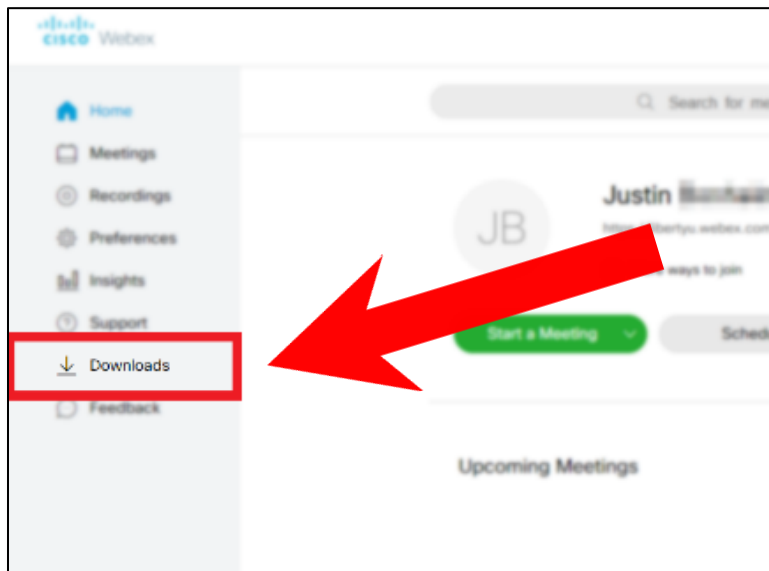


WebEx Basics

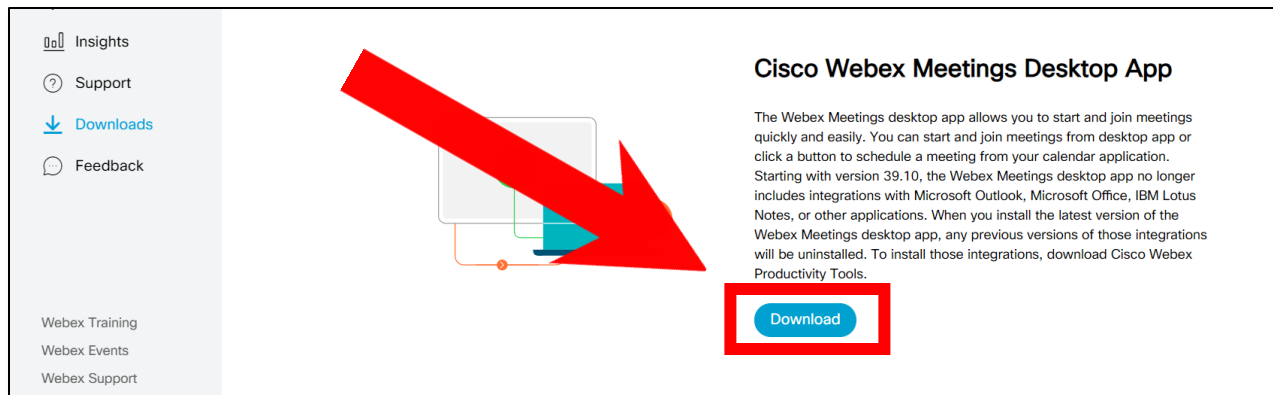
Scheduling a Meeting with the App and Outlook

