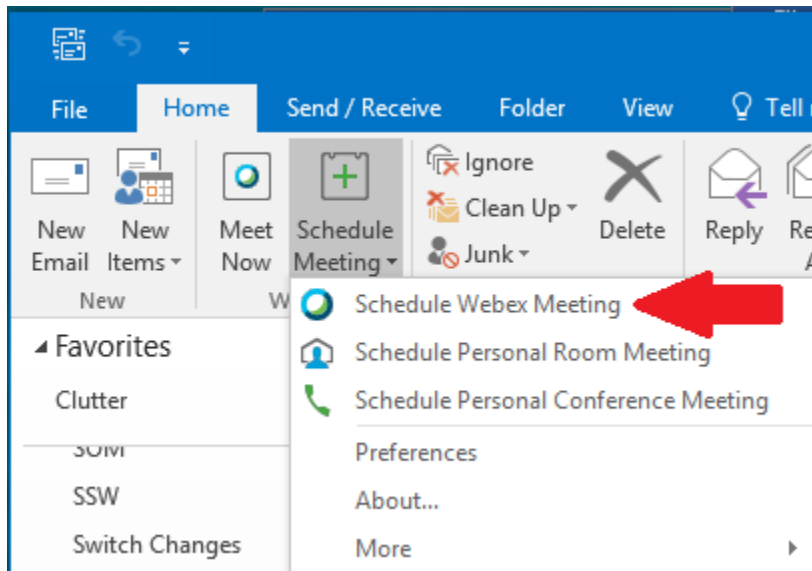


Scheduling a Meeting in Outlook

NOTE: Before you begin, you will need to have the Webex Desktop application installed on your computer and you must be logged in. If you do not have the Webex Desktop Application, contact your Desktop Support Group. You can also use the web version by visiting <https://umaryland.webex.com/>.

Step 1: From within the Outlook application, click on Schedule Meeting, then Schedule Webex Meeting.



Step 2: This will open an Untitled Meeting window with the Webex Meeting information in the body of the message. At this point, schedule your meeting as you would any other; add invitees, pick and time, date, and subject.

Step 3: Once this is complete, click Send.