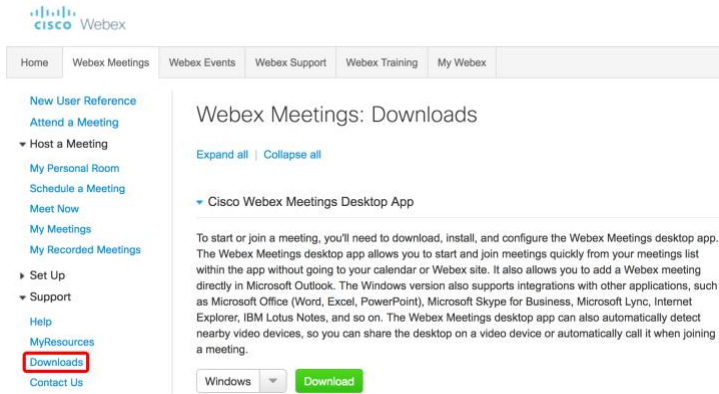
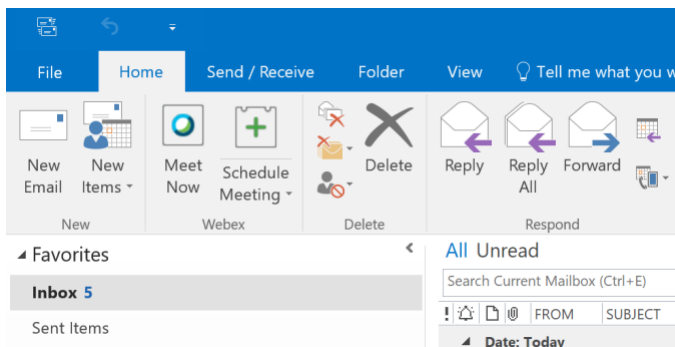


Scheduling a Meeting in Outlook

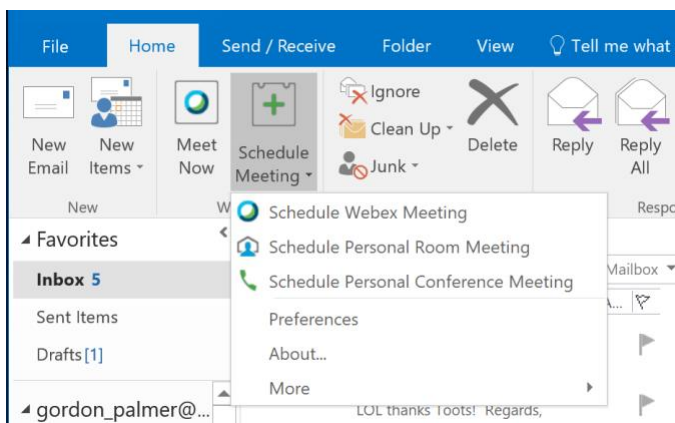
When you install the Webex Meetings Desktop App on your computer, a plugin will be installed in your Outlook application allowing you to schedule meetings through Outlook. You can download the app from the Downloads button, located under the Webex Meetings tab in your Webex account at uncsom.webex.com



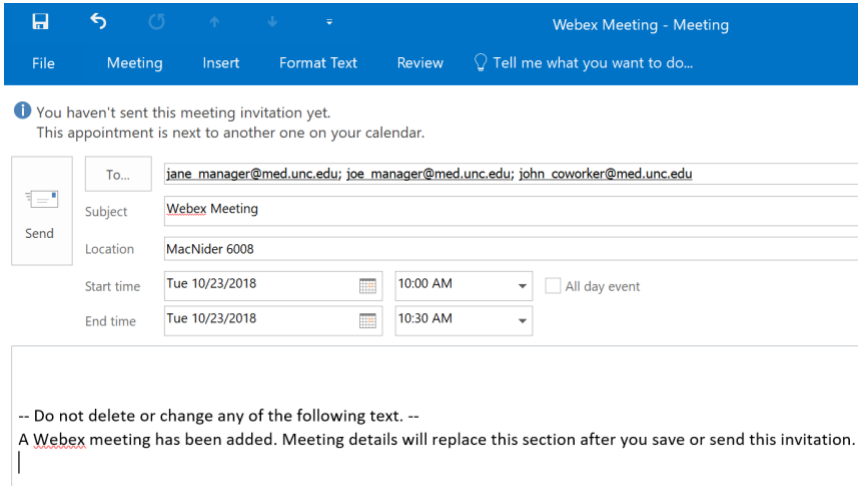
If your Outlook application is open, quit and reopen. You will now see two Webex buttons under your Home tab for starting or scheduling a meeting.