Download the WebEx Meetings Desktop App

1. Go to libertyu.webex.com and sign in with your Liberty credentials
2. Select **Downloads** from the left menu



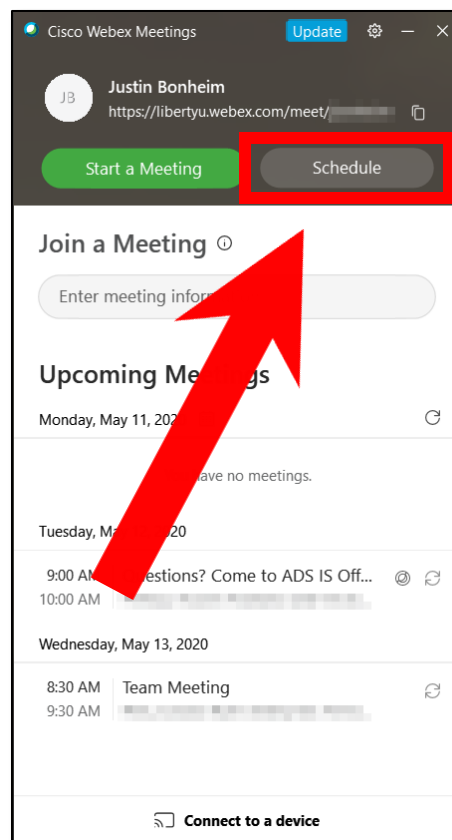
3. Look for the section **Cisco Webex Meetings Desktop App** and click **Download**



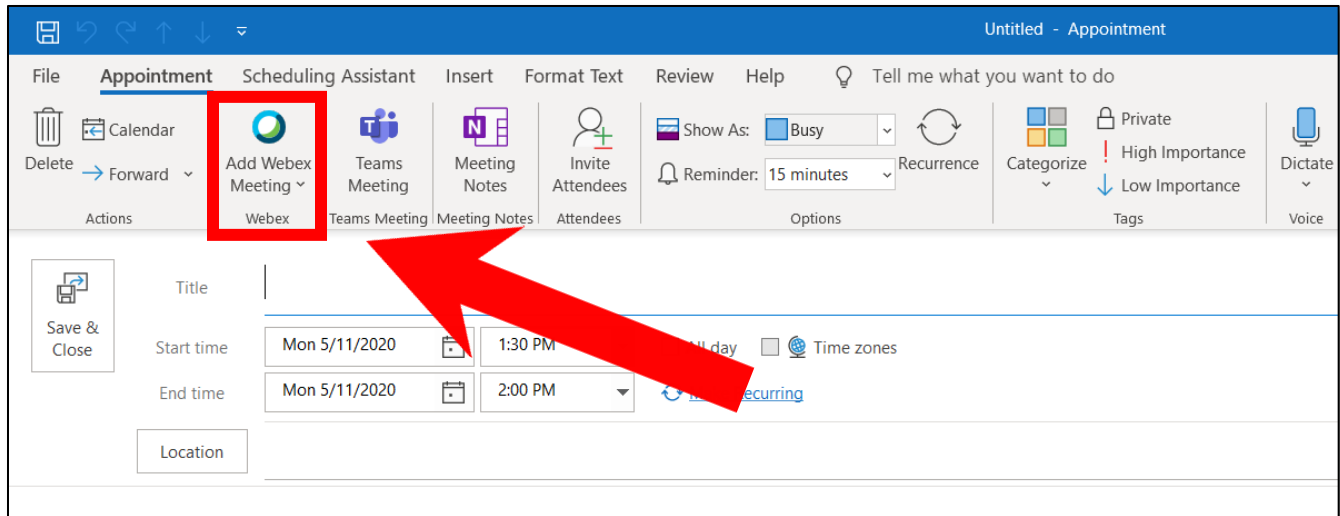
4. Run the downloaded file and follow the **on-screen** instructions



