

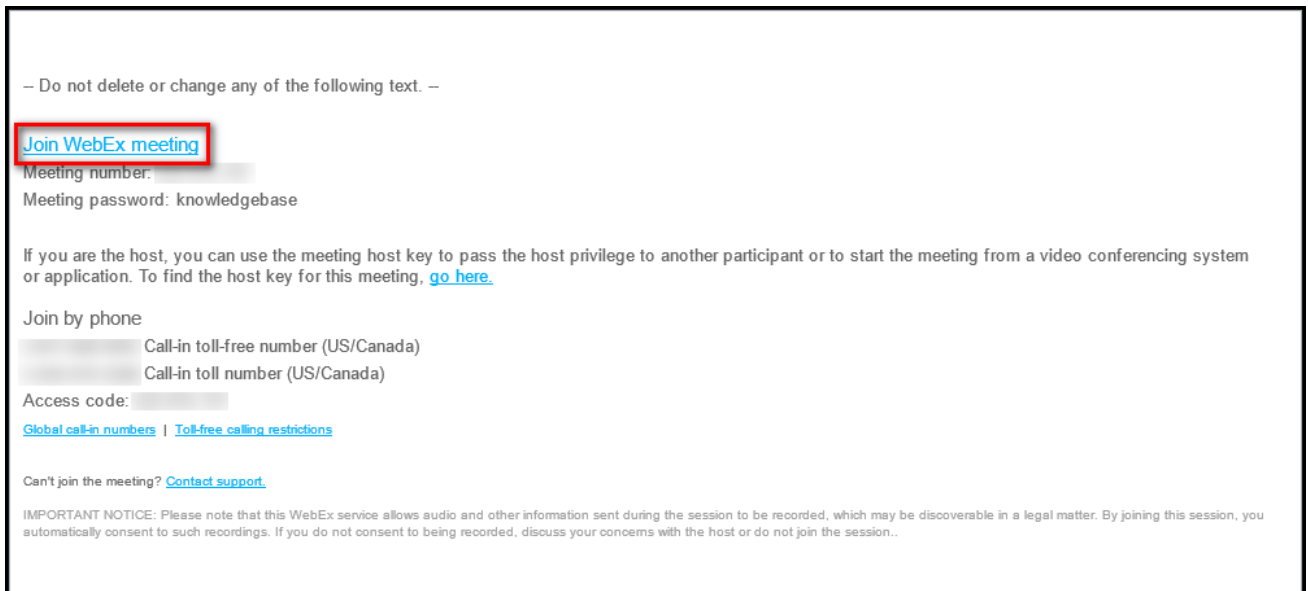
Prerequisite: The WebEx meeting has been scheduled within Outlook.

Start a Scheduled Meeting

1. Open the meeting entry within your Outlook calendar.



2. Click the **Join WebEx Meeting** link at the top.



3. As the host of the meeting, click on **start your meeting** below the "Join" button.

AskIT

Thursday, [REDACTED] | 1:00 pm Eastern Daylight Time (GMT-04:00) | 30 minutes | ● Time to join

Host: [REDACTED] [Add to my calendar](#)

▶ [More information](#)

Your name:

Email address:

If you are the host, [start your meeting](#).

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

4. If prompted, enter your NIH username and password.