

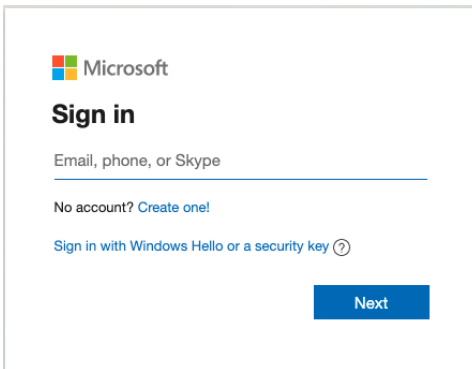
WebEx Scheduler for o365 - Setup

Login to o365

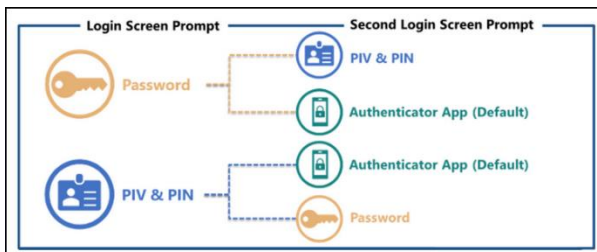
1. Open a web browser, and navigate to <http://o365.com>.
2. On the Microsoft 365 webpage, click the sign-in button in upper right of page.



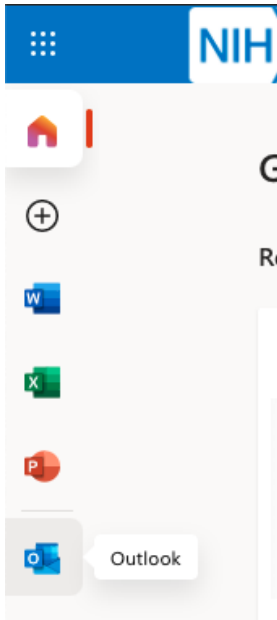
3. On the sign in page, enter your NIH username followed by @nih.gov, for example: doeja@nih.gov. ****NOTE:** This is not the same as your NIH email address. Do not use your NIH email address as the username ******
4. Click Next.



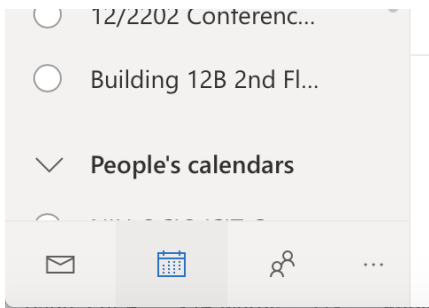
5. If you are connected to the NIH network, you can skip to the next step. If you are not connected to the NIH network, you are prompted to authenticate twice (2-Factor Authentication) using PIV and PIN, password, or Authenticator app. For additional information about 2-Factor Login and the Authenticator App, see the following NIH AskIT Knowledge Base link: https://myitsm.nih.gov/kb/view.do?sysparm_article=KB0019105.



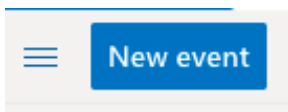
6. On the Office 365 home page, click the Outlook icon located in the far left-side panel.



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



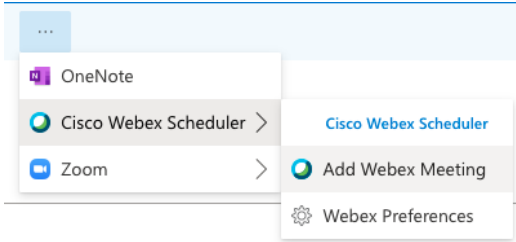
8. Click the New Event button in upper left corner of window.



9. To enable Webex Scheduler, continue with the steps in the next section.

WebEx Add-in - Sign-In Instructions - “Add WebEx meeting” from “...” menu

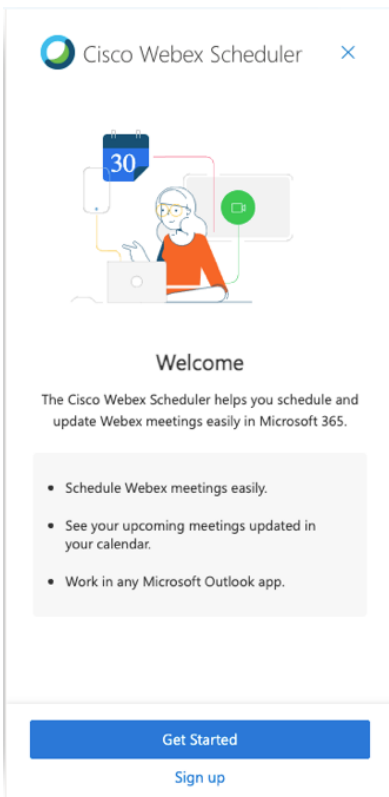
1. To enable Webex Scheduler, click the “...” menu at upper right corner of the event window, and then select Cisco Webex Scheduler > Add Webex Meeting.