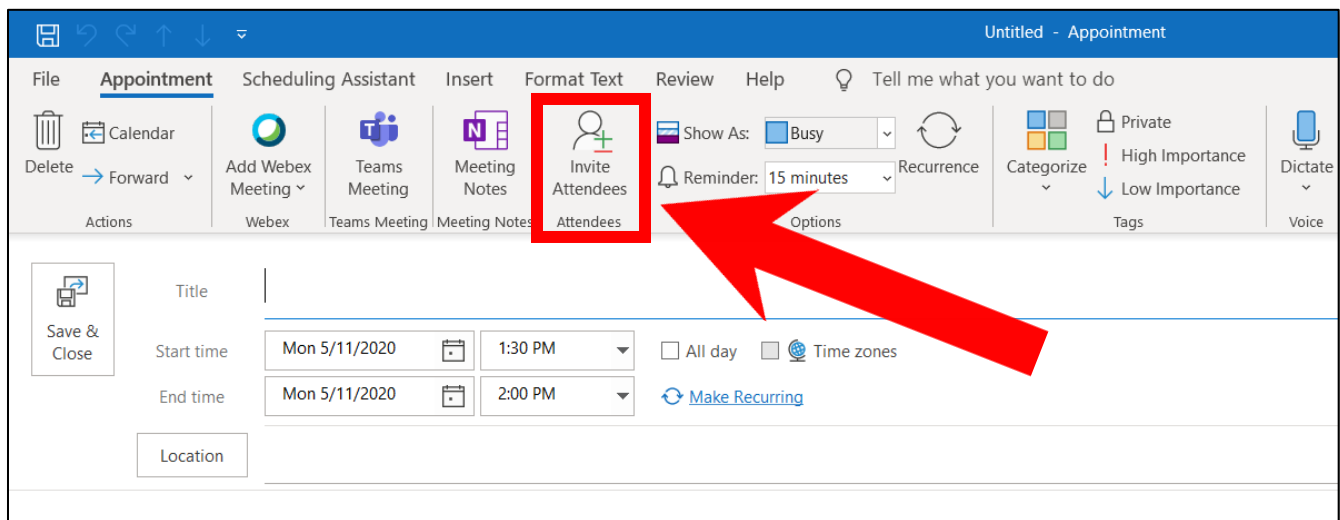
5. Once the installation is finished, open the **Cisco Webex Meetings** application
6. To schedule a meeting, select the **Schedule** button



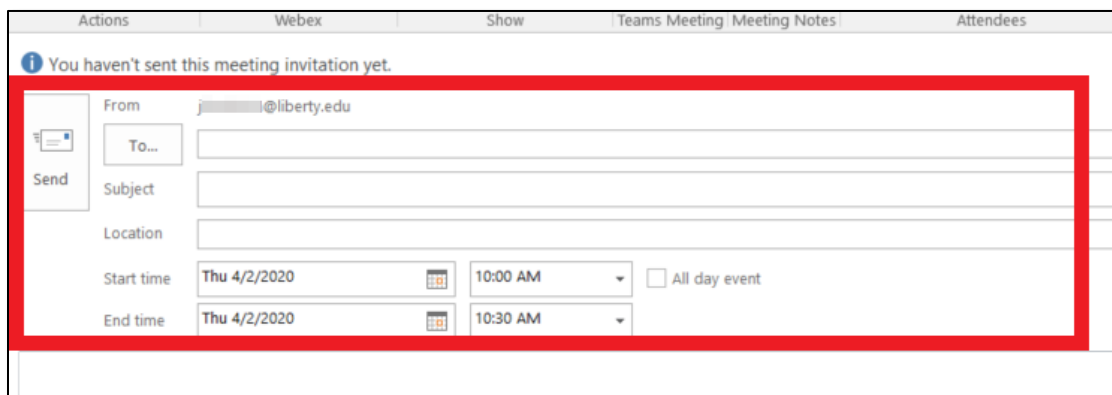
7. An Outlook meeting window should pop up. Be sure to click **Add Webex Meeting** in the top left corner



