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.