How do I schedule WebEx meeting from Outlook?

Note: These instructions only apply if you have the WebEx productivity tool installed in Outlook. Click here for instructions on how to install the productivity tool in Outlook.

1. In Outlook, open a New Appointment

2. Do the following to specify general meeting information:
   a. Type a topic for the meeting in the Subject box.
   b. In the Start time and End time drop-down lists, specify the starting and ending times for the meeting, respectively.
   c. Optional. To specify a recurrence pattern for your meeting, click Recurrence, and then select recurrence options.
   d. Invite Attendees to your meeting the same you would invite individuals to an in-person meeting
   e. Optional. Specify other options that Microsoft Outlook provides, such as a meeting reminder

3. Click on Add WebEx Meeting to specify meeting settings
4. The WebEx Settings dialog box appears
   Note: If the Account tab of the WebEx Settings dialog box appears, type the necessary information, and then click OK.

5. Specify WebEx meeting settings (default settings are recommended), and then click OK

6. Do one of the following, as appropriate:
   a. Click Save to populate the meeting information and then click send to send the meeting invite
   b. Send a meeting invitation to attendees (This will auto populate the meeting information in the meeting invite send to each invitee)

7. The meeting then gets added to your outlook calendar

8. Click here for instructions on how to start your meeting

If you need further assistance, do not hesitate to contact onepoint@duffandphelps.com