Schedule a Webex Meeting Using Outlook
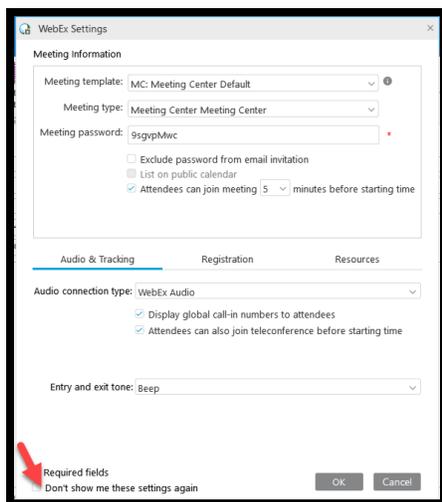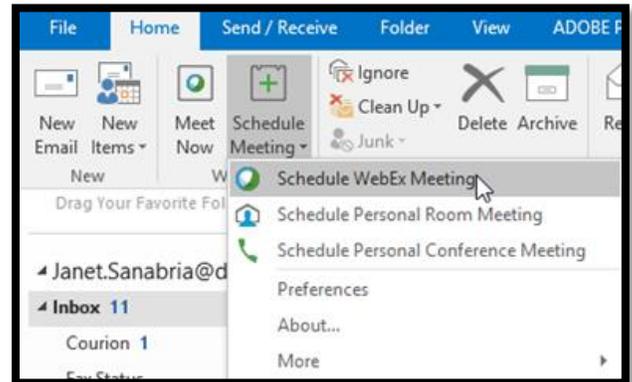
Important: *The first time you schedule a meeting you will be asked to log into Webex. Click to login.*
➢ *The Webex server name is **idhw.webex.com**.*

1. Click the **Schedule Meeting** button from your Outlook **Home** menu bar.

2. Choose **Schedule Webex Meeting** from the drop-down menu.
   DO NOT select Personal Room. Webex Personal Rooms may NOT be used for ITP virtual EI.

3. The first time you use this feature, a pop-up box offering setting options will display.
   - Check the box at the bottom left "**Don't show me these settings again**"

   - Click **OK** to accept the default settings. (You can make any changes later by opening the calendar invite and selecting 'Change Settings').
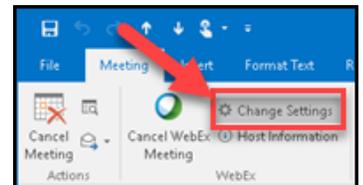
4. **Select your attendees and room, and fill in meeting details.**
   - You can add additional information about the meeting or attach an agenda, but *do not delete or change any of the text already present on the invite*. This will be used by Webex to insert the meeting details, including call-in and password information.

   - Click **Send.**
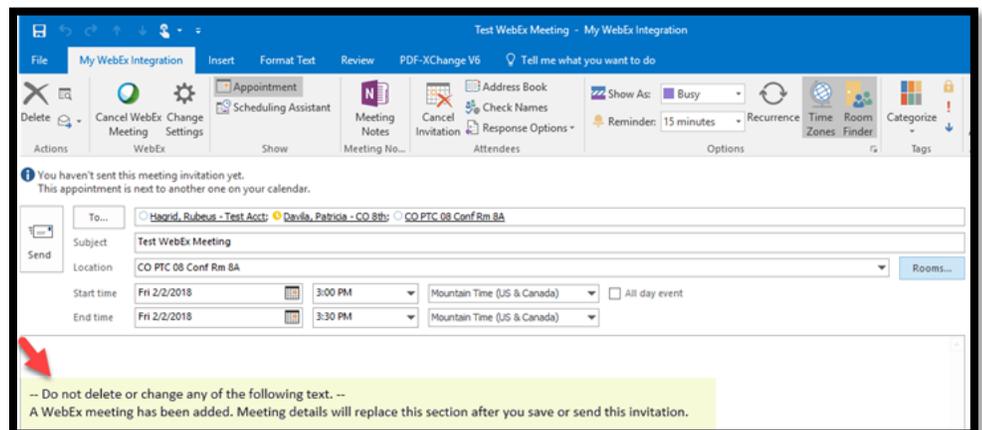
Note: If you scheduled a room, you will receive an email specifying if your room request was accepted or denied. *If the room is denied, use the scheduling assistant to choose another room or another date/time.*

C r e a t e d   1 / 3 0 / 1 8