Click on the Schedule Meeting button and select Schedule Webex Meeting.

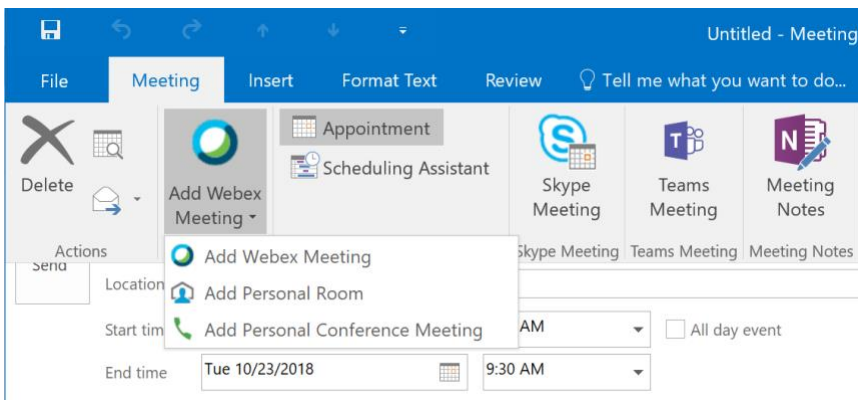


A meeting invite window will open. Enter the email addresses of the people you are inviting, the subject or title of the meeting, the room location if desired, and the meeting date and start and end times. We recommend adding an extra 10 to 15 minutes to your scheduled meeting end time, to prevent your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



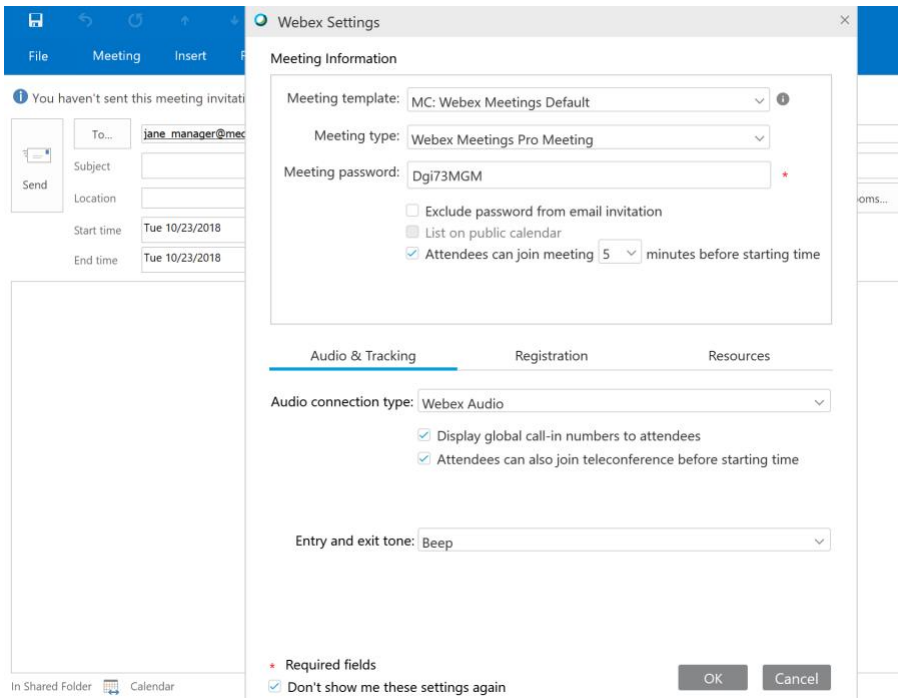
The screenshot shows a meeting invitation form titled "Webex Meeting - Meeting". The form includes a "Send" button and a "To..." field containing the email addresses: jane_manager@med.unc.edu; joe_manager@med.unc.edu; john_coworker@med.unc.edu. The "Subject" field is "Webex Meeting", and the "Location" is "MacNider 6008". The "Start time" is "Tue 10/23/2018" at "10:00 AM", and the "End time" is "Tue 10/23/2018" at "10:30 AM". There is an "All day event" checkbox. Below the form, there is a text area with the following content: "-- 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."

