

Webex

Adding a Webex Meeting Link to a Calendar Invitation in Outlook

Introduction

Whether using the desktop Outlook application or Outlook Web App, you have the ability to add a Webex Meeting link to a calendar invitation. This document will go over how to add a Webex Meeting link from both the locally installed Outlook application and from Outlook Web App.

Adding a Webex Link to an Invitation in Outlook Web App

1. Open your preferred web browser and navigate to **outlook.towson.edu**.
1. Login with your **NetID** and **Password**.
2. Click the **Calendar** icon at the bottom of the window.

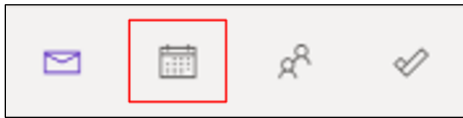


Figure 1

3. Double click a section of your calendar to open a new event or click **New Event** at the top-left of the window.
4. Fill out all applicable information including a **title**, **attendees**, and the **time** and then click the **Add Ins** button at the top right of the window (three dots).

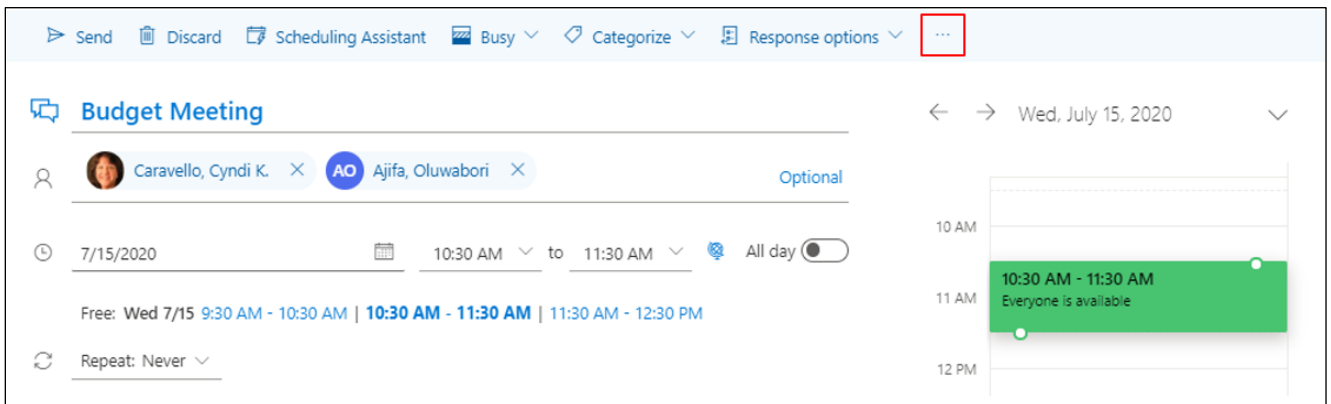


Figure 2

5. Hover over **Cisco Webex Meetings Scheduler** and then click **Add Webex Meeting**.

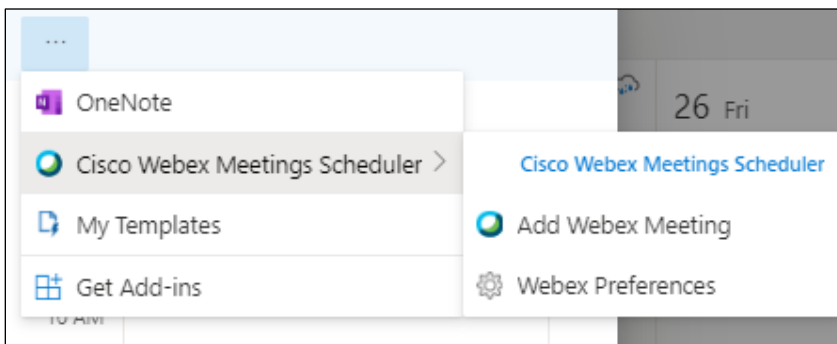


Figure 3

6. Outlook may ask you permission to open a new window, click **Allow**.

Note: The first time you add a Webex Meeting to an Outlook invitation, you must perform steps 7-9. If this is not the first time you have added a Webex Meeting to an invitation, skip to step 10.

