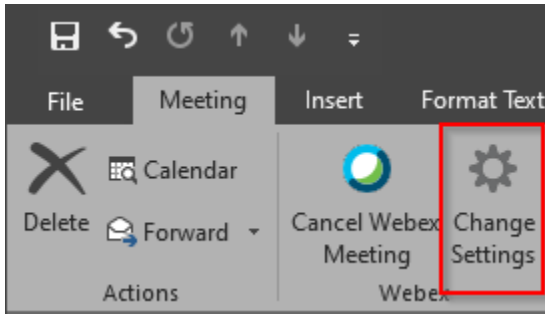
2. Choosing one of these options will open a new window where you can adjust the settings for the WebEx portion of the meeting *and* the Outlook appointment.



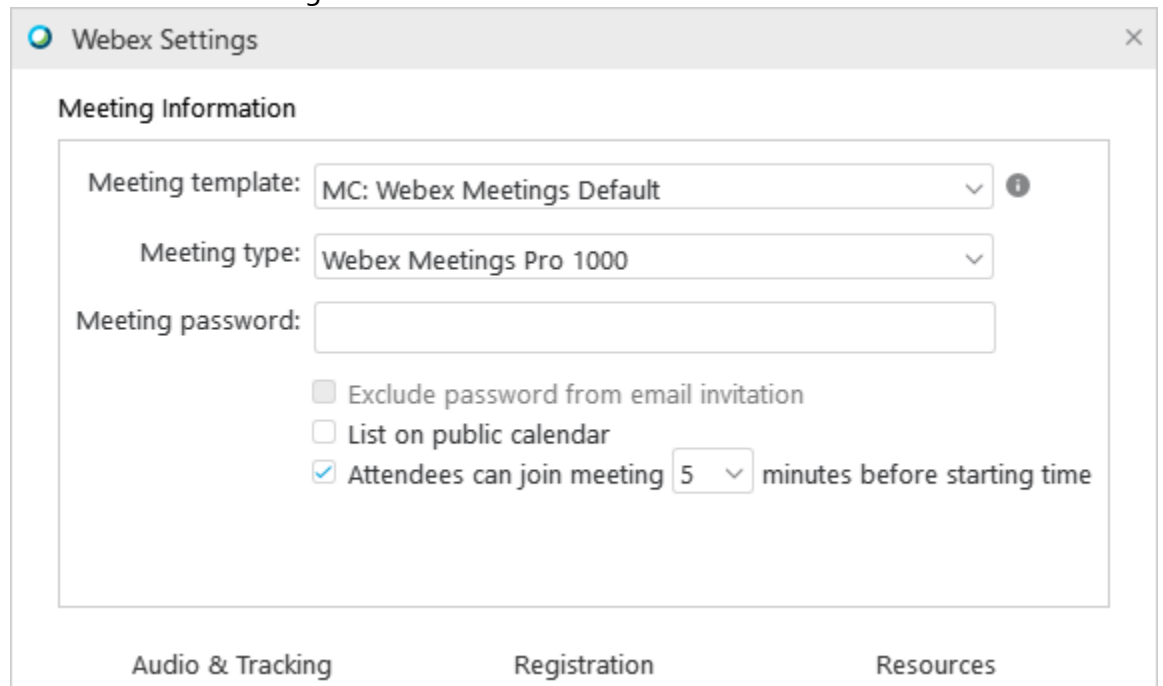
-- Do not delete or change any of the following text. --

A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.

