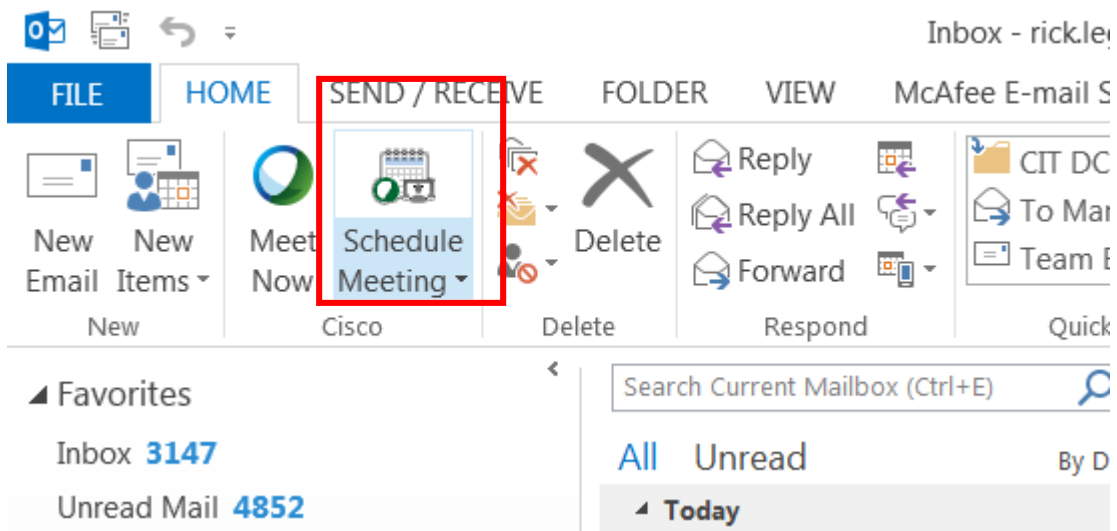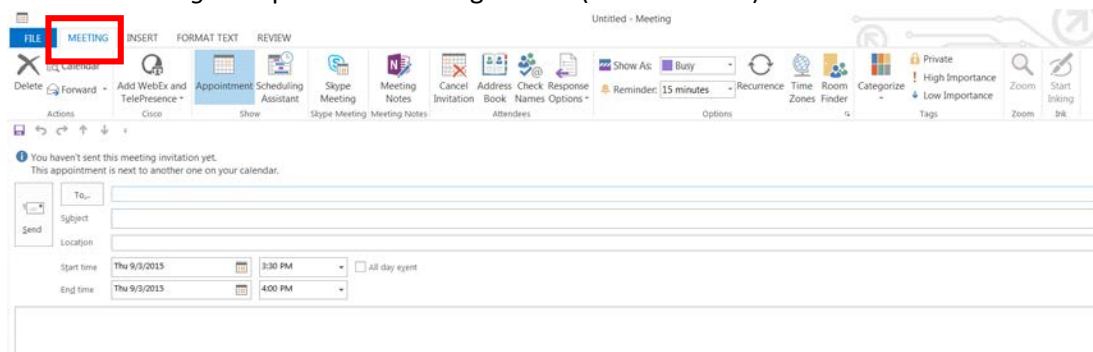# Scheduling a WebEx Meeting with Video Telepresence System in Outlook