7. Click **Get Started**.

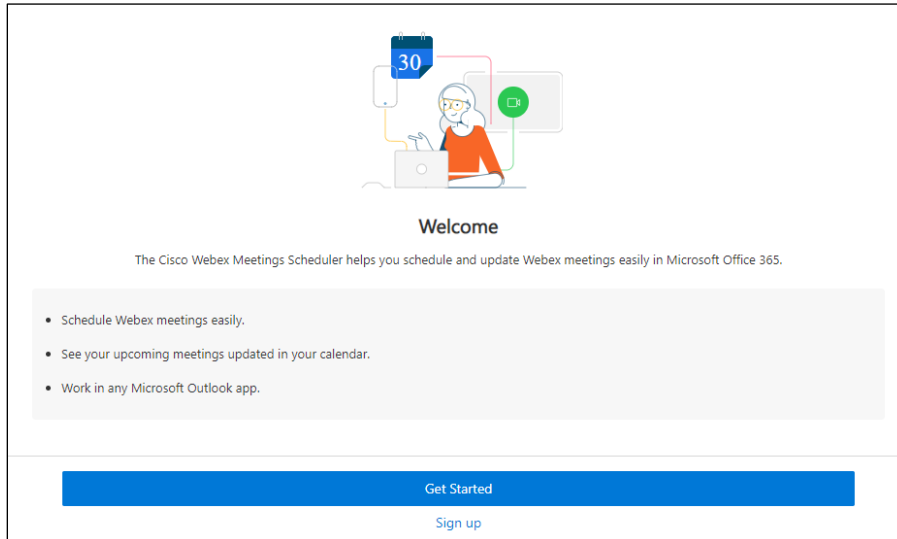


Figure 4

- You will be automatically redirected to a login screen. If you are not automatically redirected, you will need to enter the site URL **towson.webex.com**.
- Login with your **NetID** and **Password**. Click **Yes** in the **Stay signed in** dialog box for quicker scheduling in the future.

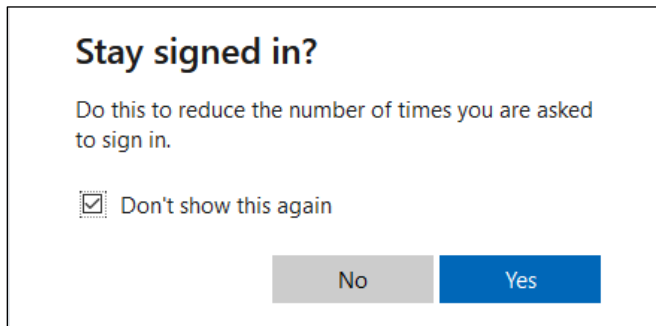


Figure 5

10. Click **Add Webex Meeting**.

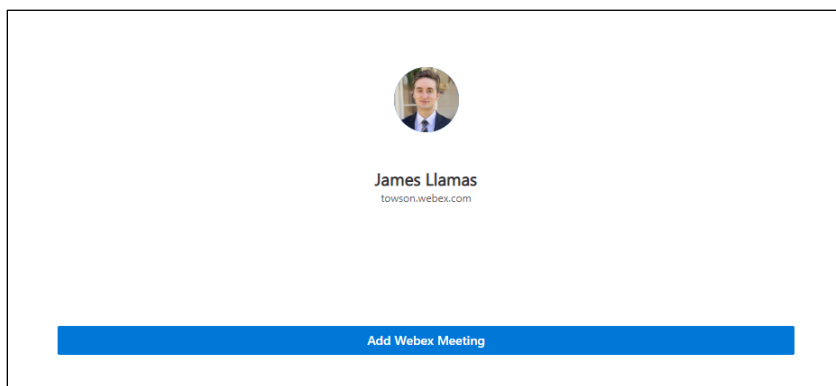


Figure 6

11. A Webex Meeting has now been added to your event. To adjust preference for your meeting, click the **Add Ins** button (...), hover over **Cisco Webex Meetings Scheduler** and click **Webex Preferences**.
12. Adjust the settings and click **Update Meeting** or **Save**.
13. Once you are ready to schedule the meeting, click **Send**.