8. Fill out the necessary information and then click **Invite Attendees** at the top



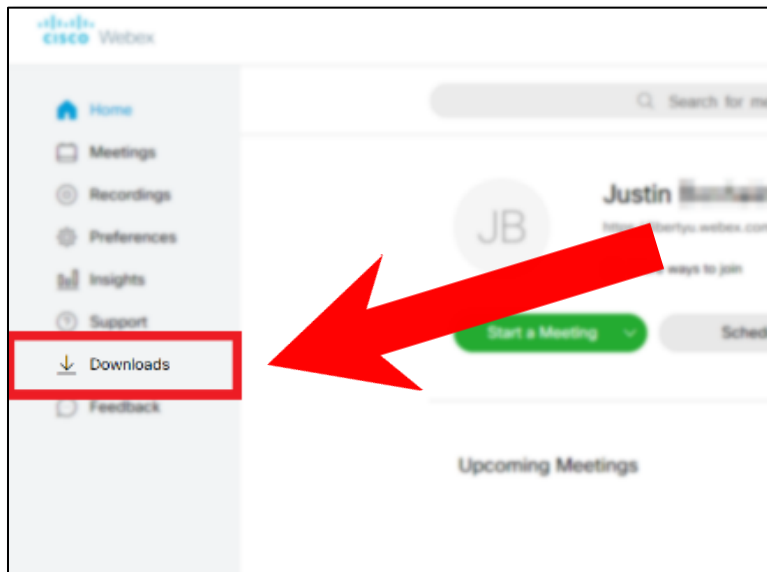
9. From here you can **add attendees**



10. Click **Send** when you are ready to schedule the meeting

Download WebEx Meetings for Outlook

1. Go to liberty.webex.com and sign in with your Liberty credentials
2. Select **Downloads** from the left menu



3. Look for the section called **Cisco Webex Productivity Tools** and click **Download**



- Run the downloaded file and follow the **on-screen** instructions

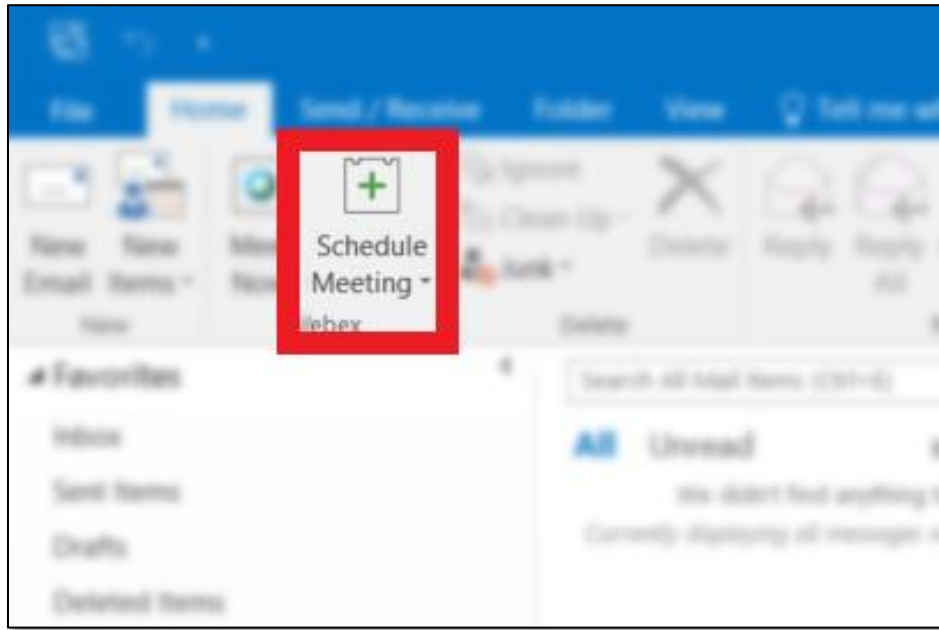


- After installation, **restart** Outlook to finish the process
- You should now see two new icons on the **Home tab** in Outlook, the **Meet Now** and the **Schedule Meeting** buttons

