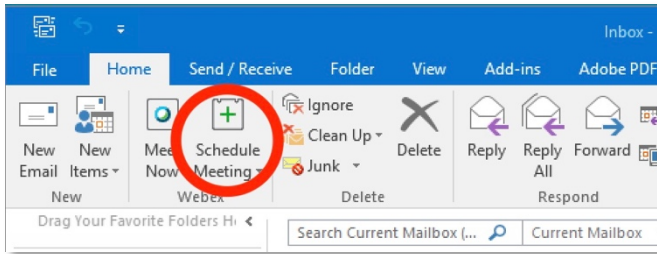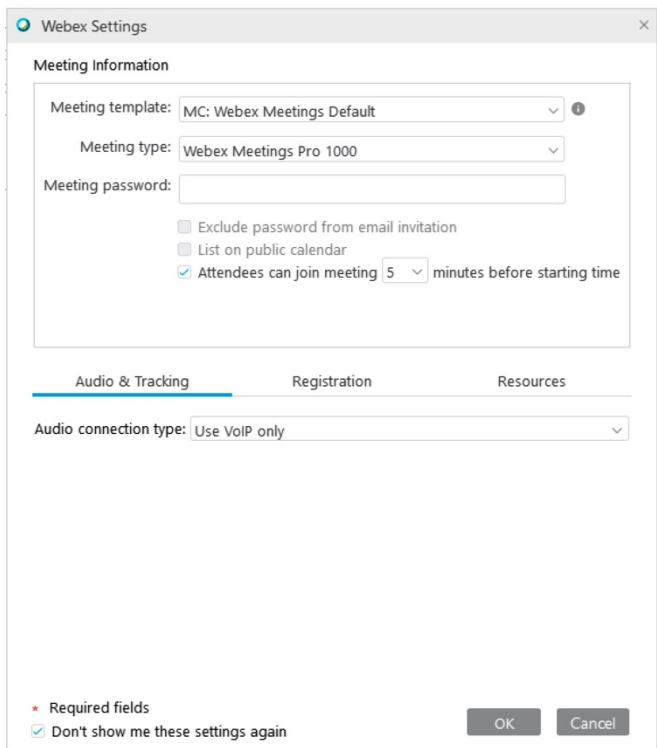# SCHEDULE A WEBEX MEETING IN OUTLOOK

WebEx meetings can be scheduled from Outlook on your college pc.

- Launch Outlook. Then from the Home tab or ribbon, click Schedule Meeting.

- The first time you schedule a WebEx meeting you will need to login to your WebEx account. Follow the prompts and logon using your S number and network password.

- On the WebEx Settings window you can select a meeting template: **MC: WebEx Meetings Default** – Present information, share

applications, and collaborate on projects in a centralized space.

- You can chose to assign a meeting password or modify how long before the meeting an attendee can join.

- Under Audio & Tracking, if you have been granted **dial-in** access and you wish to allow you attendee's the option of dialing in, you can change the Audio connection type from **VoIP only** to **WebEx Audio**.

- Under Registration you can require attendee's to register prior to the meeting.

- Under Resources you can identify an Alternative Host.

- After clicking OK you will be taken back to Outlook and the Meeting tab or ribbon. Add your attendees, enter a subject and location along with the start and end date and times.

- Once you click Send, the meeting invitation will update with the WebEx meeting details, be sent to all attendees, and will automatically update your calendar with the invite information.

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