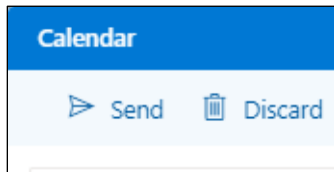


Figure 7

Adding a Webex Link to an Invitation in the Outlook Desktop Application

Downloading the Productivity Tools

You must download the Webex Productivity Tools before you have the ability to add a Webex meeting link to an Outlook invitation

On-Campus or through Remote Desktop

Open the Software Center and click the application called **WebEx Productivity Tools** and click **Install**. For detailed instructions on Installing applications through the Software Center, refer to the [self-help document](#).

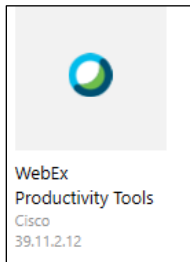


Figure 8

Off-Campus

1. Sign into the TU Webex site (towson.webex.com).
2. Click **Downloads** on the left navigation.
3. Scroll down to **Cisco Webex Productivity Tools** and click **Download**.

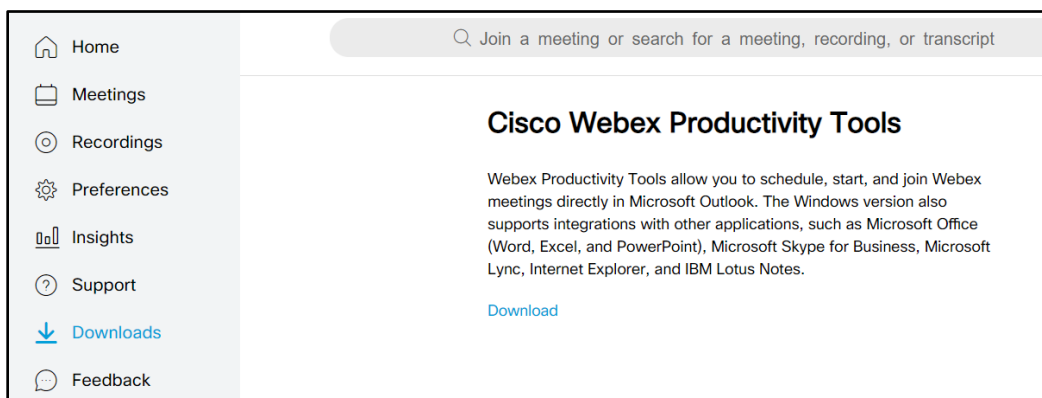


Figure 9

Adding A Webex Meeting Link to an Invitation

1. Open the **Outlook desktop application**.



Figure 10

2. Click the **Calendar** icon at the bottom left of the window.



Figure 11

3. Double click a section of your calendar to open a new event or click **New Meeting** on the **Home** tab on the ribbon.

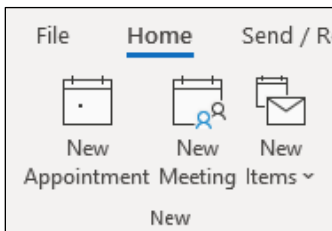


Figure 12

4. Fill out all applicable information including a **Title**, **Required attendees**, and the **date** and **time**.
5. In the **Cisco Webex** group in the **Meeting** tab on the ribbon, click **Add Webex Meeting**. You may need to authenticate using your **NetID** and **Password**.
6. A Webex Meeting has now been added to your appointment. To adjust preference for your meeting, click **Webex Preferences**.

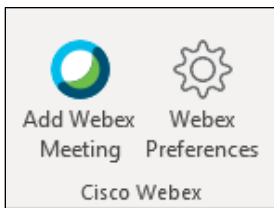


Figure 13

7. Adjust the settings and click **Update Meeting** or **Save**.
8. Click **Send**.

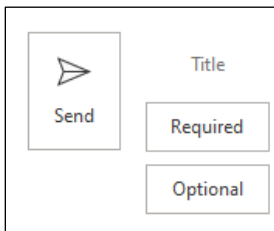


Figure 14