

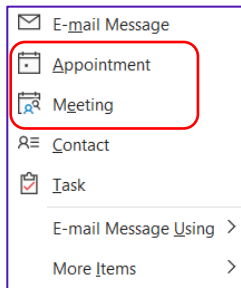
Getting started with the Webex Scheduler

What is the Webex Scheduler?

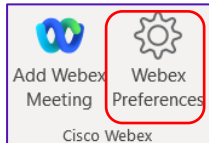
The Webex Scheduler allows Microsoft 365 users to schedule meetings from Outlook or a browser.

To activate the tool, simply sign in with your account details linked to the Webex site or using the SSO (Single Sign On) process if enabled.

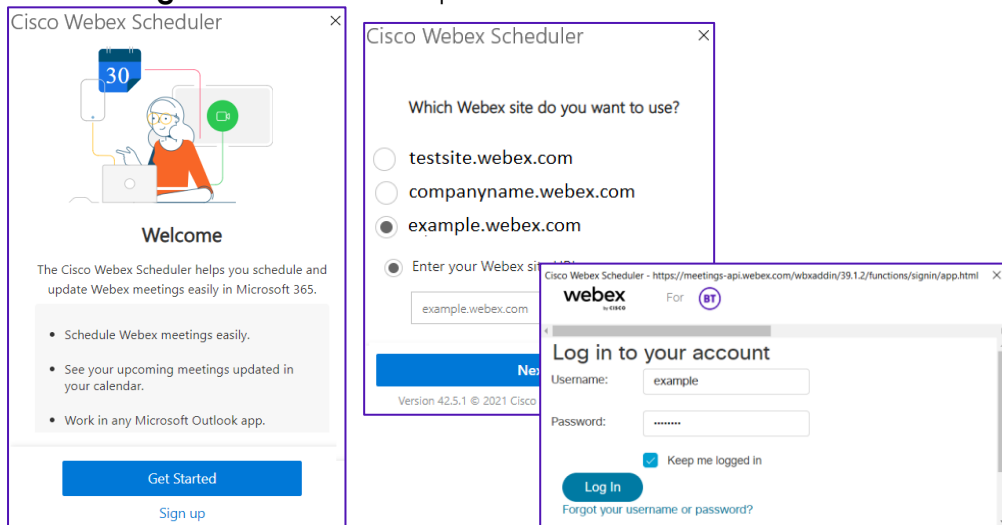
Note: The scheduler will only be visible in an Appointment or Meeting.



1. Click **Webex Preferences** on the Outlook ribbon.

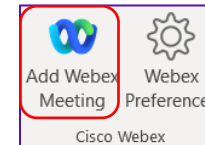


2. Select your Webex site, click Next, enter your username and password, click **Log In** or follow the **SSO** process if enabled.



Schedule a meeting.

1. Open Outlook.
2. Navigate to your **calendar** open a **new invite** and complete as normal.
3. Once invite details are complete, from the Outlook ribbon click on **Add Webex Meeting**, the details will populate and you can send the invite.



Configure your preferences.

Click on Webex Preferences on the ribbon.

- If you were granted scheduling permissions for someone else, you can choose the account under **Schedule for**.
- Choose a meeting type.
- Change or remove the password.
- Assign co-hosts.

Advanced settings

- Displays your Host Information.
- Allow attendees to join before the start time.
- Choose audio connection types.
- Mute on Entry.
- Entry and Exit tones.
- Enable Breakout sessions.

