How to Reserve a CIT Conference Room for WebEx Meetings

The following instructions describe how to reserve a conference room for a WebEx meeting using Microsoft Outlook and how to enable the Join button feature for conference rooms with video conference systems. *Note: To prevent overbooking, scheduling is limited to six months in advance.*

## Reserving a conference room for a WebEx Meeting in Outlook

This section explains how to use Outlook with the WebEx Productivity tools to reserve a conference room and schedule a WebEx meeting at the same time. This is the simplest method and recommended for ease of use.

Note:

- *To schedule a WebEx meeting, you will need to have a **WebEx account***. *If you do not have a WebEx account, please request one through the Service Desk.*
- If you do not have **WebEx Productivity Tools Installed**, please contact the NIH IT Service Desk by calling 301-496-8294 or visiting https://itservicedesk.nih.gov/Support/ and submitting a ticket.
- Before selecting a conference room for reservation, please ensure it has a computer or Video Conferencing equipment to use for a WebEx Meeting. If you are unsure about what equipment is in a conference room, please contact UCCConferenceRoomSupport@mail.nih.gov.

To reserve a conference room in Outlook using WebEx Productivity tools:

1. Open a new meeting window using the WebEx Productivity Tools. Click on the WebEx **Schedule Meeting** button in the Outlook tool bar.
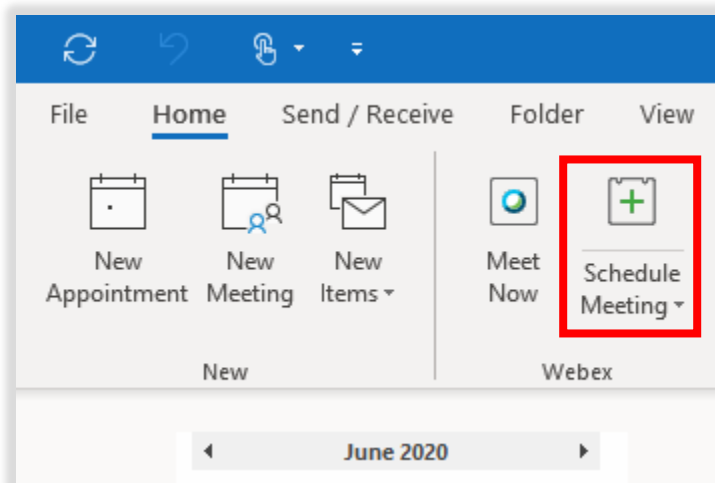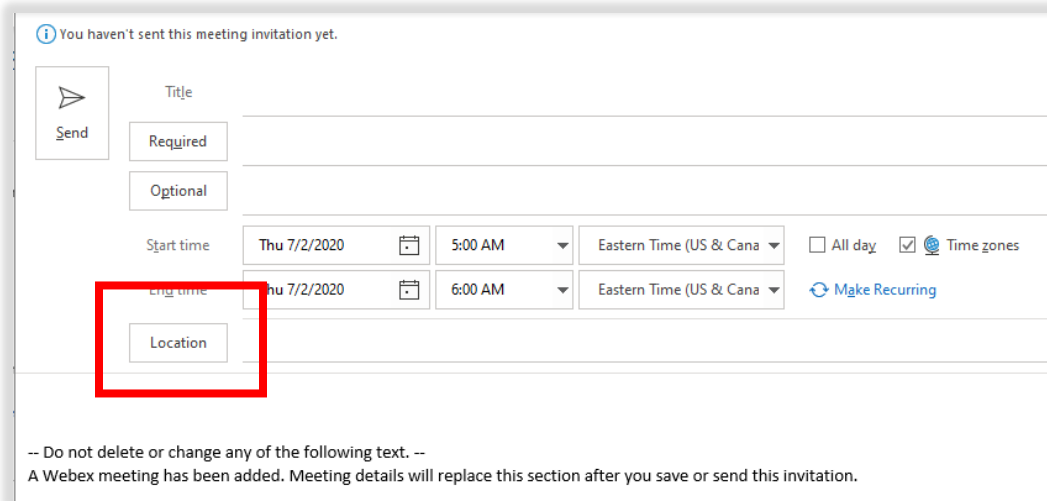
2. In the meeting window, you will be shown the WebEx Settings menu. You can click OK to go back to the meeting window. (You can return to these settings by using the WebEx Change Settings button in the toolbar.)

