



TELUS Cloud PBX Collaboration with Cisco Webex:

Enabling Webex Meetings Scheduler Add-in for Outlook

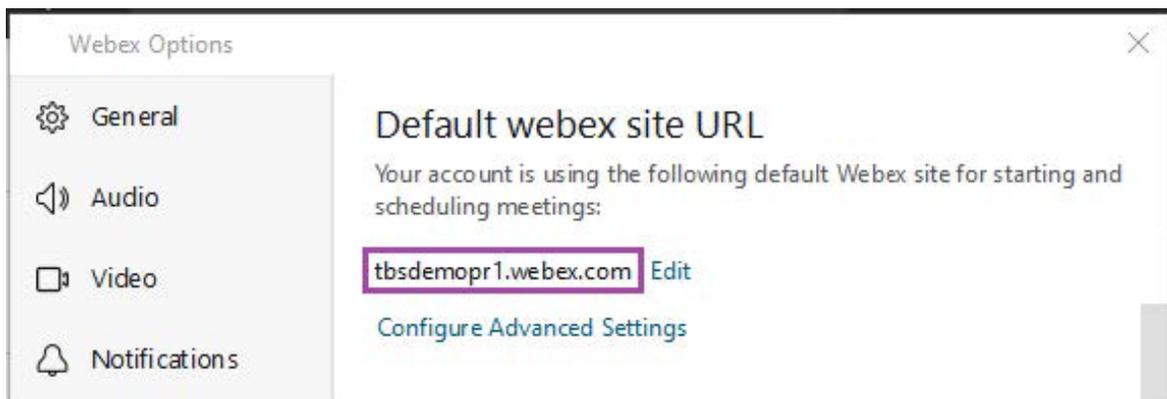
Instructions for enabling the Webex Meetings Scheduler Add-in for Outlook

Cisco Webex Scheduler for Microsoft Office 365 and Exchange makes it easy for you to schedule Webex meetings and Personal Room meetings directly from Microsoft Outlook.

The instructions below will guide you through the process of enabling the Cisco Webex Scheduler in your Microsoft Outlook.

Identifying your default Webex site URL

1. Launch and log into the Webex Collaboration app
2. Click on the image or your profile picture at the top left corner of the main window, then select “**Settings**” ... The “**Webex Options**” window will open.
3. Click on “**Meetings**” in the left pane of the “**Webex Options**” window.
4. Make a note of the “Default Webex site URL” (e.g. “orgname-pr.webex.com” or “orgnamesd.webex.com”)



You will need this information to configure the Cisco Webex Scheduler Add-in for Outlook.

5. Close the Webex Options window.

Installing the Cisco Webex Scheduler in your Outlook

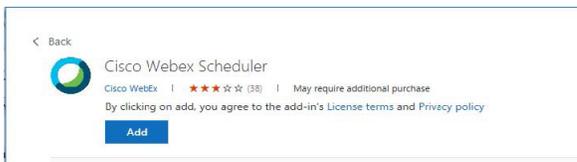
1. Open your Microsoft Outlook and locate the **“Get Add-ins”** icon on the home ribbon of the Mail window.



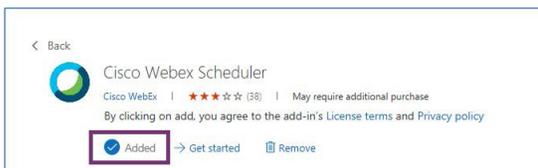
2. Click the **“Get Add-ins”** icon to display the list of available add-ins.
3. Type **“Cisco Webex Scheduler”** in the Search box, then click on the icon when it appears in the results box.



4. The Cisco Webex Scheduler Add-in page will pop up; click the **“Add”** button.



5. When added, you will see a check mark next to the word **“Added”**, as shown below. Click on the **“X”** at the top right of the window to close it.

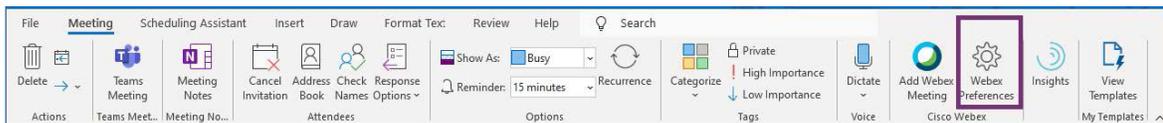


Configuring the Cisco Webex Scheduler in your Outlook

1. Open your Microsoft Outlook calendar.
2. Click on the **“New Meetings”** icon on the home ribbon of the Calendar window.



3. Click on the **“Webex Preferences”** on the ribbon of the New Meetings window (see below).



4. If this is the first time you're clicking this icon, you'll be presented with the Cisco Webex Scheduler Welcome page.
5. Click the **“Get Started”** button to start the setup wizard.



6. You'll be asked **“Which Webex site you want to use?”**; click the circle next to the URL that you had made a note of, back in the **“Identifying your Default Webex Site URL”** section above; then click **Next**.



Note that this URL must match the Default Webex Site URL on the Settings->Meetings Tab of your Webex Application.

Configuring the Cisco Webex Scheduler in your Outlook (continued)

7. You'll be asked to grant permission to Cisco Webex Meetings; to access your calendars and Outlook data, click **"Accept"**.
8. If you're prompted to log in, then enter your email address and the password for your Microsoft Office 365 account.
9. Once successful, you should be presented with a window like the one to the right.
10. Click on the **"X"** in the top right corner of the window to close it; you are now all set to schedule Webex meetings from Outlook.

