WebEx Scheduler for o365 - Setup

Login to o365

2. On the Microsoft 365 webpage, click the sign-in button in upper right of page.

3. On the sign in page, enter your NIH username followed by @nih.gov, for example: doeja@nih.gov. **NOTE: This is not the same as your NIH email address. Do not use your NIH email address as the username.**
4. Click Next.

5. If you are connected to the NIH network, you can skip to the next step. If you are not connected to the NIH network, you are prompted to authenticate twice (2-Factor Authentication) using PIV and PIN, password, or Authenticator app. For additional information about 2-Factor Login and the Authenticator App, see the following NIH AskIT Knowledge Base link: https://myitsm.nih.gov/kb_view.do?sysparm_article=KB0019105.
6. On the Office 365 home page, click the Outlook icon located in the far left-side panel.

7. If the calendar view is not visible, click the Calendar icon at the lower left corner of the window.

8. Click the New Event button in upper left corner of window.

9. To enable Webex Scheduler, continue with the steps in the next section.
WebEx Add-in - Sign-In Instructions - “Add WebEx meeting” from “•••” menu

1. To enable Webex Scheduler, click the “•••” menu at upper right corner of the event window, and then select Cisco Webex Scheduler > Add Webex Meeting.

   ![Cisco Webex Scheduler menu]

2. Click Allow to permit the new window to be displayed.

   ![Cisco Webex Scheduler window]

3. In the Cisco Webex Scheduler window, click Get Started.

   ![Welcome to Cisco Webex Scheduler]

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4. Select nih.webex.com as WebEx Site, and then click Next.

5. Click Allow to display the new window.
6. In the Sign in window, enter your NIH username followed by @nih.gov, for example: doeja@nih.gov. **NOTE: This is not the same as your NIH email address - Do not use your NIH email address as the username.

7. Click Next.

8. Repeat the same 2-Factor Login Steps as signing in to o365.

   This completes the setup of the WebEx Add-in.

WebEx Scheduler – More Information

To learn more about the WebEx Scheduler for o365 please visit: