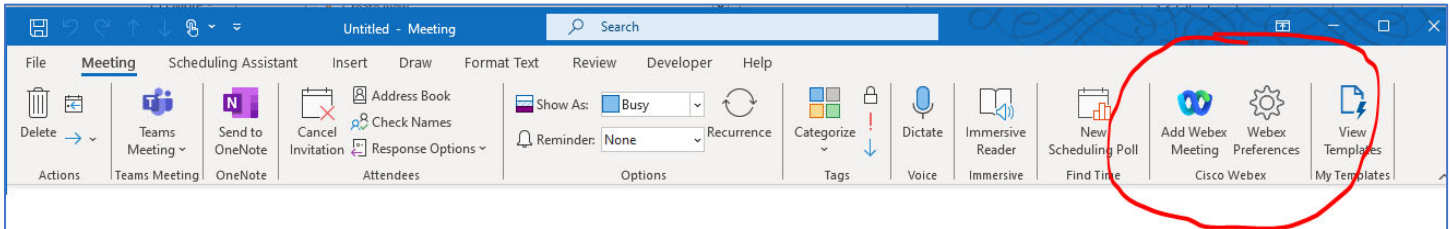


Scheduling a Meeting in Outlook with the Webex Scheduler

Verify Webex Scheduler is installed in Outlook. Click [HERE](#) for instructions.

Once verified Webex Scheduler is installed; select New Meeting in Outlook

Webex Scheduler is located at far right of menu bar



Click on “Add Webex Meeting” to immediately add a meeting with the settings from the “Webex Preferences” defined from previous selections.

Click on Webex Preferences for additional meeting options either before selecting Add Webex Meeting or afterwards for additional options.

Webex Preferences Options - Meeting

Select Default Meeting type

Generate a one-time meeting link – unique link for that meeting. If set as recurring in Outlook, it will retain that link for all meetings in the recurrence schedule

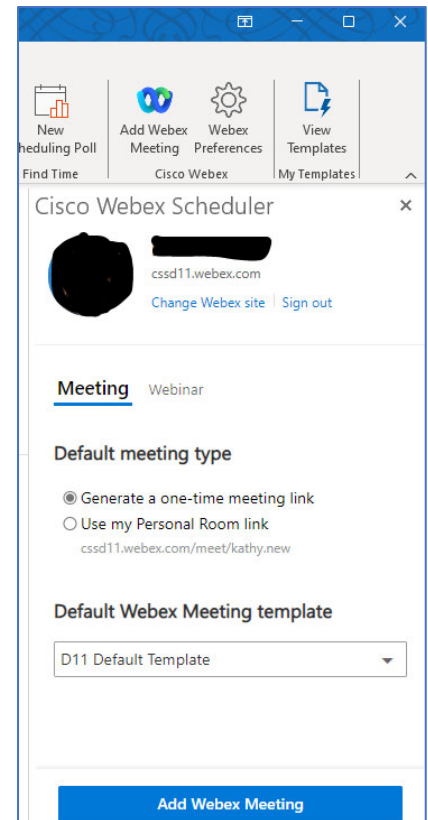
Use my Personal Room link – creates a meeting in your personal meeting room that only users with a D11 account can join

Default Webex Meeting template

Select from pre-defined templates. Users can also create their own templates in the [Webex Portal](#). Click [HERE](#) for instructions on how to make, save and update templates.

Note: If Webinar is selected, options are available specific to a Webinar event. *Webinars are designed so host and panelists can share their video, audio and screen. Attendees join with view only.*

Click on “Add Webex Meeting”



In the “Required” field for the meeting, enter the Webex device, ie: webex.gardenlevel@d11.org. The device will be added as a required attendee and as the location if scheduled as an Outlook Meeting.

You've added a Webex meeting. [Dismiss](#)

Title

Required Webex.Gardenlevel:

Optional

Start time Thu 2/15/2024 5:00 PM ☐ All day ☐ Time zones

End time Thu 2/15/2024 5:30 PM [Make Recurring](#)

Location <https://cssd11.webex.com/cssd11/j.php?MTID=med09147b3f0f34963c726ad0acb9b990> Webex.Gardenlevel

If no other Webex Preferences are needed, complete the remaining Outlook fields and Send

Webex Schedule Preferences Panel will display additional options if needed.

Cisco Webex Scheduler

Meeting template

D11 Default Template

Meeting type

Webex Meetings Pro Meeting

Password

CJzZxC3Gn68

☐ Don't include meeting password in email invitation ⓘ
You'll need to send the meeting password separately to invitees.

Cohosts

☐ The first person to join the meeting who has a host account on this site becomes a cohost

☐ All attendees who have host accounts on this site become cohosts when they join the meeting

☒ Let me choose cohosts for this meeting. ⓘ

☐ JOHNSON, [REDACTED]

☐ SMITH, [REDACTED]

☐ Eddie [REDACTED]

Advanced settings

Meeting Password can be changed. Can be any combination of alphanumeric characters

Cohosts

- The first person to join the meeting with a host account becomes a cohost; any staff person can open the meeting as host until the owner/host joins the meeting. When the owner/host joins the meeting, they are changed to a cohost
- All attendees who have host accounts become cohosts
- Let me choose cohosts for this meeting – D11 attendees entered in the “Required” field of a meeting will automatically appear in this space. Click on box next to name to select cohosts

Advanced Settings

- Mute On Entry
- Entry and Exit Tone: Select No Tone, Announce Name or Beep
- Breakout Sessions: Enable Breakouts for meeting

NOTE: Webex Meetings Scheduled in MS Outlook have to be edited in Outlook. Advanced editing tools are not available in the Webex Portal or MS Outlook for these events.