

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

In Outlook , switch to the Calendar view Click on the New Meeting button in the ribbon	File Home Send / Receive Folder View Adobe PDF New New New Meet Schedule Schedule Today Next 7 Day New New New Schedule Next 7 Days Go To Schedule Day New Cisco Go To Schedule Schedule Schedule Day New Cisco Go To Schedule Schedule Schedule Day Mo Tu We Th Fr Sa Su Schedule Schedule Schedule Day 31 1 2 3 4 5 6 7 8 9 11 12 13 14 15 16 17 18 19 20 23 24 35 6 7 <
Enter a subject for the meeting <i>It is vital that you enter a subject before proceeding</i> Set the date and start and end time for your TelePresence meeting	File Meeting Insert Format Text Review Calendar Delete OneNote Actions Actions have not been sent for this meeting.
Click the Add WebEx and TelePresence button in the ribbon (if you cannot see this button, please contact the ICT Helpdesk)	To Subject: Send Location: Start time: Wed 23/11/2016 End time: Wed 23/11/2016
In the Meeting Options window, check the Allow people to join using WebEx check box to allow WebEx participants to attach to a TelePresence session	WebEx Allow people to join using WebEx Allow people to join using WebEx Add TelePresence Add TelePresence Rooms
Add the participant's email addresses to the To field	
Click Send to invite the WebEx participants Invitations have not been sent for this meeting To. Warrnambool Room B3.25; Warrnambool WD2.02; Michael Dear; Subject: Catch-up Location: Warrnambool Room B3.25; Warrnambool WD2.02 Start time: Mon 21/11/2016 • 9:00 AM • All day event End time: Mon 21/11/2016 • 10:00 AM •	Rooms Rooms Rooms Cisco WebEx ♥ Allow people to join using WebEx