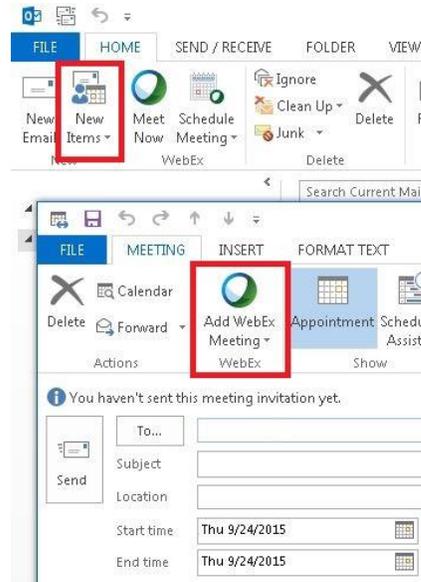


Scheduling a WebEx Meeting from Outlook

When scheduling a WebEx meeting via Outlook it is very easy to WebEx enable it with a few easy clicks. The first time that you schedule a meeting via Outlook from a new PC you will be required to enable the WebEx Outlook Scheduler from the start menu. This typically takes just a minute. After enabling and logging into the tool your Outlook will have the WebEx Outlook Scheduler built-in on your next and any subsequent launch of Outlook on that computer. Should you use another computer in the future you will need to enable and login again as enabling is specific per user per PC.

How to schedule a WebEx Meeting in Outlook:

- 1) Click *New Items* in Outlook and **Meeting** as you normally would to bring up the Meeting Invitation window.



- 2) Located inside of the Meeting Invitation window you will see a new icon for **Add WebEx Meeting** at the top. Click the *globe icon* to WebEx enable the meeting.
- 3) You will then be asked for some options on whether you wish to add a password to the meeting (optional) or how long before the meeting attendees can join. You can also assign an alternate host (someone else who can start the meeting) under the resources tab.
- 4) After clicking **OK** you will be taken back to the Meeting Invitation window where there is a new section added stating "A WebEx meeting has been added. Meeting details will replace this section." This is where the information will be located that both attendees and you the host will use to join the meeting.
- 5) Once you click **Send** the meeting invitation will update with the WebEx meeting details and send to all attendees and automatically update your calendar with the invite information.

What is a Personal Room?

A Personal (Meeting) Room is an always-on "reservationless" meeting that does not require any scheduling where the meeting link and numbers are always the same. This is an optional additional feature most suited for those who aren't frequent meeting organizers and are looking for maximum flexibility. The meeting URL would always be, for example, <https://tri-c.webex.com/meet/S01234567> with your individual S#. The caveats with this method are the host is required to login to start the meeting, and if you have back-to-back meetings and the first runs over everyone will join same room.