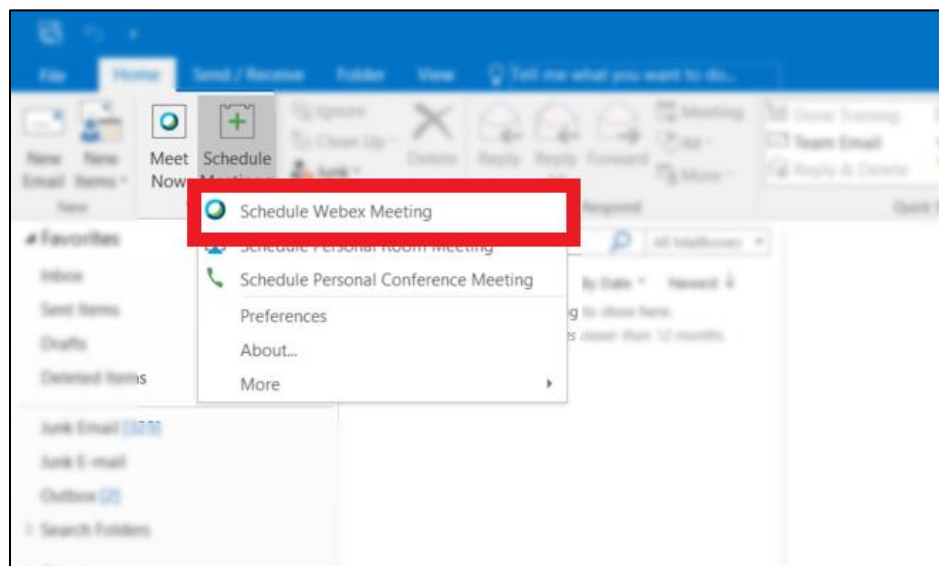


Scheduling a Meeting

1. Click the **Schedule Meeting** option under the Webex section in Outlook



2. If you are **on a Mac**, the option will appear under the button in the top right
3. Select **Schedule Webex Meeting** from the drop-down



4. You may need to **sign into your Liberty account** to connect with Cisco Webex

5. Fill out the meeting details like you would with Outlook to schedule a meeting

The screenshot shows the Outlook 'Meeting' ribbon with various options like 'Cancel Webex Meeting', 'Appointment Scheduling Assistant', and 'Teams Meeting'. Below the ribbon, a message box contains the following fields:

- From:** [Name]@liberty.edu
- To...:** [Empty field]
- Subject:** [Empty field]
- Location:** [Empty field]
- Start time:** Thu 4/2/2020, 10:00 AM
- End time:** Thu 4/2/2020, 10:30 AM

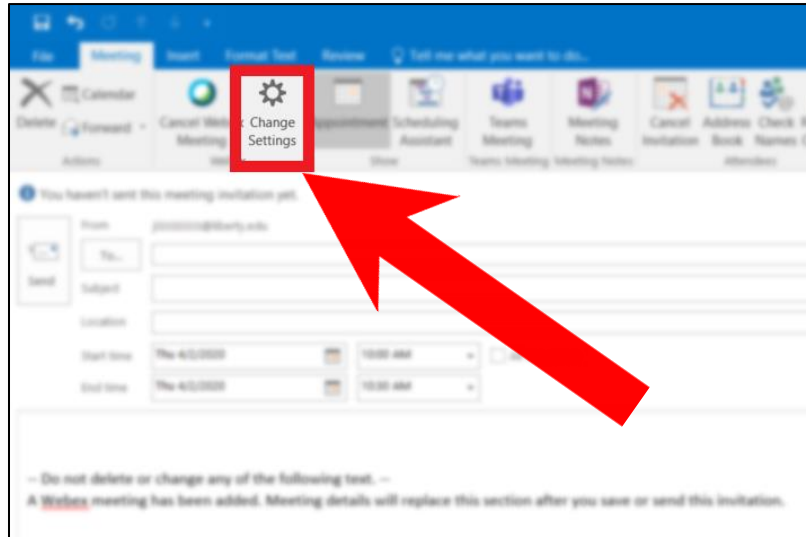
A red rectangular box highlights the 'To...' field, the 'Start time' and 'End time' fields, and the 'All day event' checkbox. Below these fields, the text reads: '-- Do not delete or change any of the following text. -- A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.'