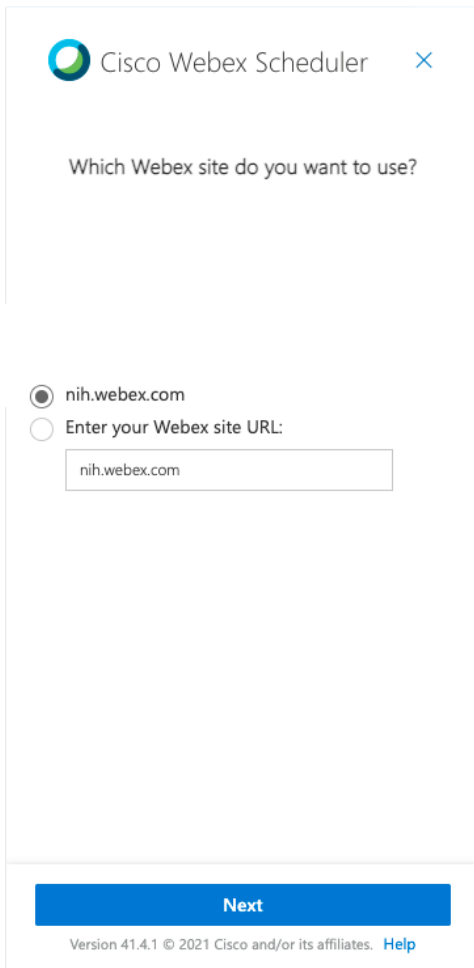
2. Click Allow to permit the new window to be displayed.



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

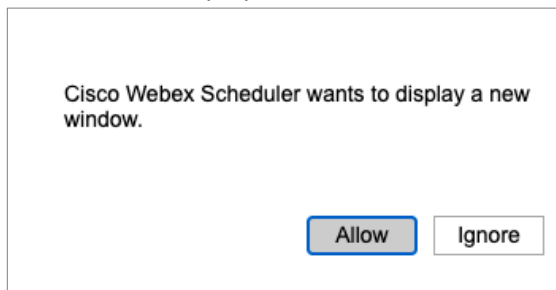


4. Select nih.webex.com as WebEx Site, and then click Next.



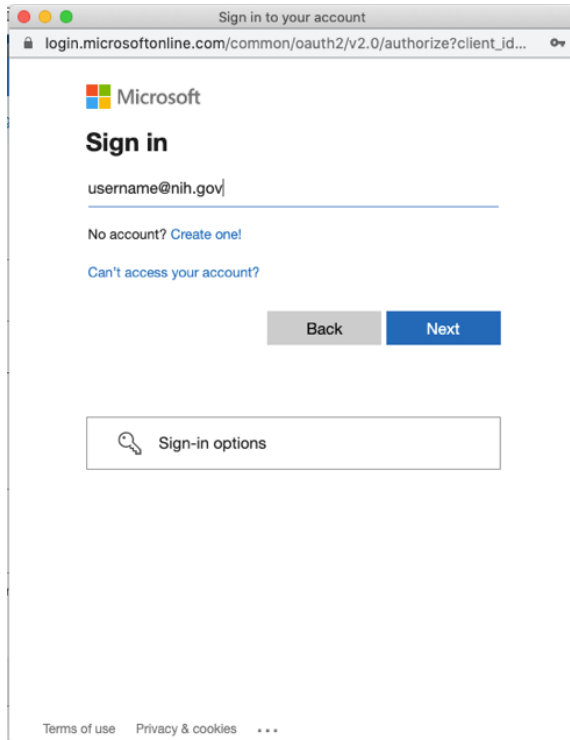
The screenshot shows a window titled "Cisco Webex Scheduler" with a close button (X) in the top right corner. The main text asks, "Which Webex site do you want to use?". There are two radio button options: "nih.webex.com" (which is selected) and "Enter your Webex site URL:". Below the second option is a text input field containing "nih.webex.com". At the bottom of the window is a blue "Next" button. In the footer, it says "Version 41.4.1 © 2021 Cisco and/or its affiliates. [Help](#)".

5. Click Allow to display the new window.



The screenshot shows a security warning dialog box with the text "Cisco Webex Scheduler wants to display a new window." At the bottom, there are two buttons: "Allow" and "Ignore".

- 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.
- Click Next.



- 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:

<https://help.webex.com/en-us/nttajz6/Schedule-and-Join-Meetings-with-Cisco-Webex-Scheduler-for-Microsoft-365>