Note: You need to have the WebEx Productivity tools installed to your computer to do this. Please refer to the SOP for downloading and installing productivity tools
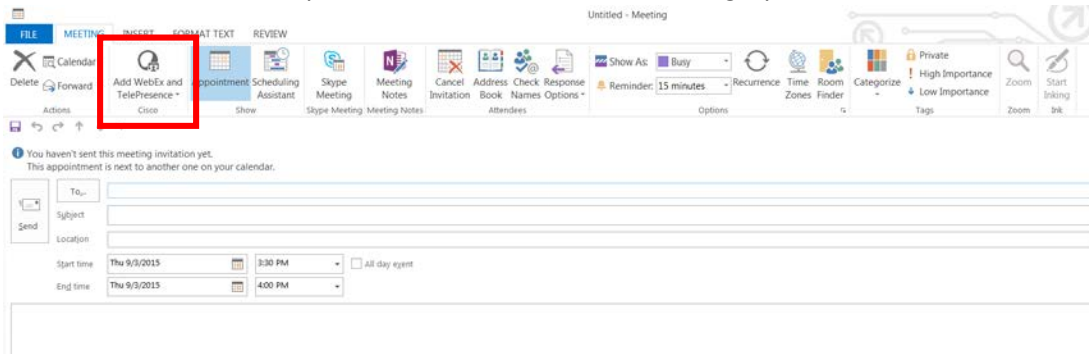
1. Open Microsoft Outlook

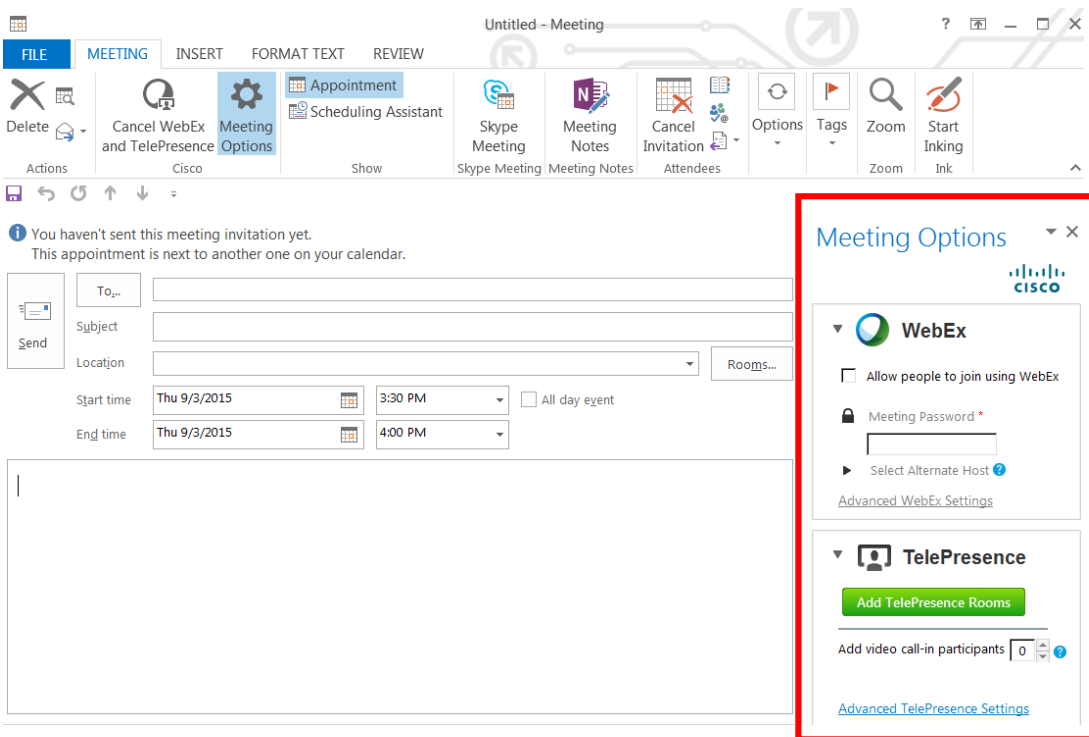2. Click the *Schedule Meeting* button

3. Click on *Meeting* to expand the meeting menu. (Circled in Red)

4. Click *Add WebEx and Telepresence* to add the WebEx *Meeting Options sidebar*


Here is a view of the WebEx Meeting Options sidebar

5. Fill in Outlook Meeting Details
    a. *To…*
    b. *Subject*
    c. *Location*
    d. *Start Time*
    e. *End Time*

6. Fill In WebEx Meeting Options
   a. Check *Allow People to Join using WebEx* (Checking this option automatically adds a message to the body of your meeting invitation.)
   b. Enter a *Meeting Password* (this is a required Field)
   c. If Applicable, select an Alternate host. People added to the *To…* field will be displayed in the list of possible Alternate Hosts.
   d. **If Applicable, Increase the number of video call-in participants to the desired amount**. This is the number of Telepresence Systems/Video Teleconferencing Systems that you expect to join.
      ==*Warning*: *If this number is 0, you will not receive a SIP address Telepresence systems to dial into for your meeting.*==

