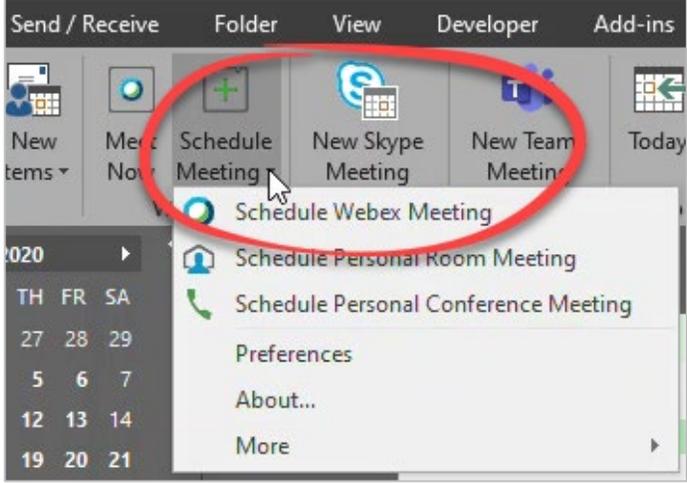
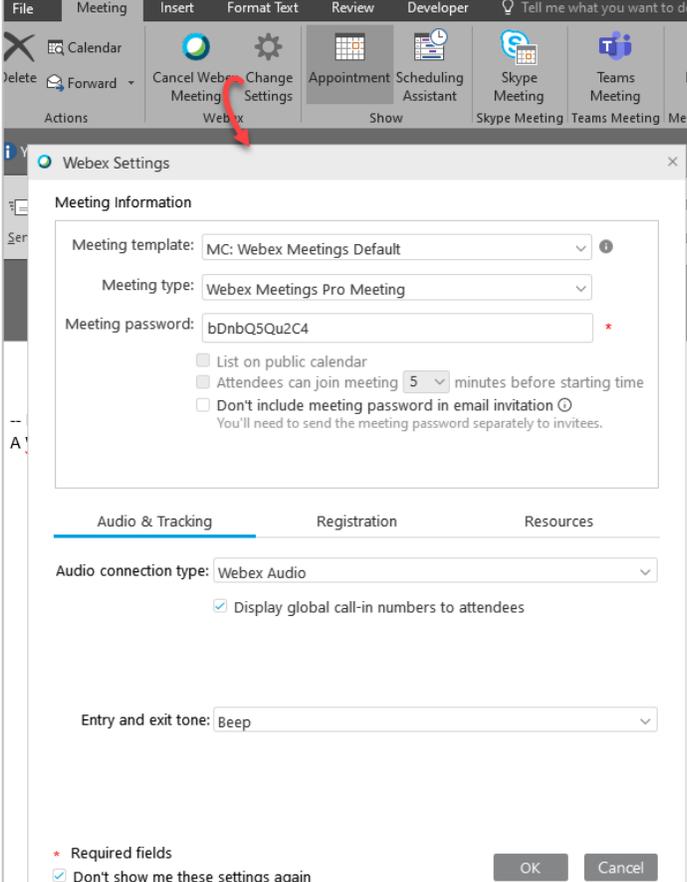
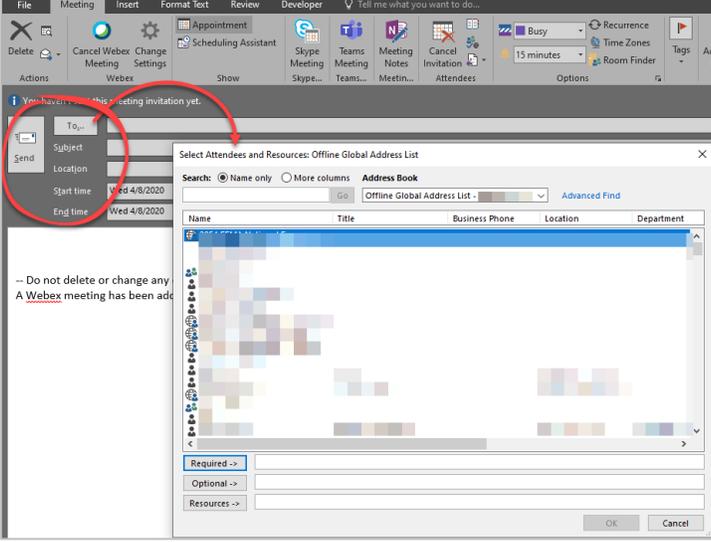


Scheduling a WebEx Meeting via Microsoft Outlook

Step	Action	Visual
1	<p>From the Home ribbon in Microsoft Outlook, click Schedule Meeting, then Schedule WebEx Meeting.</p> <p>Result: The Outlook calendar window will display.</p>	 <p>The screenshot shows the Outlook ribbon with the 'Schedule Meeting' button circled in red. A dropdown menu is open, showing 'Schedule WebEx Meeting' as the selected option. Other options include 'Schedule Personal Room Meeting', 'Schedule Personal Conference Meeting', 'Preferences', 'About...', and 'More'.</p>
2	<p>Click Change Settings view the default settings. You can accept them as is or edit the password to make it more generic. Then click OK to save your changes.</p> <p> Note: You must include a password. Do not check exclude password.</p>	 <p>The screenshot shows the 'Webex Settings' dialog box. The 'Meeting Information' tab is active. The 'Meeting template' is set to 'MC: Webex Meetings Default', the 'Meeting type' is 'Webex Meetings Pro Meeting', and the 'Meeting password' is 'bDnbQ5Qu2C4'. There are checkboxes for 'List on public calendar', 'Attendees can join meeting 5 minutes before starting time', and 'Don't include meeting password in email invitation'. The 'Audio & Tracking' tab is selected, showing 'Audio connection type' as 'Webex Audio' and 'Display global call-in numbers to attendees' checked. The 'Entry and exit tone' is set to 'Beep'. There are 'OK' and 'Cancel' buttons at the bottom right.</p>

Scheduling a WebEx Meeting via Microsoft Outlook

Step	Action	Visual
<p>3</p>	<p>Click To and select who you want to invite to the meeting. Add a Subject and a Location, and then click Save or Send.</p> <p>Result: The WebEx information will be included in the sent information.</p>	
<p>4</p>	<p>To remove a WebEx meeting without canceling the meeting:</p> <ol style="list-style-type: none"> Open the meeting in Outlook. Click Cancel WebEx Meeting. Send the updated invitation to invitees. 	