

## Scheduling a WebEx meeting via Outlook

### Overview

WebEx allows meetings to occur from a user's computer or portable device.

### WebEx Usage

WebEx can be used to:

1. Connect multiple remote participants (students / teachers / Specialist Staff)

### How to conduct a WebEx session

There are 2 main processes to holding a WebEx meeting

1. Scheduling the WebEx meeting
2. Adding the remote participants

### Prerequisites

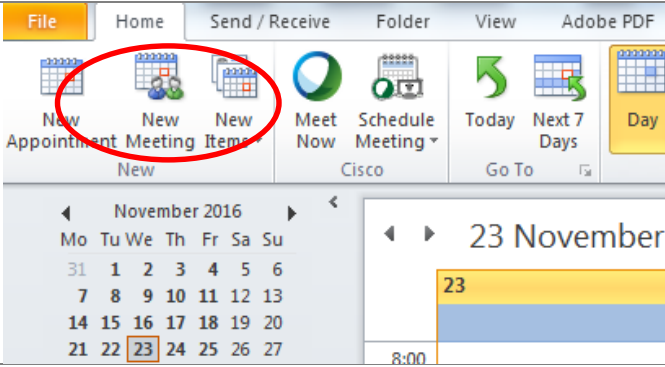
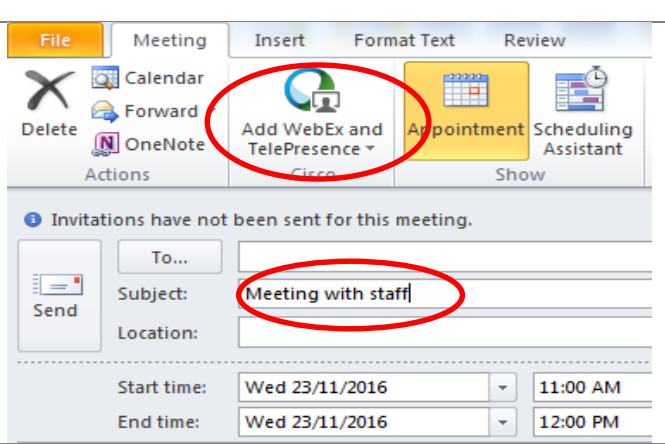
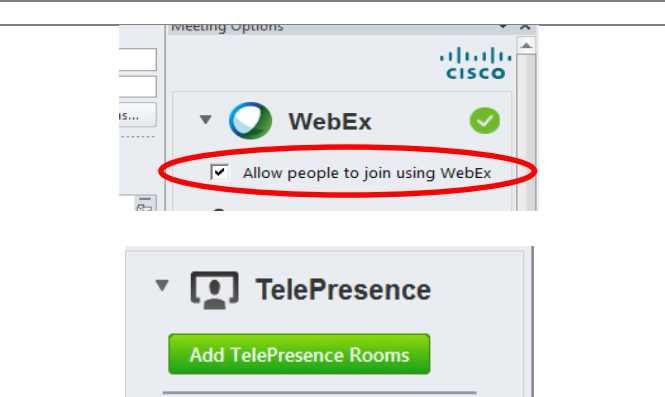
You will require the Cisco Productivity Tools to be installed. Please contact the ICT Helpdesk if you are unsure if you have the necessary components on your PC.

### Support

Technical support can be obtained by contacting the **ICT Helpdesk**. Any training and "in-meeting" support can be obtained by contacting the **TQC**.

The following instructions will take you through scheduling a WebEx meeting.

## Scheduling a Telepresence session with WebEx participants

<p>In <b>Outlook</b>, switch to the <b>Calendar</b> view Click on the <b>New Meeting</b> button in the ribbon</p>	
<p>Enter a <b>subject</b> for the meeting <i>It is vital that you enter a subject before proceeding</i></p> <p>Set the date and start and end time for your TelePresence meeting</p> <p>Click the <b>Add WebEx and TelePresence</b> button in the ribbon (if you cannot see this button, please contact the ICT Helpdesk)</p>	
<p>In the <b>Meeting Options</b> window, check the <b>Allow people to join using WebEx</b> check box to allow WebEx participants to attach to a TelePresence session</p>	
<p>Add the participant's email addresses to the <b>To...</b> field</p> <p>Click <b>Send</b> to invite the WebEx participants</p>	