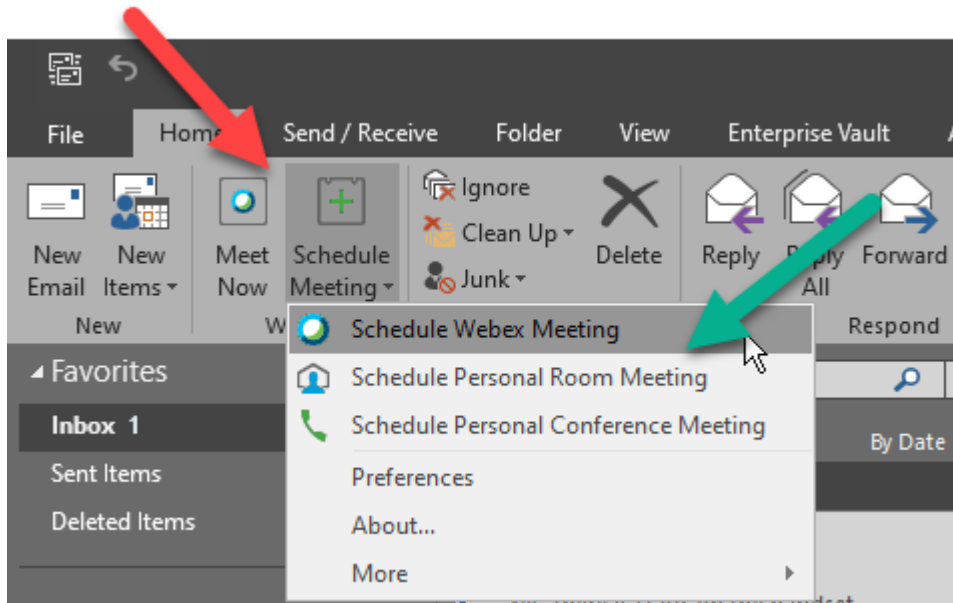


## Scheduling Recurring WebEx Meetings

### Method 1: Scheduling Using Outlook

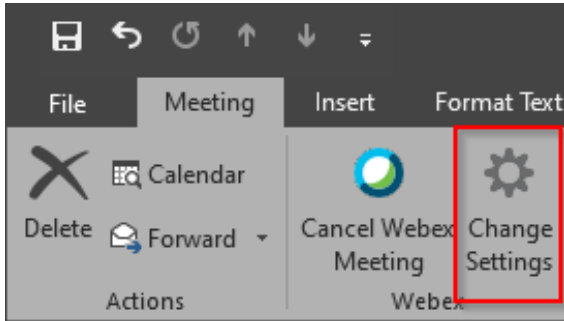
1. From the Home tab in the Outlook ribbon, click the **'Schedule Meeting'** button. Clicking the dropdown arrow on this button also allows you to choose whether you want to schedule a regular WebEx meeting or a Personal Room meeting. You'll want to *use one of these two options to schedule a recurring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



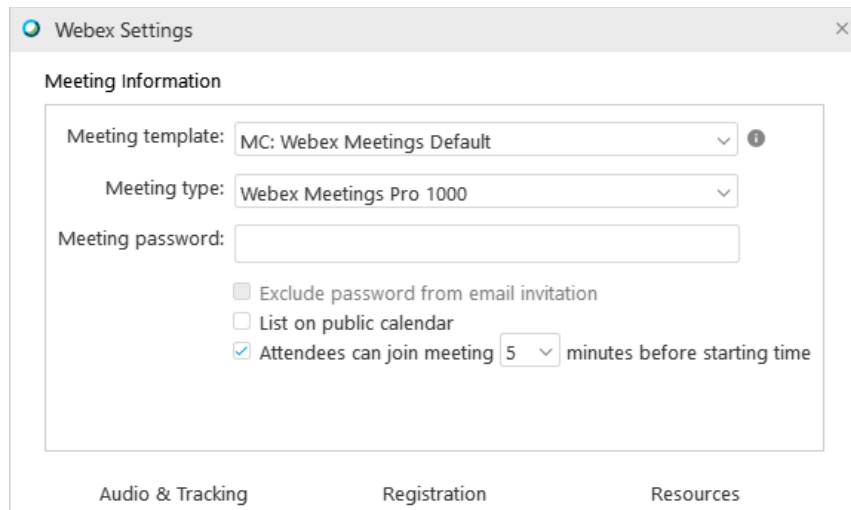
2. Choosing one of these options will open a new window where you can adjust the settings for the WebEx portion of the meeting *and* the Outlook appointment.

