Cisco Webex Desktop App – Schedule a Meeting in Outlook (Host)

Schedule, edit, or cancel meetings from Microsoft Outlook. Learn the prerequisites for scheduling a meeting and discover the various types of meetings that you can schedule. For additional resources visit the UW-Madison Webex KnowledgeBase https://kb.wisc.edu/webex

SCHEDULE A MEETING IN OUTLOOK

1. From the Home ribbon in Microsoft Outlook, select Schedule Meeting.
2. In the drop-down list, choose from the following:
   - Schedule Webex Meeting – Webex meetings are the standard meeting choice.
   - Schedule Personal Room Meeting – Personal Rooms are your own virtual conference room. It’s always available and you don’t have to book it.
   - Schedule Personal Conference Meeting – Personal Conference meetings are for meetings using telephony service provider (TSP) audio.
3. Select To and choose who you want to invite to your meeting.
4. Add a Subject and Location
5. Choose the Start time and End time for your meeting.
6. Enter any other necessary information in the email and select send.

EDIT A SCHEDULED MEETING

Once you schedule a meeting using the integration to Microsoft Outlook, you can use Microsoft Outlook to edit it at any time. You can change the start time, specify a new password, choose a different audio connection option, and more. When you edit a scheduled meeting an updated email invitation is sent to the invitees and the meeting information on your Webex site is updated.

1. On your Microsoft Calendar, open the scheduled meeting item.
2. Change any of the following settings:
   - Change Settings – Change your Webex meeting settings.
   - Recurrence – Add or change a recurrence pattern.
3. To edit the text in your email invitation, type in the Appointment window.
4. Select Send Update.

CANCEL A SCHEDULED MEETING

1. On your Microsoft Calendar, open the scheduled meeting item.
2. Select Cancel Meeting
3. Select Yes in the confirmation message.
4. Select Send Cancellation

NOTE: If you cancel a Webex meeting using your Webex site, your changes will not show in Microsoft Outlook. If you cancel a single occurrence of a recurring Webex meeting using Microsoft Outlook, the changes also show on your Webex site. If you save the meeting or appointment after canceling your meeting and have not added another Webex meeting, Personal Room meeting, or Personal Conference meeting, it becomes a regular Microsoft Outlook meeting with no Webex information.