Cisco Webex Meetings

Setting Webex Meetings Scheduler Permissions
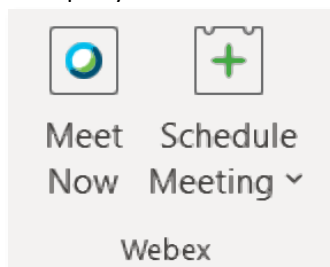
Host   **Scheduler**

STEP 01

Host & Scheduler

Install Webex Productivity Tool for Outlook

Download and install the **Cisco Webex Productivity Tools** from the Software Center (contact help@mun.ca if you need help with this).

Once the installation is complete, restart Outlook and open your Calendar.

STEP 02

Host

Grant Outlook Scheduling Permissions

(Note: This step may already be complete for those who have granted permission for someone to send traditional calendar invites on their behalf.)

A Open Outlook

B Go to File > Account Settings > **Delegate Access**.

C Double click the name of the person you want to **add** as a meeting delegate and click OK.

D Under **Calendar**, select **Editor** and click OK.

STEP 03

Host

Grant Webex Scheduling Permissions

A In Outlook, find the Webex Add-On in the top ribbon. Select Schedule Meeting > More > and click on **Set Scheduling Permission.** This will take you directly to the Scheduling Options section of your personal Webex site.

> If you start from your Webex Site directly, select Preferences > Scheduling > **Scheduling Options**.

B In the Scheduling permission box, enter the email address of one or more people you want to allow to schedule meetings on your behalf.


STEP 04

Scheduler

Scheduling Webex Meetings in Outlook on Someone Else's Behalf

A In Outlook, open the **calendar** of the person you're scheduling for.

B Create an **invite** for the day and time needed on that calendar.

C In the top ribbon of the invite click the Webex '**Schedule Meeting**' button drop down.

D Select '**Personal Room Meeting**' to populate the host's standard personal room link, (personal room links are the same every time).

Select '**Schedule Webex Meeting**' if a unique/different meeting link is preferred.
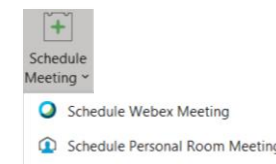
E Review and verify that the details in the '**Webex Settings**' window are correct.

F Enter the title and additional meeting logistics, along with the contacts to be invited, click **Send** to send the meeting invite.

The Webex Meeting details will automatically be populated in the body of the invite.

G To remove the Webex Meeting details without canceling the invite, open the invite and click the **Cancel Webex** button in the upper ribbon. Then populate with new details and resend.