6. You can also give a message in the details below (optional)

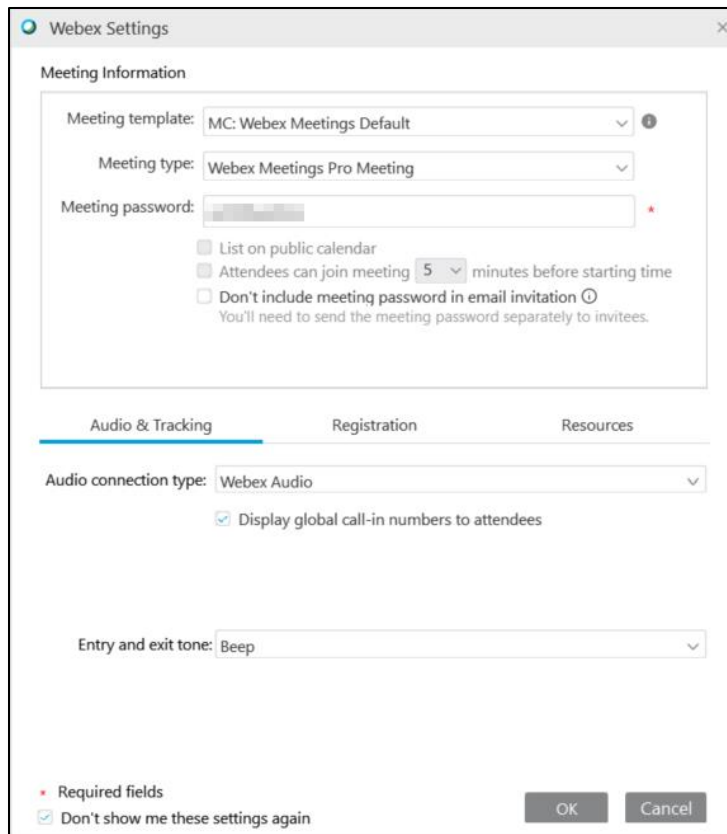
7. Do not delete the bottom text in the meeting invite! This is where Webex Meetings will place the meeting link and other details for those invited to the meeting

This screenshot is similar to the one above, showing the Outlook meeting creation interface. The fields for 'From', 'To...', 'Subject', 'Location', 'Start time', and 'End time' are visible. A red rectangular box highlights the bottom text of the message box, which reads: '-- Do not delete or change any of the following text. -- A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.'

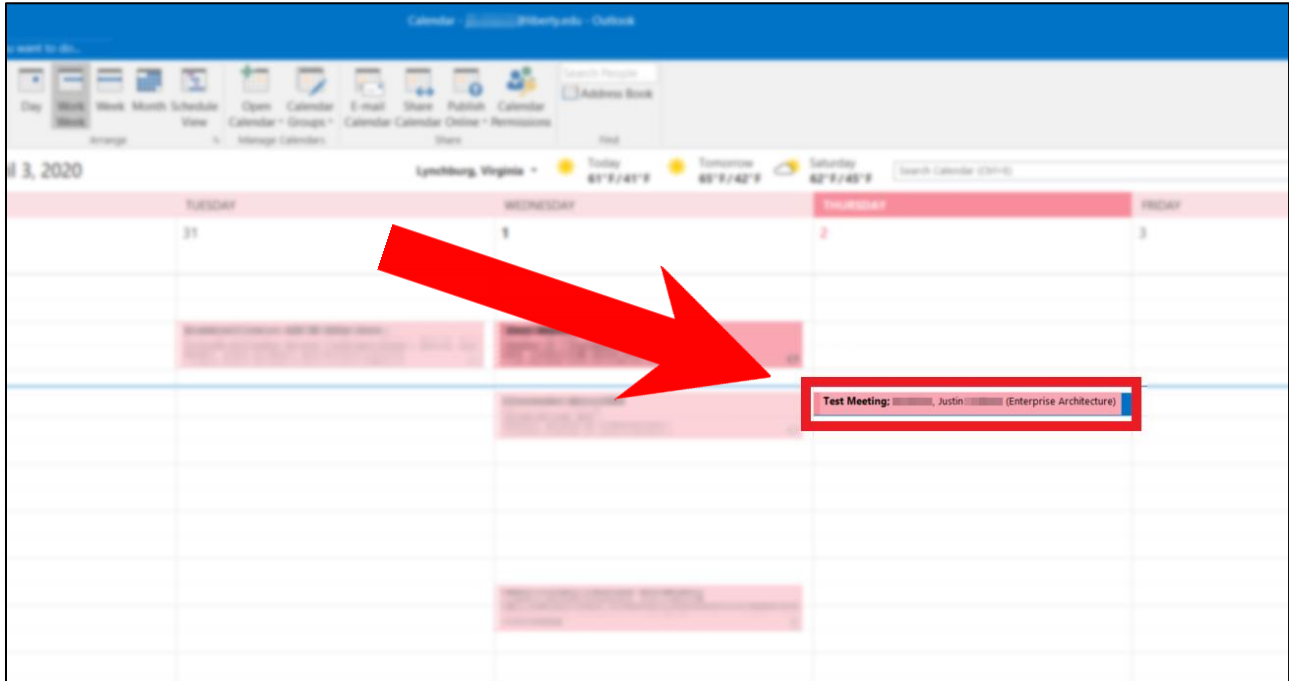
- To change basic Webex settings or use a template you've created on the Webex website, click the **Change Settings** option at the top