7. Click Send when you are finished, you will receive 3 emails. One email will be a confirmation. Another email will be for forwarding information to your attendees.
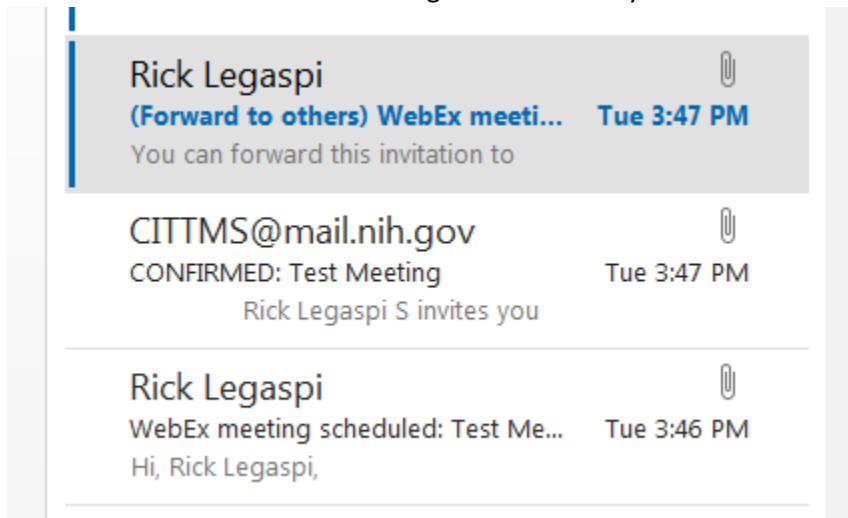
8. Information on how to connect will be added to your Outlook calendar (Inside red square)
   a. WebEx Link
   b. SIP Address for SIP Client (Lync, Skype For Business & Jabber) and SIP Video Telepresence . *(Note: You do not need to enter "sip://" when dialing a sip address System.)*
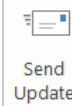   c. H.323 Alias for H.323 Video Telepresence

Cancel Meeting | Calendar | Forward | Cancel WebEx and TelePresence | Meeting Options | Appointment | Scheduling Assistant | Tracking | Skype Meeting | Meeting Notes

Actions | Cisco | Show | Skype Meeting | Meeting Not

ⓘ Attendee responses: 1 accepted, 0 tentatively accepted, 0 declined.

Send Update

To... | ▪ Cunningham, David (NIH/CIT) [C]; ▪ Rosales, Otto (NIH/CIT) [C]; ▪ citfw3f18dpolycom

Subject | Test 2

Location | citfw3f18dpolycom

Start time | Tue 9/8/2015 | 5:00 PM | ☐ All day event

End time | Tue 9/8/2015 | 5:30 PM

-- Do not delete or change any of the following text. --
Rick Legaspi S invites you to this meeting.

Test 2
5:00 PM | 30 min
(UTC-05:00) Eastern Time (US & Canada)

_____

JOIN USING WEBEX

Go to:
https://nihucc.webex.com/nihucc/j.php?MTID=mb62b70b548c9dd9f9f84d60b824ef8c0

Meeting password - 1234
Meeting number - 647354191

_____

JOIN USING TELEPRESENCE

SIP:
----- sip://3014516104@uc.nih.gov
H.323:
----- 3014516104

If you have any questions or have encountered any problems, please contact nihvtcadmin@mail.nih.gov or call for 301 594 8433, Option 4.