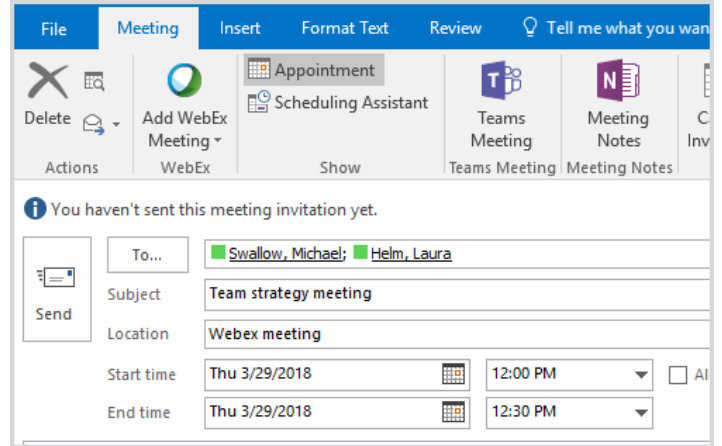


# Scheduling Webex Meeting

## Quick Reference Guide with detailed steps to schedule Webex Meetings

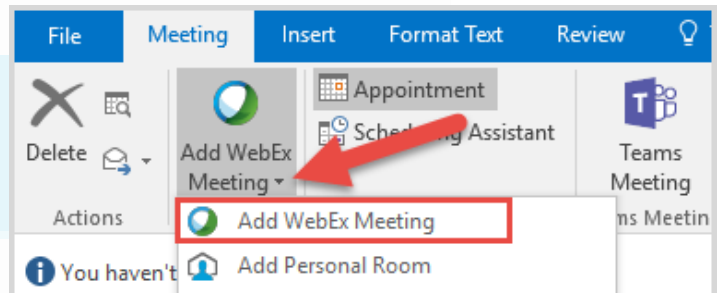
1

Open a blank calendar invite in **Microsoft Outlook** and invite your attendees, fill in your subject/location, and adjust the time & date.



2

Click the Webex dropdown menu along the top and select **Add Webex Meeting**. This will generate a unique meeting link, meeting number, and host key. A settings box will automatically appear and offer you the ability to customize your settings for this specific meeting. When you're done, click **OK** at the bottom of the settings box.



2a

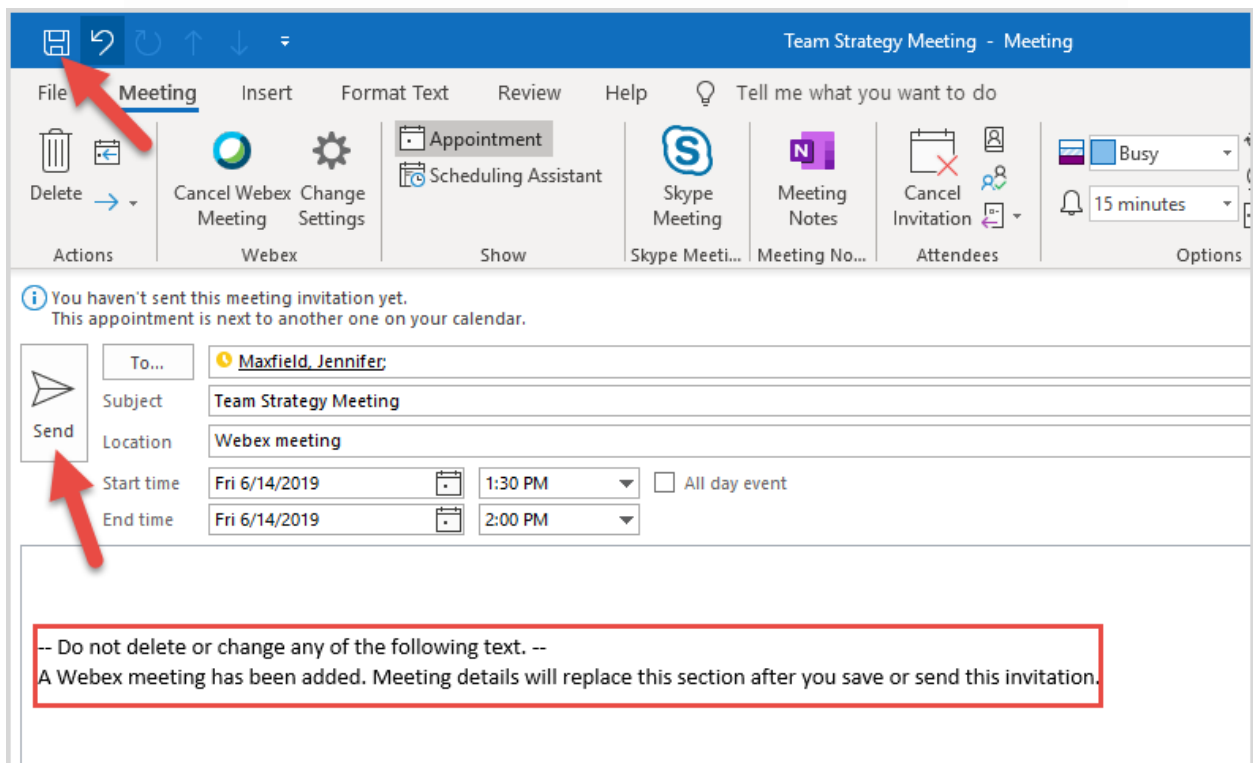
**NOTE:** A password is required for all meetings, events, and training sessions. WebEx will automatically generate a password for you during the scheduling process. You can modify this password to your liking, however you **MUST** have a password set to schedule the meeting. This field can **NOT** be blank. This will **NOT** affect the joining experience unless you are joining by manually entering the meeting number on the WebEx site, at which point you will also need to enter the meeting password in order to join the meeting.