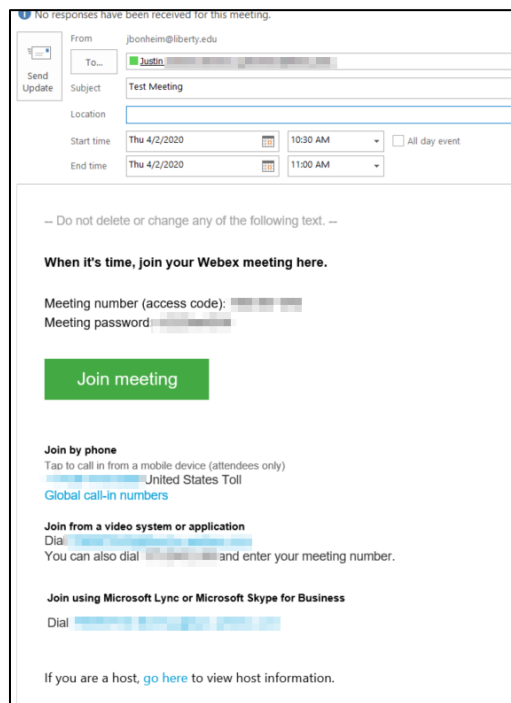
- A window will pop up that will allow you to change any of the **Webex Settings** here. You can also change these settings online



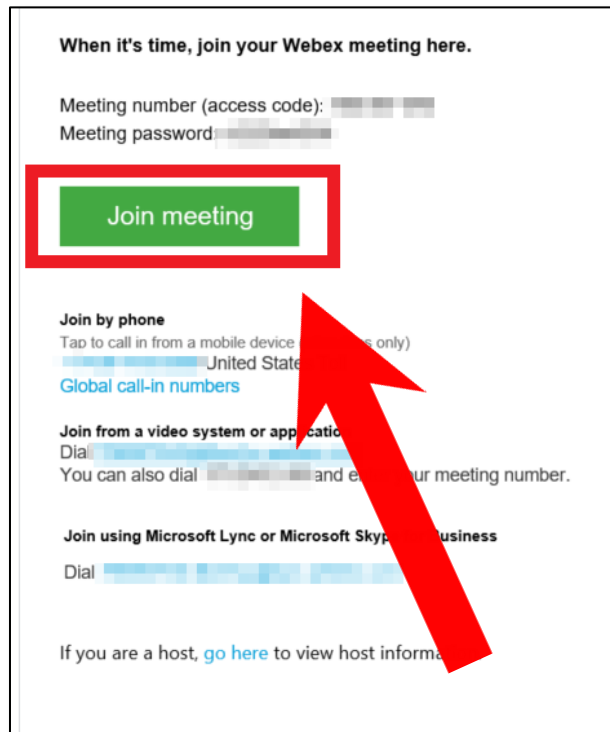
10. Once you schedule a meeting, it will appear in your **Outlook Calendar**