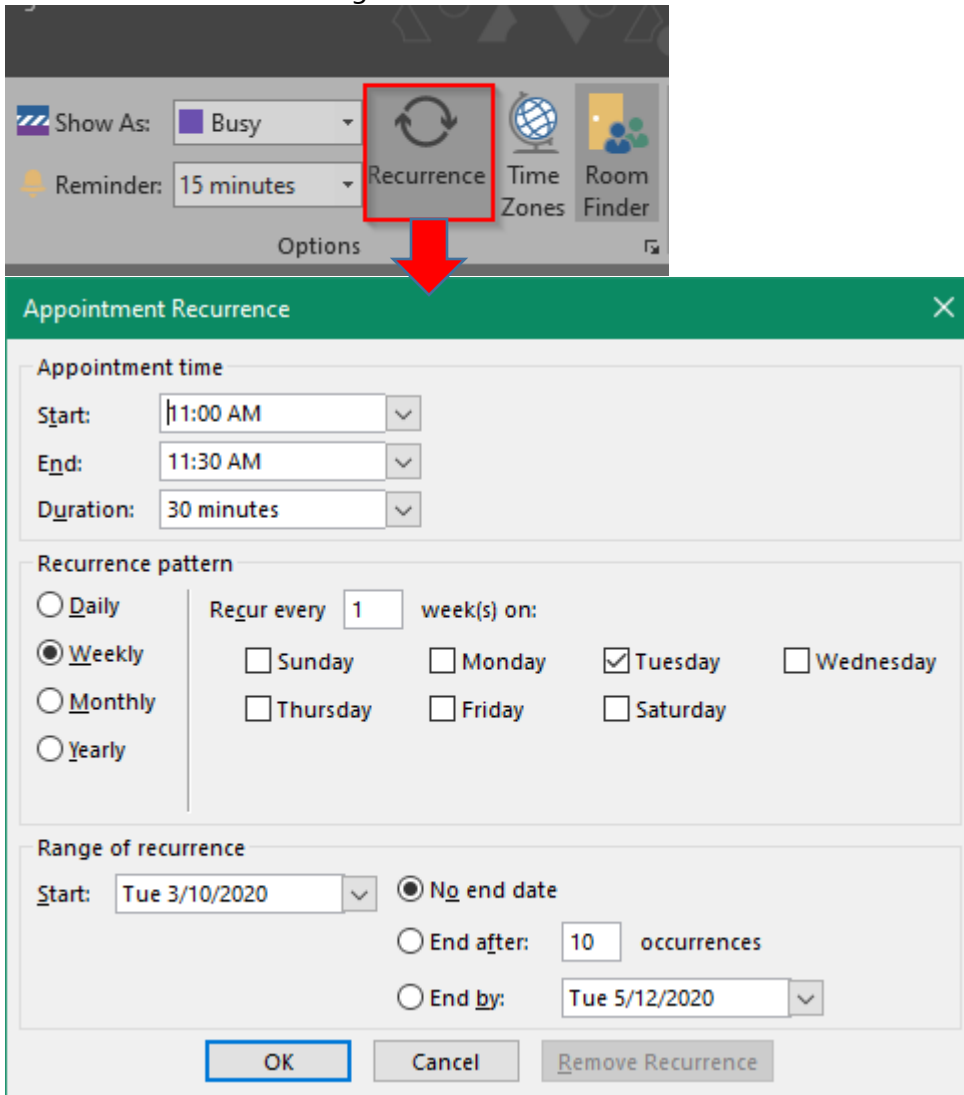
3. You may also see a WebEx Settings window. For some, it pops up automatically. If the WebEx Settings window doesn't appear automatically for you, you'll have to click the 'Change Settings' button in the ribbon.