Note: You may want to change the Meeting Password on this screen.

3. In the meeting window, click **Location** to locate the room you want to reserve.

4. In the **Select Rooms** window, locate and select the room you would like to reserve, and then click **OK**. The room will be added to the **Location** field of your meeting invitation. It will also appear as a recipient in the **Required** field. You can add multiple meeting rooms if your meeting requires it.

5. Add your Meeting Attendees to the **Required** field. **Optional** attendees can also be added.

6. Click **Scheduling Assistant**. The Scheduling Assistant helps you find the best time for your meeting by comparing the available times for recipients and the conference room.

7. Update the **Start Time** and **End Time** on the Scheduling Assistant menu. Then click on **Meeting** to return to the meeting Options.
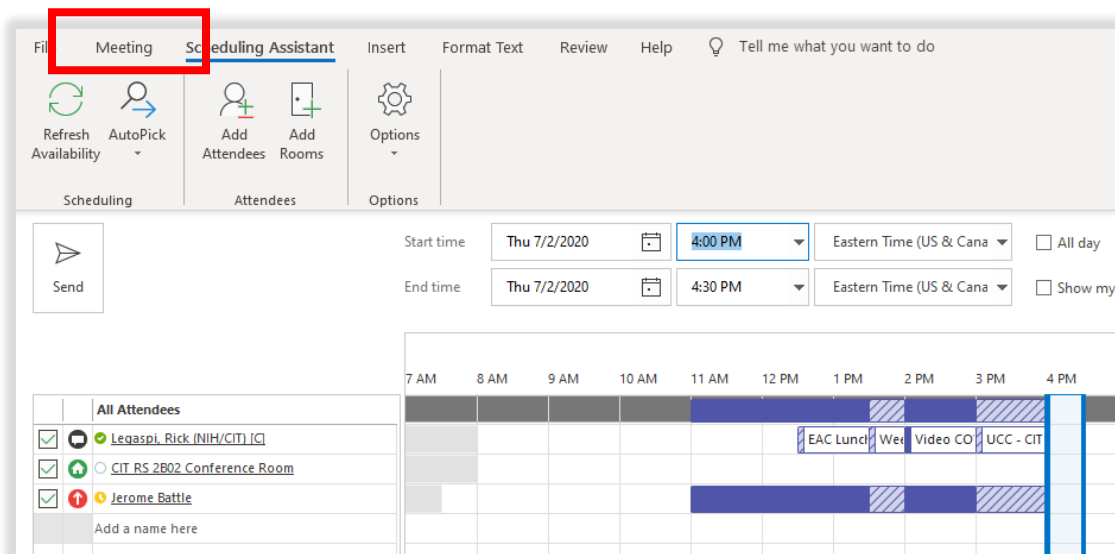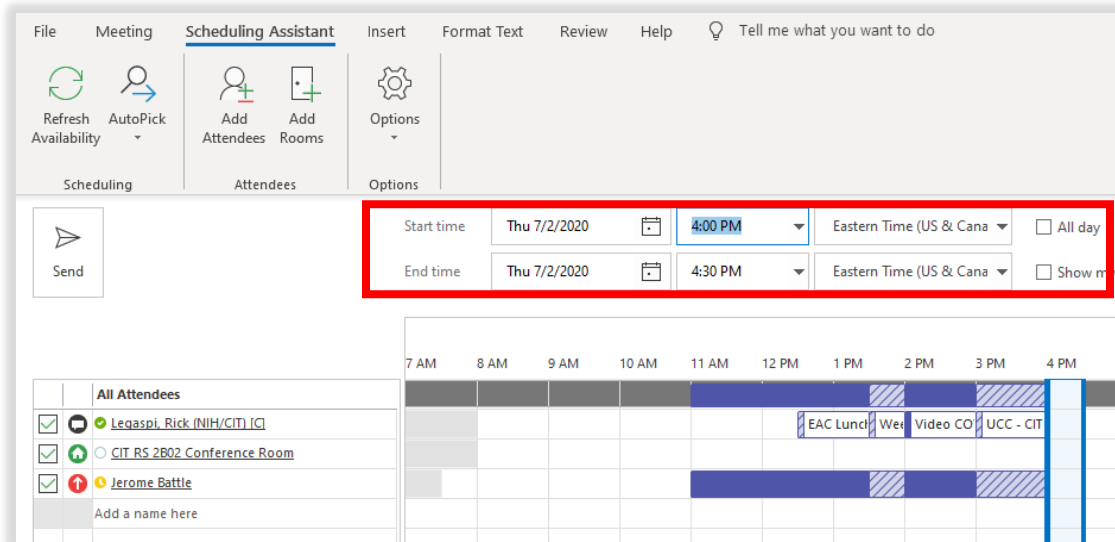
8. Fill in basic meeting information (the **Required, Start Time, End Time** and **Location** fields should already be populated from previous steps):

