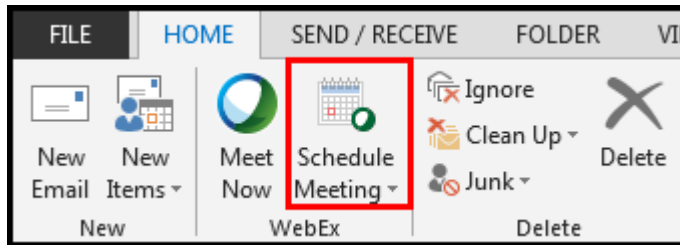


**Prerequisites:**

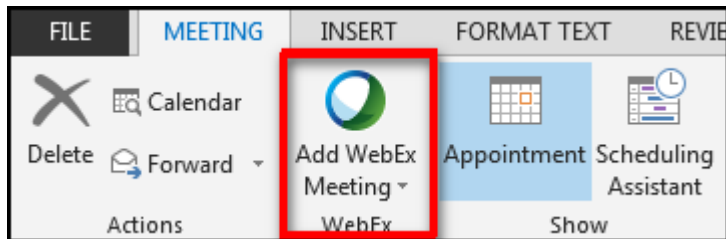
- You must have a WebEx account.
- You must have the WebEx Productivity Tool installed. View the [Getting Started Guide for WebEx Productivity Tool](#) for information on installing the WebEx Productivity Tool.

**To schedule a meeting using Outlook:**

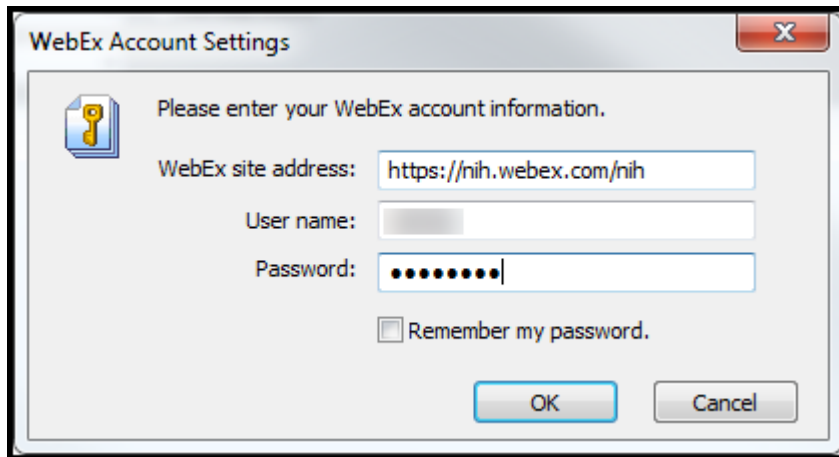
1. Within Outlook, click on the **Schedule Meeting** button.



2. Specify meeting attendees using their email address, your Outlook Address Book or the Global Address List (GAL).
3. Add the Subject and Location of the meeting in the appropriate fields.
4. Set the Start and End time of the meeting.
5. Click **Add WebEx Meeting**.



6. If prompted for your login to connect your WebEx account, enter your NIH Username and Password.



7. Enter a meeting password. **Note:** The password must be at least four characters.

Meeting Information

Meeting template: MC: Meeting Center Default

Service type: Meeting Center Pro 1000

Meeting password: |

Exclude password from email invitation

List on public calendar

Attendees can join meeting 5 minutes before starting time

8. Within the **Audio & Tracking** tab, select the type of teleconference you will use.

Audio & Tracking | Registration | Resources

Audio Conference

Conference type: WebEx Audio

WebEx Audio

Other teleconference service

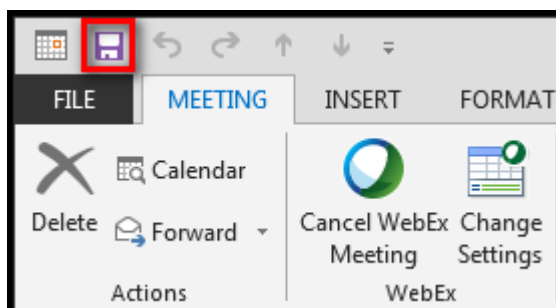
Use VoIP only

None

Display toll-free number

Entry & exit tone: Beep

9. Once all other WebEx settings have been selected, click **Ok**.
10. Click on the **Save** icon in the Quick Access Toolbar to add the WebEx meeting to the body of the email.



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

|

### [Join WebEx meeting](#)

Meeting number: [REDACTED]

Meeting password: knowledgebase

If you are the host, you can use the meeting host key to pass the host privilege to another participant or to start an application. To find the host key for this meeting, [go here](#).

### Join by phone

[REDACTED] Call-in toll-free number (US/Canada)

[REDACTED] Call-in toll number (US/Canada)

Access code: [REDACTED]

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

Can't join the meeting? [Contact support](#).

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may include your name and any information you provide. By joining this session, you are automatically consenting to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

11. Click **Send** to schedule the WebEx meeting.