Meeting password: kqPU8V65y9W

This is an example of an automatically generated meeting password.

3

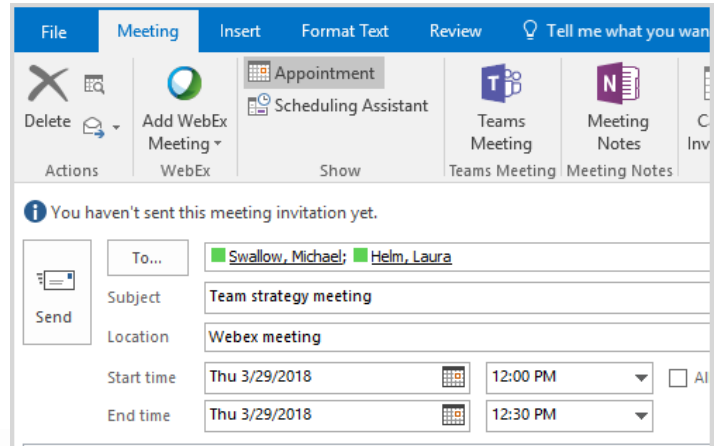
You'll now see a Webex message in the body of the invite. *If you reserved a conference room, that will be visible in the location field. If you would prefer to see all of the Webex Meeting details (link & access code) prior to sending the invite, Click **Save**. If not, click **Send** and you're all done! *Your unique meeting link and access code will be generated and sent to your attendees **AFTER** you click Send.**



# Scheduling Personal Room

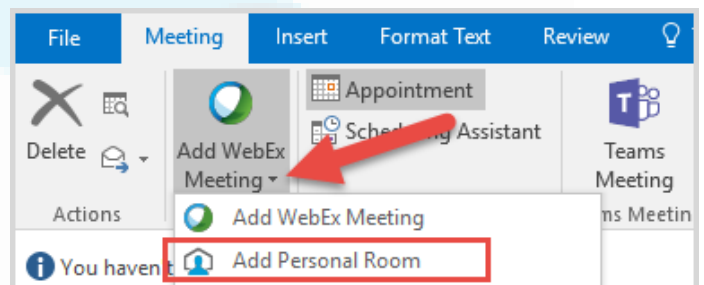
*Quick Reference Guide with detailed steps to schedule Personal Room Meetings*

- 1 Open a blank calendar invite in **Microsoft Outlook** and invite your attendees, fill in your subject/location, and adjust the time & date.



- 2 Click the Webex dropdown menu along the top of your calendar invite and select **Add Personal Room**. This type of meeting will offer a static meeting link, meeting number & host pin that never changes.

**Note:** You will not see the option to customize settings for your personal room as this is done in your Webex site. Please see quick guide titled *Personal Room Setup & Preferences* for more information.



- 3 You'll now see a Webex message in the body of the invite. If you reserved a conference room, that will be visible in the location field. If you would prefer to see all of the Webex Meeting details (link & access code) prior to sending the invite, Click **Save**. If not, click **Send** and you're all done! Your static Personal Room meeting link and access code will populate and send to your attendees **AFTER** you click Send.