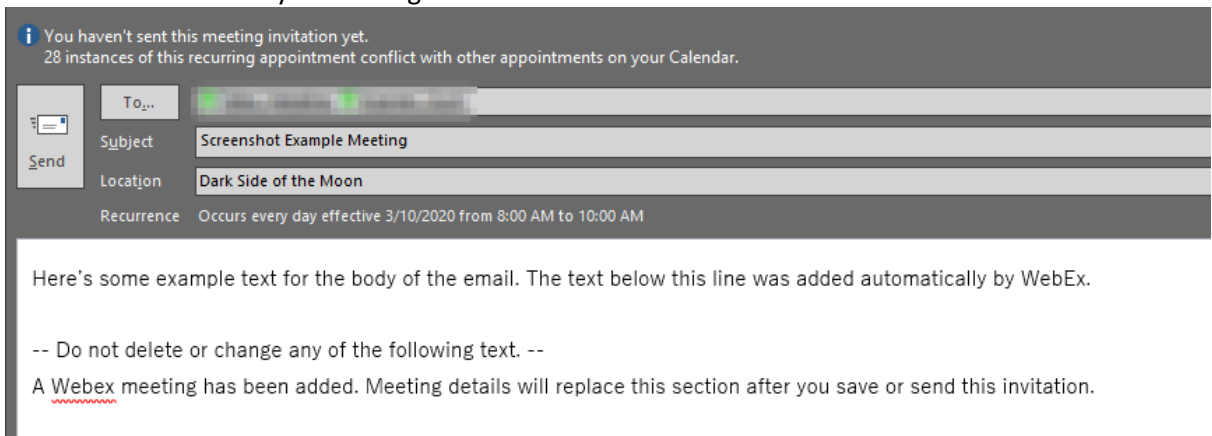
- a. The WebEx Settings window enables you to adjust WebEx-specific settings for the WebEx portion of the meeting. There are 3 tabs of settings, shown across the bottom of this image.



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!

