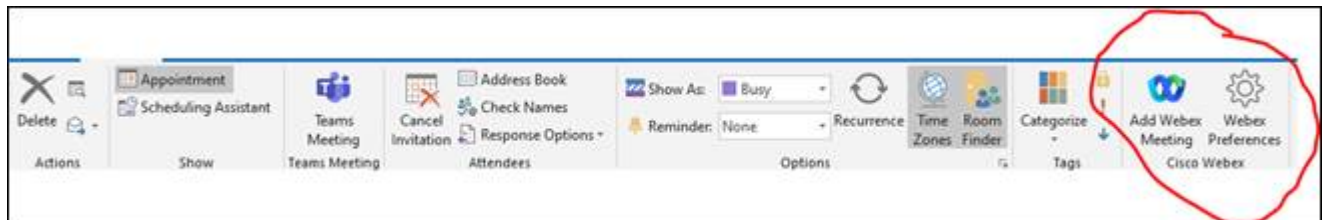


Cisco Webex Scheduler – MS Outlook Plugin

This plugin lets you create and send Webex meeting invitations directly from your Outlook Desktop and Outlook 365.

Installation Instructions

1. Close the Outlook desktop app
2. Login to MS Office 365 portal
3. If you can, go to the Microsoft App source at the following link <https://appsource.microsoft.com/en-us/marketplace/apps> and login with your D11 email address (first.last@d11.org) and network password.
4. At the top of the page, click in the Search box and type Cisco Webex Scheduler.
5. Select the Office 365 version
6. Click on Get it Now
7. Follow the instructions to add the app to your D11 Office 365 Outlook account
8. After it's successfully installed, open the Outlook desktop app
9. Test that it installed by clicking on “New Meeting” and you should see it in at the right side of the tool bar.
10. You will need to sign in to Webex the first time you use this tool.
11. If you have the Webex Productivity Tools installed in Outlook, these need to be uninstalled. Contact the Support Center if you need assistance.



Note: We recommend you click on Webex Preferences the first time you use this app. You can select the meeting type, Personal Meeting Room or Webex Meeting and the template type. When this is set, it will default to these settings for all future meetings until you change it again.