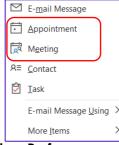
# Getting started with the Webex Scheduler

#### What is the Webex Scheduler?

The Webex Scheduler allows Microsoft 365 users to schedule meetings from Outlook or a browser.

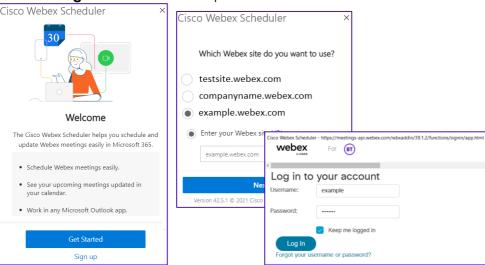
To activate the tool, simply sign in with your account details linked to the Webex site or using the SSO (Single Sign On) process if enabled. **Note:** The scheduler will only be visible in an Appointment or Meeting.



1. Click Webex Preferences on the Outlook ribbon.



2. Select your Webex site, click Next, enter your username and password, click Log In or follow the SSO process if enabled.



### Schedule a meeting.

- 1. Open Outlook.
- 2. Navigate to your **calendar** open a **new invite** and complete as normal.
- 3. Once invite details are complete, from the Outlook ribbon click on **Add Webex Meeting**, the details will populate and you can send the invite.



## Configure your preferences.

Click on Webex Preferences on the ribbon.

- If you were granted scheduling permissions for someone else, you can choose the account under Schedule for.
- Choose a meeting type.
- Change or remove the password.
- Assign co-hosts.

#### Advanced settings

- Displays your Host Information.
- Allow attendees to join before the start time.
- Choose audio connection types.
- Mute on Entry.
- Entry and Exit tones.
- Enable Breakout sessions.

	Cisco Webex Scheduler Scheduler
	Schedule for
	Myself 👻
	Meeting type
	Webex Meetings Pro Meeting 🔹
	Password
l	wNsUncQb684
	Don't include meeting password in email invitation You'll need to send the meeting password separately to invitees.
	Cohosts
	<ul> <li>The first person to join the meeting who has a host account on this site becomes a cohost</li> </ul>
	<ul> <li>All attendees who have host accounts on this site become cohosts when they join the meeting</li> </ul>
	$\textcircled{\begin{tabular}{ll} \bullet \end{array}}$ Let me choose cohosts for this meeting. $\textcircled{\begin{tabular}{ll} \bullet \end{array}}$
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	Advanced settings
I	Update Remove