11. Open the Calendar event to check meeting details

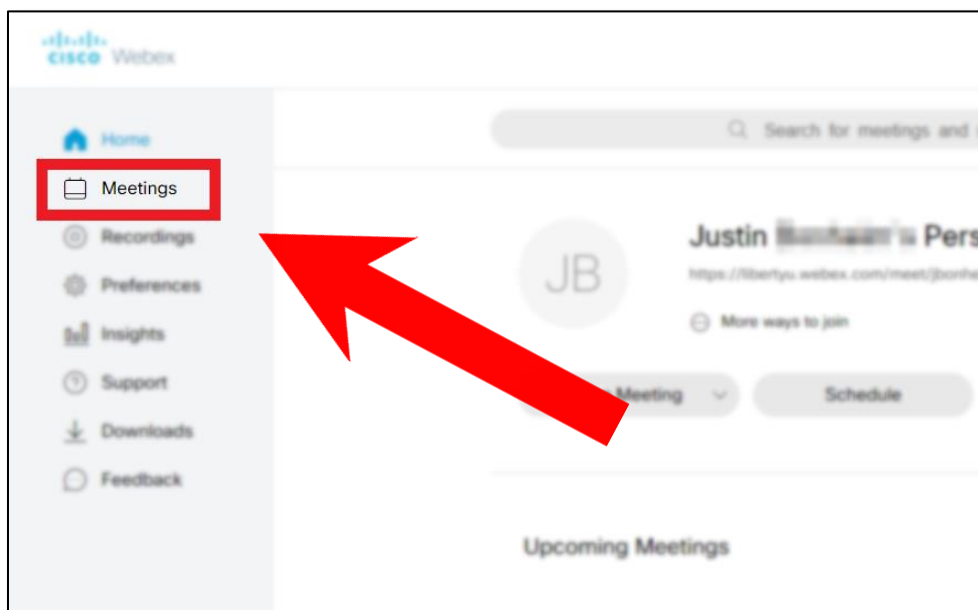


12. Click on the Webex **Meeting** link to open the meeting in the Webex application

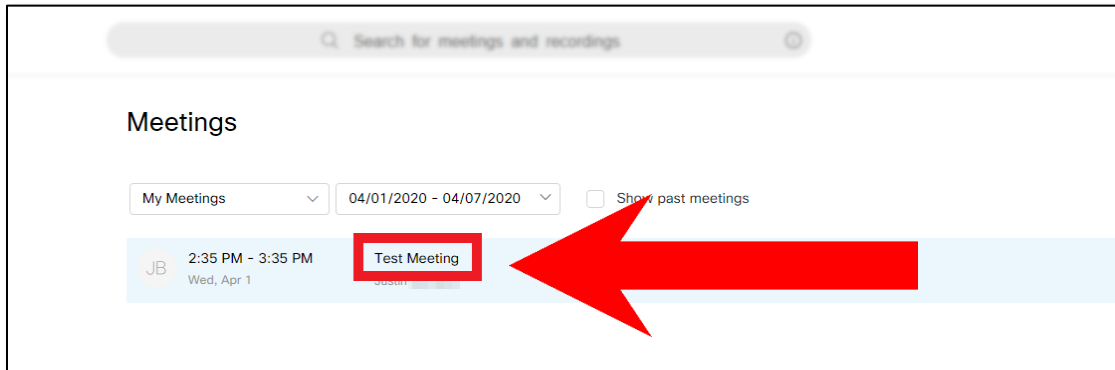


13. If you would like to change the meeting details online, got to libertyu.webex.com

14. Go to My Meetings under the **Meetings** tab



15. Click the meeting title to view and edit the meeting details



Contact Information

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