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

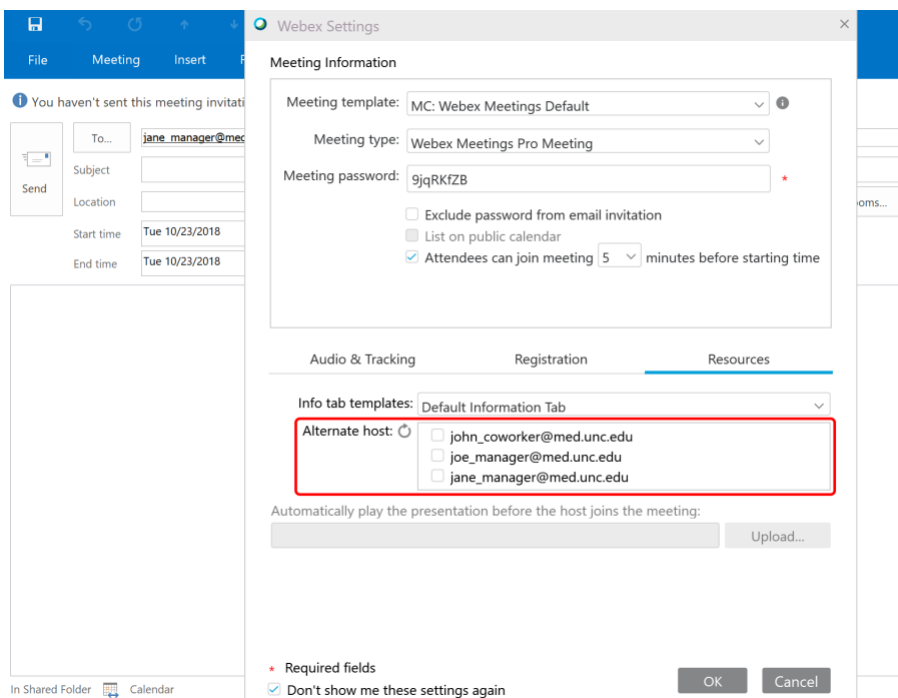


The screenshot shows the "Meeting" tab in a software application. The "Add Webex Meeting" button is highlighted, and a dropdown menu is open showing the following options: "Add Webex Meeting", "Add Personal Room", and "Add Personal Conference Meeting". The "Add Webex Meeting" option is selected. The background shows the meeting form with the "Start time" set to "Tue 10/23/2018" at "9:30 AM" and the "End time" set to "Tue 10/23/2018" at "9:30 AM".

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.

Webex Meeting - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

i You haven't sent this meeting invitation yet.
This appointment is next to another one on your calendar.

To... jane_manager@med.unc.edu; joe_manager@med.unc.edu; john_coworker@med.unc.edu

Subject Webex Meeting

Location MacNider 6008

Start time Tue 10/23/2018 10:00 AM All day event

End time Tue 10/23/2018 10:30 AM

-- 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.

When you hit Send, the meeting information will populate the invite and be seen by your recipients as follows:

Webex Meeting

Required jane_manager@med.unc.edu; joe_manager@med.unc.edu; john_coworker@med.unc.edu

When Tuesday, October 23, 2018 10:00 AM-10:30 AM **Location** MacNider 6008

-- Do not delete or change any of the following text. --

[Join Webex meeting](#)

Meeting number (access code): 739 528 157
Meeting password: YsEw2K9B

Join from a video system or application
Dial [739528157@uncsom.webex.com](tel:739528157@uncsom.webex.com)
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-202-860-2110 United States Toll (Washington D.C.)
+1-240-454-0887 United States Toll (San Jose)
[Global call-in numbers](#)

[Can't join the meeting?](#)

If you are a host, [go here](#) to view host information.

IMPORTANT NOTICE: Please note that this Webex service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

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