**SOP Name:** Microsoft 365 WebEx Scheduler Add-in

**SOP Owner:** UCC Team

**Intended Audience:** UCC Customers

**SOP Scope:** How to setup the WebEx Scheduler Add-in for Microsoft 365

---

**WebEx Scheduler Add-in - Setup**

**Login to Microsoft 365**


2. Click the sign-in button in upper right of page

3. Enter your NIH username followed by @nih.gov (e.g. username@nih.gov).

4. 2-Factor Authentication
   a. If you are not connected to the NIH network, you are prompted to authenticate twice:
      Using PIV & PIN, Authenticator App, or Password.

5. Additional information on 2-Factor Login and the Authenticator App
   [https://myitsm.nih.gov/kb_view.do?sysparm_article=KB0019105](https://myitsm.nih.gov/kb_view.do?sysparm_article=KB0019105)
Open Outlook
On the left side of the home page:

1. Click on the Outlook Icon
2. Click the Calendar Icon

Open new calendar event
Click the New Event button in upper left of window

Open the Cisco WebEx Scheduler
The Cisco WebEx Scheduler is accessed from the ••• menu
WebEx Add-in - Sign-In Instructions - “Add WebEx meeting” from ••• menu

1. Navigate to the Cisco WebEx Scheduler and click Add WebEx Meeting

2. Allow the new window to be displayed

3. Click Get Started

4. Enter nih.webex.com as WebEx Site

5. Click allow to display the new window

6. Enter your NIH username followed by @nih.gov (e.g. username@nih.gov).

7. Perform 2-Factor Login Steps (see page 1)

8. This completes the setup of the WebEx Add-in!

WebEx Scheduler – More Information
To learn more about the WebEx Scheduler please visit:

- Schedule and join meetings with Webex Scheduler for Microsoft Outlook
- Allow someone to schedule Webex meetings on your behalf in Microsoft Outlook