Job Aid: Scheduling Webex Meetings in Outlook on the Web

What is the Webex Meeting Plugin?

The City of Chandler has added a Webex Meeting app to Outlook on the web. With one click, users can create a Webex session when scheduling a meeting. Users can [Set Cisco Webex Scheduler Preference](#), [Schedule a WebEx Meeting with Cohosts](#) and R[emove Microsoft Teams meeting default](#) to avoid confusion. Meetings can be scheduled using the Cisco Webex Scheduler located on the top-menu of an outlook calendar event.

> **Note:** The Schedule Personal Conference Meeting option only provides a phone number and does not allow computer access; therefore, it is not recommended.

Cisco Webex Scheduler Preference

The Cisco Webex Scheduler will add one-time meeting link details or personal room link details to your scheduled event. Set your default preferences to get started.

1. Log into your City of Chandler Outlook on the web account and click **New event.**
2. Click the **Cisco Webex Scheduler** icon at the top of the window.
   a. If it's not visible, click the **More Options** ellipsis.
3. Select **Webex Preferences** the first time to set your preferred default meeting type (Figure 1).
   a. **Generate One-time meeting link** will create a unique meeting link as the default when adding a webex meeting to your event.
      i. **Default Webex Meeting template** is available with this option. Templates can be created and modified using the online webex meetings site at chandleraz.webex.com.
      ii. Use **Webex Meetings Default** if you don't have a preferred template created.
   b. **Use my Personal Room link** will insert your webex Personal Room meeting details when adding a webex meeting to your event.
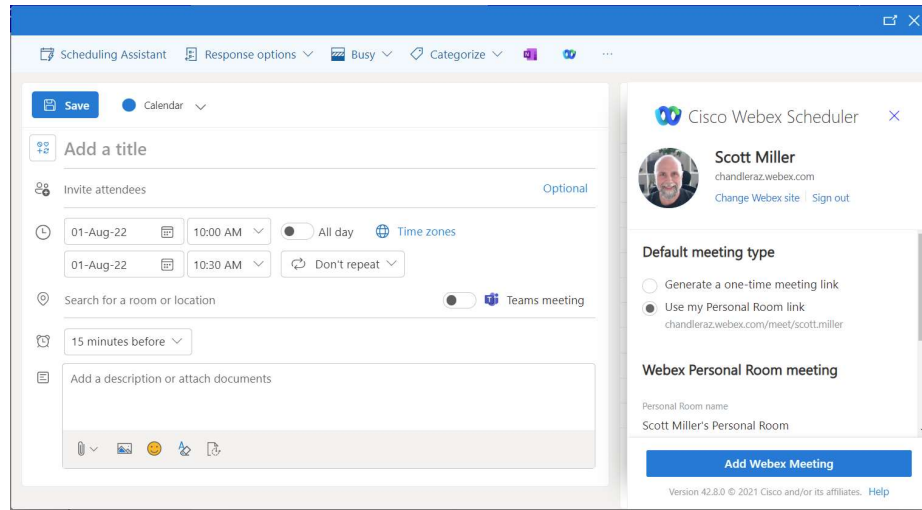
Figure 1

4. Click **Add Webex Meeting**
5. Continue adding event details then click **Save**

Now that you've set your default preferences, clicking the **Cisco Webex Scheduler** then **Add Webex Meeting** will add your preferred meeting template. If you would like to change the defaulted meeting for a specific event click **Remove** to make changes.

Schedule Webex Meeting Invite with Cohosts
Generating a one-time meeting link will allow you to add co-hosts to your event. It is highly recommended that you add cohosts to public facing meetings or any meeting in the future to ensure an alternate may start the meeting if needed.

1. Click **New Event**
2. Fill out your event details including the attendees.
3. Click the **Cisco Webex Scheduler** then **Add Webex Meeting.** You will need to use the "generate one time meeting link" preference to add cohosts.
4. Update the **Password**. It's recommended to use the MMDDYYYY of the meeting or another knowable password.

5. Under **Cohosts,** select "**Let me choose cohosts for this meeting."** Select the attendee name(s) listed under this option to designate cohosts (Figure 2).