- Subject
- Meeting Body

9. (Optional) If you want the meeting to repeat on a certain date and time, do the following:

   a. Click the **Recurrence** button in the Meeting toolbar
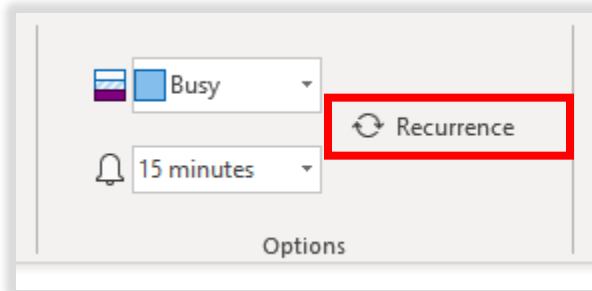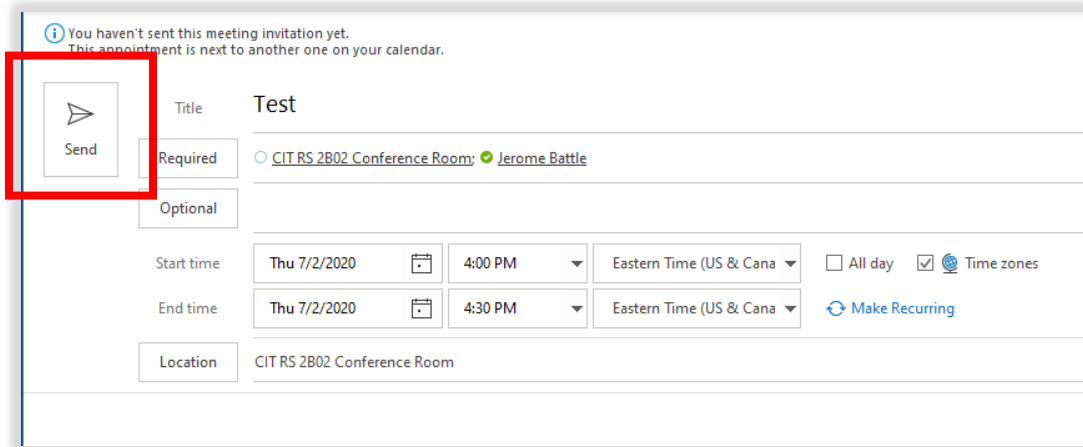
   b. Adjust recurrence settings as desired.