A screenshot of the 'Untitled - Meeting' window in Outlook. The window has a ribbon with tabs: 'File', 'Meeting', 'Insert', 'Format Text', and 'Review'. The 'Meeting' tab is active, showing various buttons like 'Delete', 'Forward', 'Cancel Webex Meeting', 'Change Settings', 'Appointment', 'Scheduling Assistant', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', and 'Show As:'. Below the ribbon, there is a message: 'You haven't sent this meeting invitation yet.' Below this message, there are fields for 'To:', 'Subject', and 'Location'. At the bottom, there are fields for 'Start time' (Tue 3/10/2020, 11:00 AM) and 'End time' (Tue 3/10/2020, 11:30 AM). A red arrow points to the 'Scheduling Assistant' button in the ribbon. Below the screenshot, there is a text block: '-- 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:


The screenshot shows the Outlook interface with a red box highlighting the 'Recurrence' button in the top toolbar. A red arrow points down from this button to the 'Appointment Recurrence' dialog box. The dialog box is titled 'Appointment Recurrence' and contains the following sections:

- Appointment time**
  - Start: 11:00 AM
  - End: 11:30 AM
  - Duration: 30 minutes
- Recurrence pattern**
  - ☐ Daily
  - ☒ Weekly
    - Regur every 1 week(s) on:
    - ☐ Sunday ☐ Monday ☒ Tuesday ☐ Wednesday
    - ☐ Thursday ☐ Friday ☐ Saturday
  - ☐ Monthly
  - ☐ Yearly
- Range of recurrence**
  - Start: Tue 3/10/2020
  - ☒ No end date
  - ☐ End after: 10 occurrences
  - ☐ End by: Tue 5/12/2020

At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Remove 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!

**i** You haven't sent this meeting invitation yet.  
28 instances of this recurring appointment conflict with other appointments on your Calendar.

 Send	To..	[Redacted]
	Subject	Screenshot Example Meeting
	Location	Dark Side of the Moon
	Recurrence	Occurs every day effective 3/10/2020 from 8:00 AM to 10:00 AM

Here's some example 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 Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.

**Note:** When adding reoccurring meetings, appointments will populate on the Outlook Calendar.

## Method 2: Scheduling on our WebEx site

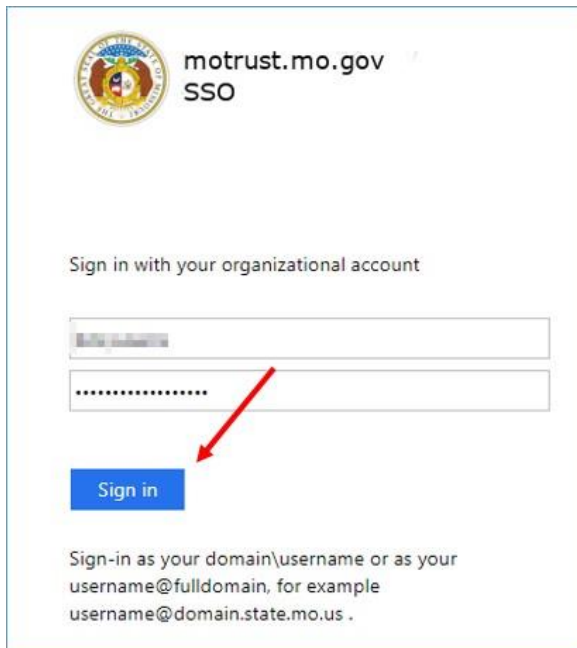
1. Navigate to '[stateofmo.webex.com](https://stateofmo.webex.com)' in your preferred web browser. In the upper- right corner of the page, click the blue '**Sign In**' button.

English

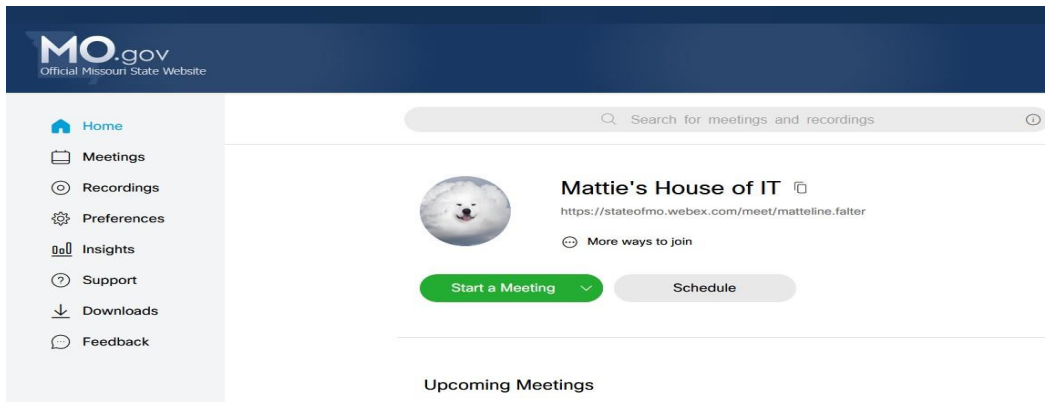
Classic View

Sign In

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**'.



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 Webex Meetings Pro 1000

\* 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 Separate email addresses with a comma or semicolon

Show advanced options

Cancel Start 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 Weekly

Recurrence on Every 1 week(s)

☐ Sun ☐ Mon ☒ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Ending

☒ No end date

☐ Ending 03/11/2020

☐ After 10 meetings

Attendees Separate email addresses with a comma or semicolon

Show advanced options

Cancel Schedule Save as template