Figure 2

6. Click **Advanced Settings** to:
   a. Note the Host key. This is needed if you are starting the meeting from a video conference room.
   b. Adjust the attendee start time if needed
   c. Mute attendees when they join if needed
   d. Change the entry and exit tone if needed
   e. Enable breakout sessions if needed
7. Click **Update**

Remove Defaulted Microsoft Teams Meeting

If you are currently an Outlook on the web (OWA) user, you may have noticed Teams Meeting details automatically being added to your meeting invites (Figure 3). If you do not want this information automatically added, you can disable this feature from your settings.
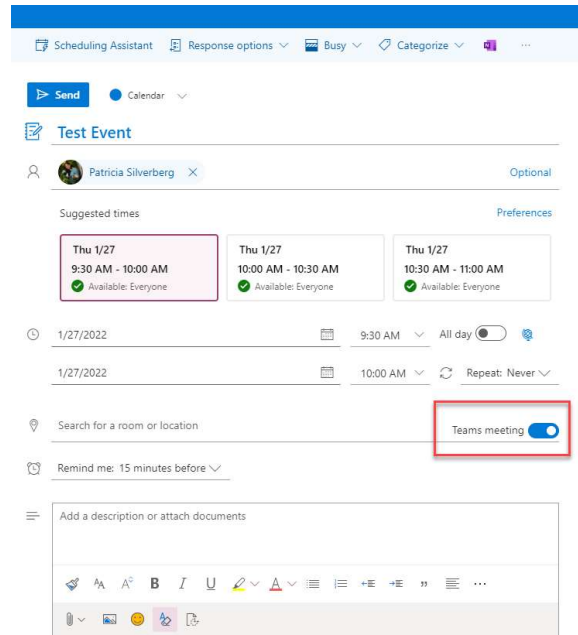
Figure 3

To disable automatic Teams meeting follow these steps:

1. Open **Outlook on the web**.
2. Click the **settings** icon (gear icon).
3. Click **View all Outlook Settings**
4. Go to **Settings > Calendar > Events and Invitations**.
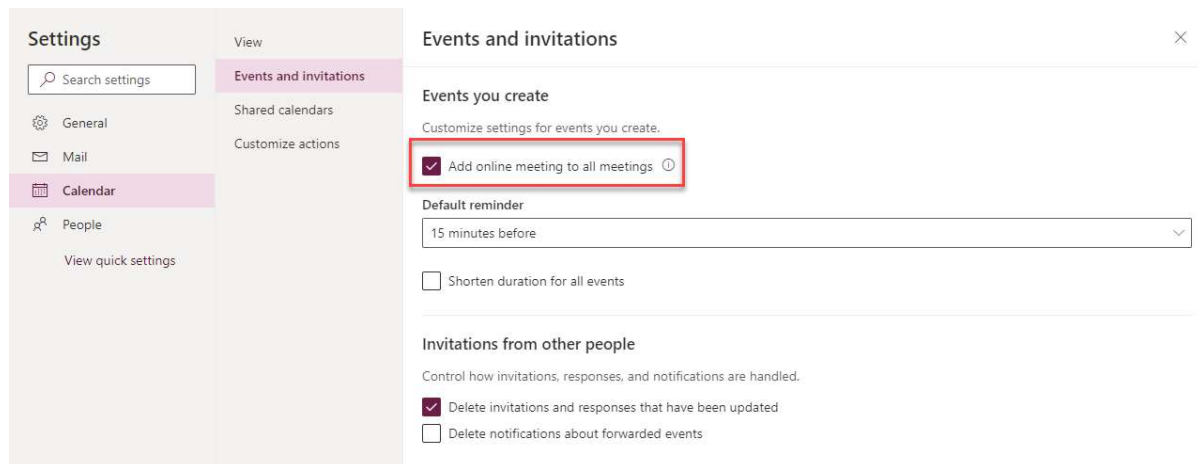5. Clear **Add online meetings to all meeting.** (Figure 4)
6. **Save.**

Figure 4

You may still choose to add an online meeting when creating your next meeting invite using Outlook on the web; However, it will not automatically be selected for you. If you are using the Outlook desktop client, you may choose to add a Teams Meeting or Schedule Webex Meeting directly from your meeting invite.