      Note: To prevent overbooking, recurring meetings can only be scheduled up to six months from the current date.

      Recurrence meetings cannot conflict with other scheduled meetings.

10. When you are satisfied with your meeting settings (time, location, subject, participants), click **Send**. The meeting request is sent to the recipients specified in the To field.

11. After you have sent your meeting invitation, you will receive an email from the conference room mailbox account:

- An *Accepted* response will confirm your conference room has been reserved.
- A *Declined* response will be received if you have a chosen a time the conference room already has reserved.
- A *Tentative* response will be received if the conference room you have chosen requires approval before the reservation can go through.

Viewing daily reservations through the Cisco Video Conference system

1. If your conference room has a Cisco video conference system has meeting reservations, the next 2 meeting reservations will appear on the video display automatically.
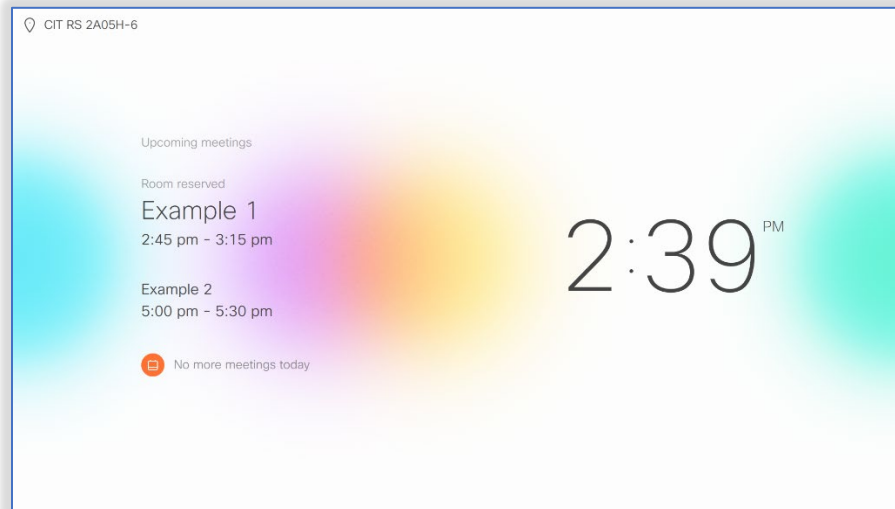
2. The Cisco touch panel for the video conference system will also display upcoming meetings:
   a. Tap the meeting button for additional information.
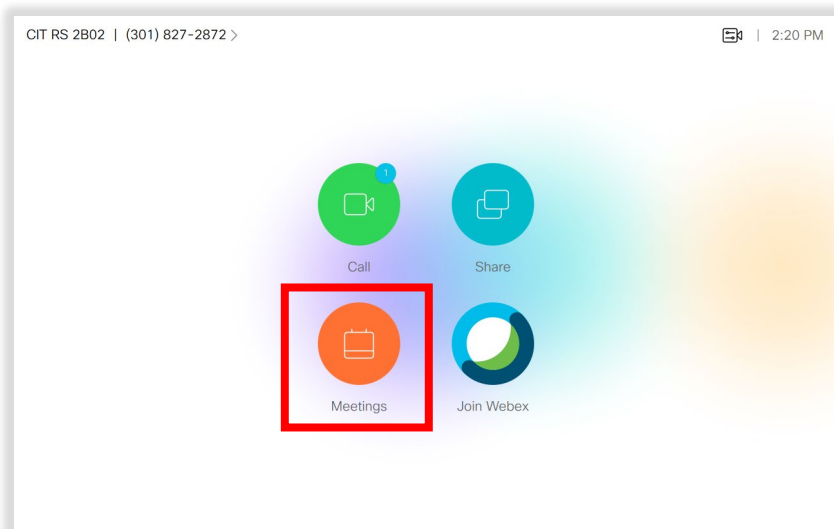
   b.

c. After tapping the Meetings button, example meetings are displayed on the touch panel.

