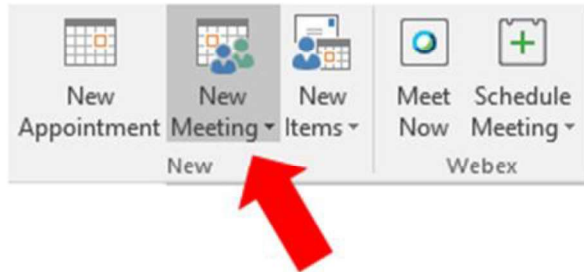# Scheduling a WebEx Meeting using Microsoft Outlook

1. Open your Calendar, on the **Home** tab, in the **New** group, click **New Meeting**.

2. Add a description to your meeting in the **Subject** field.

3. Edit the **Start** and **End times** of your meeting.
   If you select the **All day event** check box, the event shows as a full 24-hour event, lasting from midnight to midnight and may or may not receive an error. The preferred method for multiple days is to use the **Recurrence** button located on the ribbon.

   <mark>**Note:** If you want to schedule meetings based on an alternate time zone, on the **Meeting** tab, in the **Options** group, click **Time Zones**.</mark>
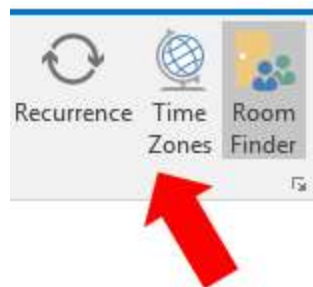
4. In the meeting request body, type any information that you want to share with the recipients. You can also attach files.

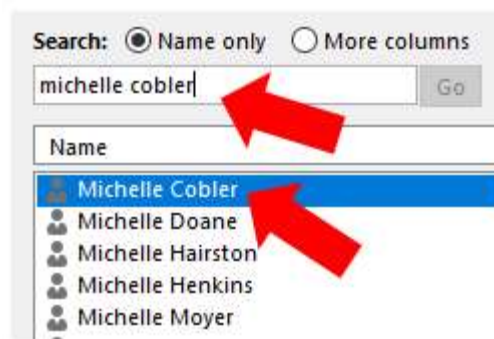5. On the **Meeting** tab, in the **Show** group, click **Scheduling Assistant**.
   The **Scheduling Assistant** helps you find the best time for your meeting.
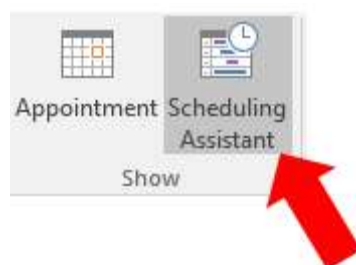
6. Click **Add Attendees** at the bottom left corner of screen and enter the name of a person in the search field.

Add Attendees... Options ▾
Add Rooms...

7. Click on the person's name from the search list and click **Required** button. Once all of your attendee's have been entered click on the **OK** button.
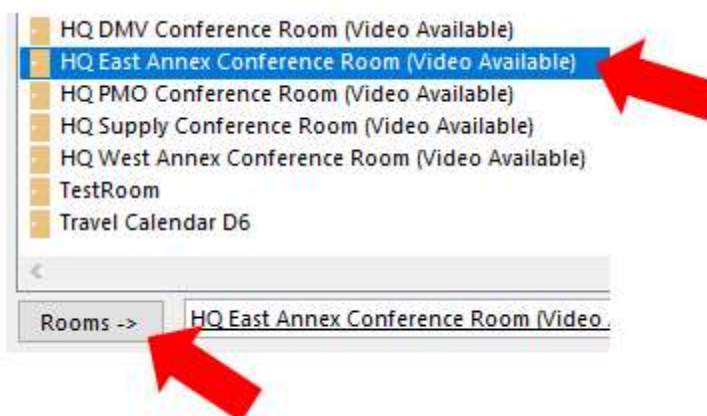
Search: ⦿ Name only ○ More columns
michelle cobler   Go

Name
👤 Michelle Cobler
👥 Michelle Doane
👥 Michelle Hairston
👥 Michelle Henkins
👥 Michelle Moyer

8. Click on **Add Rooms** to add conference rooms to your meeting.

Add Attendees... Options ▾
Add Rooms...

9. Select your conference room (or rooms) from the list and click on **Rooms** button to add to your meeting

10. Once you ⎯ time for Room you "**WebEx**" to click on the icon on ⎯ have found the available your Attendees and will need to add the your meeting. You will "**Add WebEx Meeting**" your Outlook Ribbon.

HQ DMV Conference Room (Video Available)
HQ East Annex Conference Room (Video Available)
HQ PMO Conference Room (Video Available)
HQ Supply Conference Room (Video Available)
HQ West Annex Conference Room (Video Available)
TestRoom
Travel Calendar D6

Rooms -> HQ East Annex Conference Room (Video.

11. The **WebEx Settings** **Meeting Password** to Click on the **Resources**

page will pop up. Change the something easy like "1234". tab to assign alternate host.

The alternate host is able to start your meeting in case you are absent on the day of your meeting or if you are not planning on attending. Place a checkmark on who you will assign alternate host. One is good and more is better. Click **OK** button when finished. <mark>**Note:** People will need to be added to your meeting before alternate host show up in this list.</mark>

12. Click button to and for generate

info.

on **Send** to send email participants WebEx to the conference