Scheduling a Meeting in Outlook

When you install the Webex Meetings Desktop App on your computer, a plugin will be installed in your Outlook application allowing you to schedule meetings through Outlook. You can download the app from the Downloads button, located under the Webex Meetings tab in your Webex account at uncsom.webex.com.

If your Outlook application is open, quit and reopen. You will now see two Webex buttons under your Home tab for starting or scheduling a meeting.

Click on the Schedule Meeting button and select Schedule Webex Meeting.
A meeting invite window will open. Enter the email addresses of the people you are inviting, the subject or title of the meeting, the room location if desired, and the meeting date and start and end times. We recommend adding an extra 10 to 15 minutes to your scheduled meeting end time, to prevent your Webex conference from ending if your meeting runs long.

Under the Meeting tab, click Add Webex Meeting and select Add Webex Meeting from the dropdown.

Select the Webex Meetings Default from the Meeting template or choose one of your saved Meeting templates (see the instructions for “Scheduling a Meeting in Webex” for creating Meeting templates). Set the other settings as desired for password, audio connection, entry tone, registration, and selecting alternate hosts.
Note that anyone you add to the invitation before adding your meeting information automatically populate as selections in the Alternate host field under the Resources tab.

When you have completed all settings for your meeting, click OK at the bottom. This will return you to your Invite view. Note that the meeting details will not appear until the invitation has been sent.
When you hit Send, the meeting information will populate the invite and be seen by your recipients as follows:

The schedule will also appear in your Outlook calendar and your My Webex Meetings page in your Webex account.