CIT RS 2A05H-6 ›   ?   ▣ | 2:41 PM

                                                                          ×

Room reserved

Example 1

2:45 pm – 3:15 pm

Example 2

5:00 pm – 5:30 pm

No more meetings today
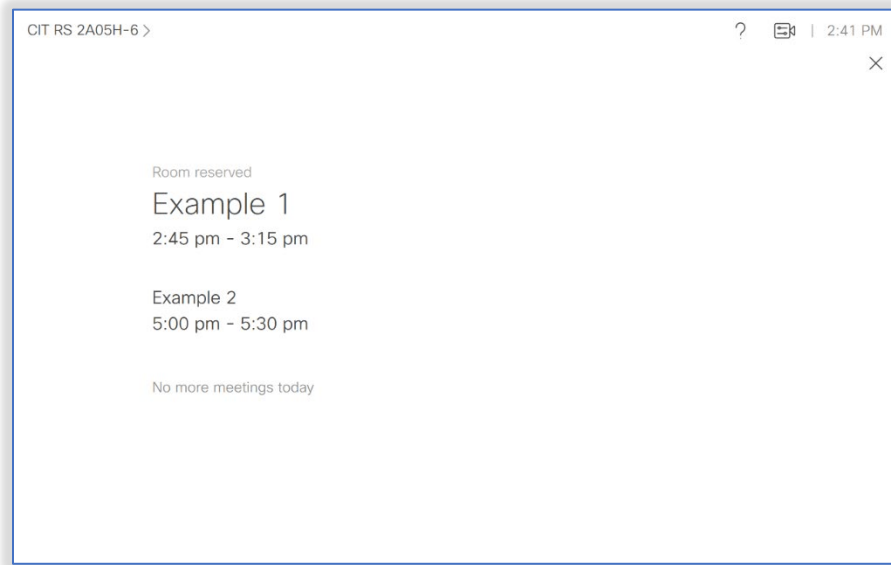
Using the Join button to connect to a WebEx Meeting

Conference rooms with a Cisco touch panel support a feature that lets you join a WebEx meeting with the press of one button. Once the meeting starts the conference room touch panel displays the Join button.

To connect to a meeting using the Join button:

1. Fifteen minutes before a scheduled meeting, the Video Conference system will display the upcoming meeting, and a button to join the meeting will be displayed next to the meeting information on the Cisco touch panel.
    Note: This notification will not interrupt current audio calls, video calls, or presentations being displayed on the video conference system.
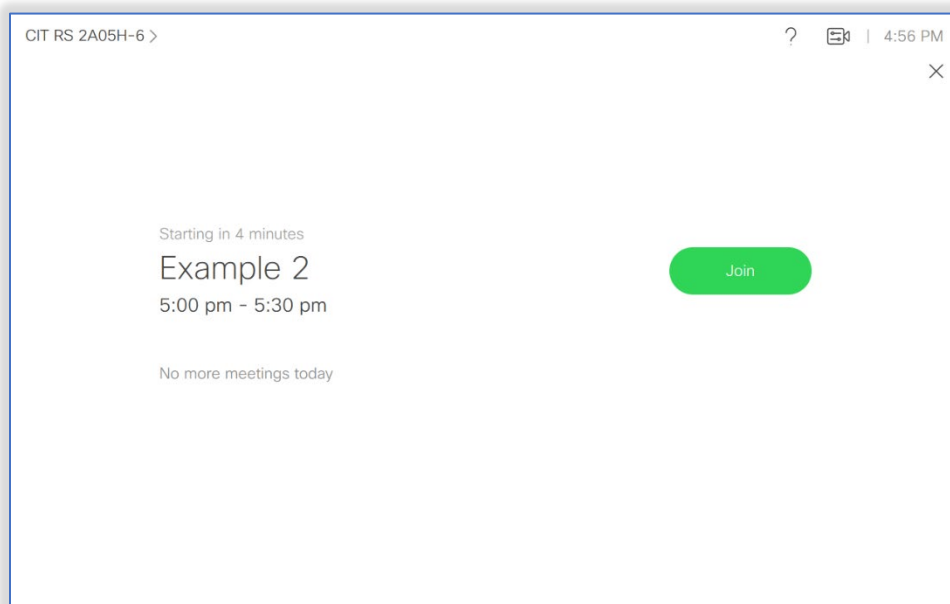
2. Press the Join button to connect to the WebEx meeting.