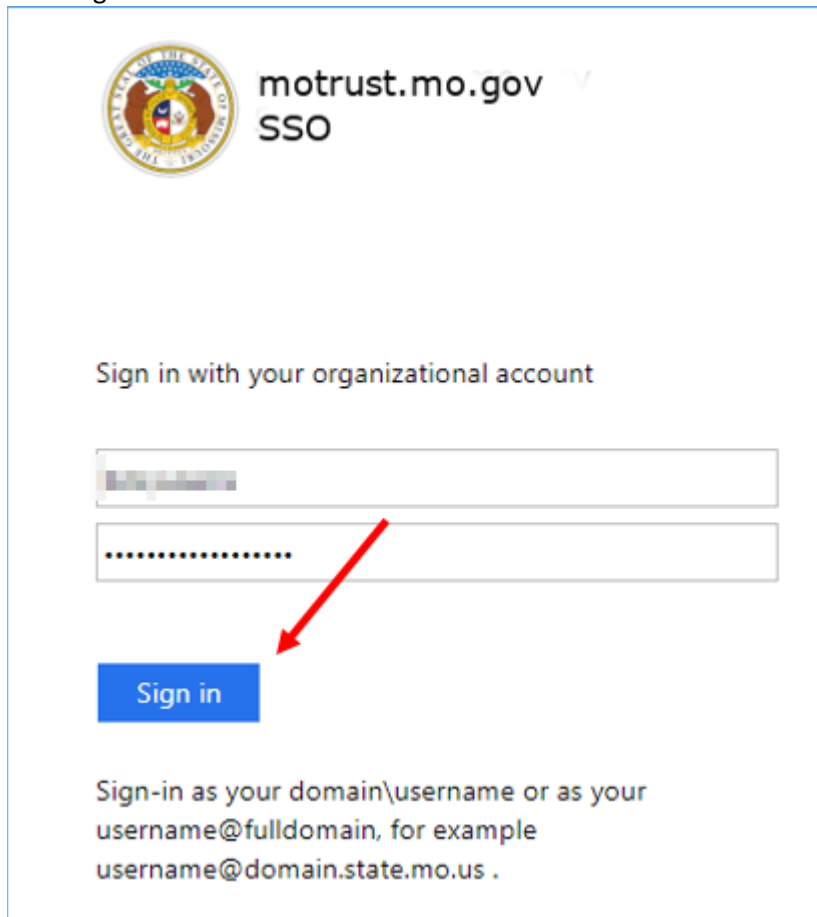


## Method 2: Scheduling on our WebEx site

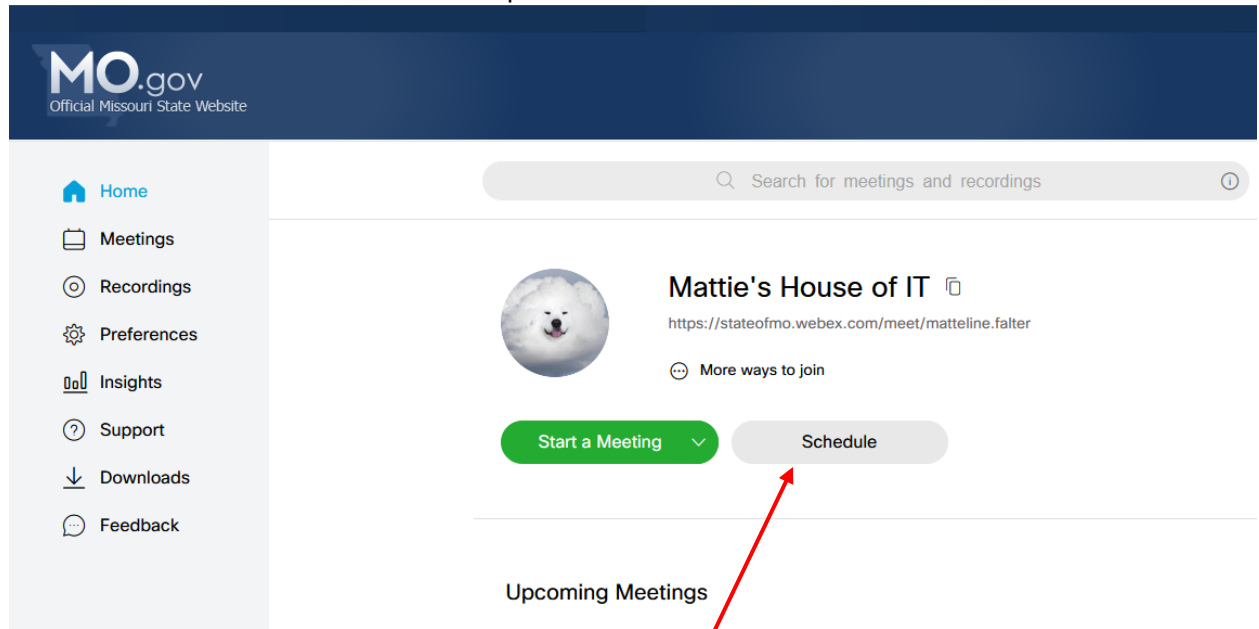
1. Navigate to 'stateofmo.webex.com' in your preferred web browser. In the upper-right corner of the page, click the blue 'Sign In' button.



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'.

A screenshot of the MOTrust sign-in page. At the top left is the Missouri state seal. To its right is the text 'motrust.mo.gov' and 'SSO'. Below this is the instruction 'Sign in with your organizational account'. There are two input fields: the first contains a blurred username, and the second contains a password represented by dots. A red arrow points from the password field down to a blue 'Sign in' button. Below the button, there is a note: '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 Meeting** Meeting templates **Webex Meetings Default** ▼

Meeting type

\* Meeting topic

Meeting password

Date and time **Tuesday, Mar 10, 2020 11:30 am** Duration: 1 hour ▼  
(UTC-05:00) Central Time (US & Canada) ▼

Recurrence

Attendees

Show advanced options ▼

[Save as template](#)

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.

**Schedule a Meeting** Meeting templates Webex Meetings Default ▼

Meeting type Webex Meetings Pro 1000 ▼

\* Meeting topic Screenshot Example Meeting

Meeting password ;afjadsew 🔄

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 ^

Audio connection options ▼

Agenda ▼

Scheduling Options ▼

Cancel Start Save as template

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  Tue  Wed  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

Recurrence pattern

Recurrence on Every  week(s)

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Ending

No end date

Ending

After  meetings

Attendees

[Save as template](#)

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.