



Webex Meetings Scheduler

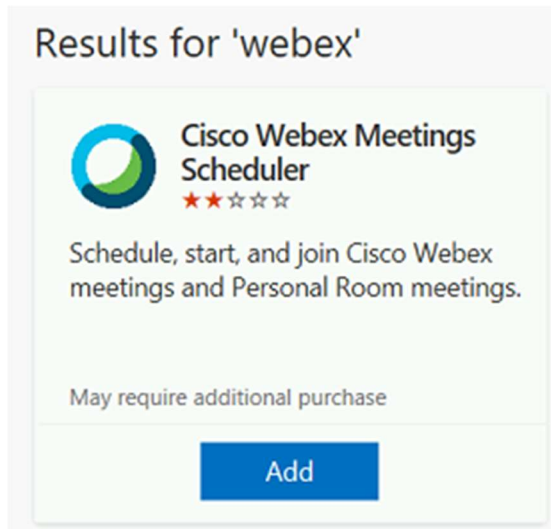
Installation:

In order to install () perform the following steps.

1. Open Microsoft Outlook
2. On the Home tab of the Ribbon tool bar, click the **Get Add-ins** button.



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3. Search for “Webex” and click the **Add** button for Cisco Webex Meetings Scheduler.



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4. Click **Continue** to agree to the license and privacy policy.
 5. Once the add-on is installed, the “Add” button will be replaced with **Get Started**
 6. Clicking Get Started will show a single-page instruction guide which you may close after reading.

First time setup:

The first time you use the Webex Meetings Scheduler, you will need to perform the following steps.

1. Create a new meeting invitation within outlook.
2. On the Meeting tab of the Ribbon tool bar click **Webex Preferences**.
3. In the “Default meeting type” dropdown, select **Webex Personal Room meeting**.
4. Click **Save** and close the settings window.

Using the Add-On:

1. Create a new meeting invitation.
2. On the Meeting tab of the Ribbon tool bar click **Add Webex Meeting**.
3. The add-on will automatically add instructions for your invitees to join the meeting.