Note: A Meeting Host is still required to start the meeting.
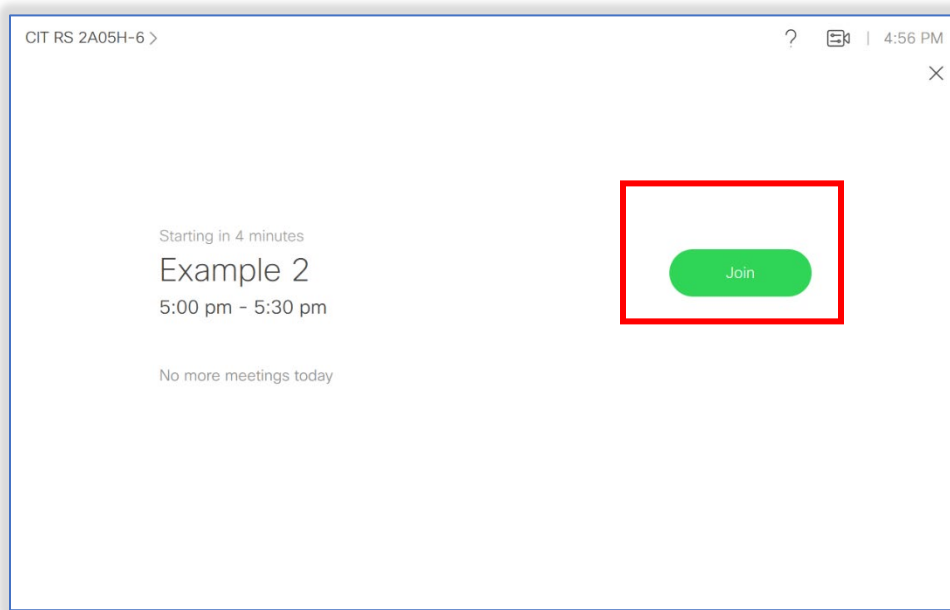
3. Identify yourself for the WebEx meeting:

- (Option 1) If you are the Meeting host enter the Host Key when prompted and press # to start the meeting.
- (Option 2) If you are not the host, press # and wait for the host to join the meeting.

Manually Dialing into a WebEx meeting using the Video Conference system

- If your conference room does not have a Cisco touch panel, you can manually dial into your meeting using the room's video conference system for audio, video, and content sharing.

- Following the directions for conference room reservation with a WebEx meeting. You will get the information to dial into your video conference system from the meeting in your Outlook meeting invitation.

	To...	Cunningham, David (NIH/CIT) [C]; ○ CIT RS 3E02 Conference Room			
Send Update	Subject	Example Meeting			
	Location	CIT RS 3E02 Conference Room			
	Start time	Mon 11/5/2018		7:00 PM	Eastern Time (US & Canada)
	End time	Mon 11/5/2018		7:30 PM	Eastern Time (US & Canada)

Example Meeting

-- Do not delete or change any of the following text. --

Join Webex meeting

Meeting number (access code): 297 680 103
Meeting password: mY7AJrwd

Join from a video system or application
Dial 297680103@nih.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

- Dial the address in your meeting invitation using the touch panel or remote control in your conference room. The menus may vary from room to room.

If you have any questions or concerns, please contact UCCConferenceRoomSupport@mail.nih.gov