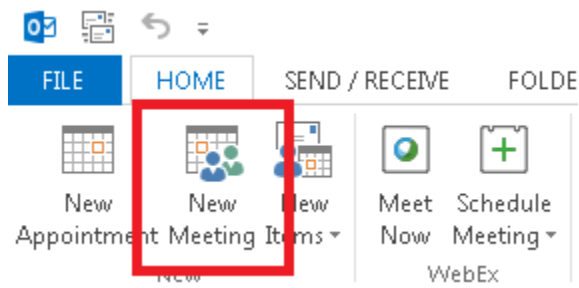






Scheduling a WebEx Meeting using Productivity Tools

1. To schedule a meeting, click on the **Calendar** tab in Microsoft Outlook.
2. Click **"New Meeting"**.

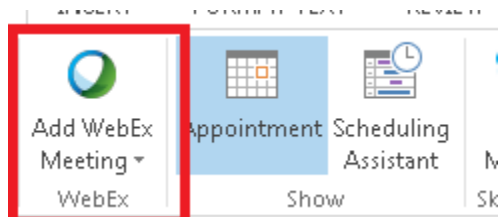


3. Fill out the meeting information details including the date/time, meeting subject, meeting location and invitee list.

i You haven't sent this meeting invitation yet.

Send	To...			
	Subject			
	Location			
	Start time	Tue 05/09/2017 	9:30 AM 	<input type="checkbox"/> All day event
End time	Tue 05/09/2017 	10:00 AM 		

4. Click **"Add WebEx to Meeting"**.



5. Login using your Sheridan network credentials and click "Login".

The image shows a web browser window with the following elements:

- Browser Tab:** Sheridan Single Sign-on
- Address Bar:** <https://login.sheridanc.on.ca/ldap/profile/SAML2/Redir>
- Page Header:** Sheridan
- Section Header:** Single Sign-On (SSO)
- Form Fields:**
 - Username
 - Password
- Login Button:** A prominent blue button labeled "Login".
- Disclaimer:** A grey box containing the text: "I acknowledge by logging in that I am aware of Sheridan College's Acceptable Use Policy and confirm that I will comply with all college policies as related to the use of this system."
- Footer:** Links for "Forgot your password?", "Need Help?", and "About SSO".

6. Update the meeting password to a numeric value and click “OK”. This will make it easier to enter the password from a touch tone phone or video cart remote.

7. Note: Do not change any of the information that is automatically added to the meeting invite.

The image shows a screenshot of the 'WebEx Settings' dialog box. The 'Meeting Information' tab is active. The 'Meeting password' field is highlighted with a red box and contains the text '3mypJxQ3'. Below this field are three checkboxes: 'Exclude password from email invitation' (unchecked), 'List on public calendar' (unchecked), and 'Attendees can join meeting' (checked) with a dropdown set to '5' minutes before starting time. The 'Audio & Tracking' tab is selected, showing 'Audio connection type' as 'WebEx Audio', 'Display global call-in numbers to attendees' (checked), and 'Attendees can also join teleconference before starting time' (checked). The 'Entry and exit tone' is set to 'Beep'. At the bottom, the 'OK' button is highlighted with a red box, and the 'Cancel' button is also visible. A legend at the bottom left indicates that a red asterisk (*) denotes required fields.

- Click "Send" to finalize and send out the meeting invite.

Scheduling WebEx Meeting - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Delete Cancel WebEx Meeting Change Settings Appointment Scheduling Assistant Skype Meeting Meeting Notes Cancel Invitation Attendees Options

You haven't sent this meeting invitation yet.

To... Christopher Adams

Subject Scheduling WebEx Meeting

Location WebEx

Start time Tue 05/09/2017 9:30 AM All day event

End time Tue 05/09/2017 10:00 AM

In this meeting we will review the details of adding a WebEx session to a meeting scheduled through Microsoft Outlook.

-- Do not delete or change any of the following text. --
A WebEx meeting has been added. Meeting details will replace this section after you save or send this invitation.

9. The meeting information will show all the connection details on how to join the meeting.

The screenshot shows the Microsoft Outlook interface with the 'MEETING' ribbon selected. The ribbon includes options like 'Cancel Meeting', 'Cancel WebEx Meeting', 'Change Settings', 'Host Information', 'Appointment', 'Scheduling Assistant', 'Tracking', 'Skype Meeting', 'Meeting Notes', 'Contact Attendees', 'Options', 'Tags', 'Zoom', and 'Apps for Office'. Below the ribbon, a message pane displays the following meeting details:

To... [Empty]
Subject Scheduling WebEx Meeting
Location WebEx [Dropdown] **Room** [Empty]
Start time Tue 05/09/2017 9:30 AM [Dropdown] All day event
End time Tue 05/09/2017 10:00 AM [Dropdown]

The main body of the meeting invitation contains the following text:

In this meeting we will review the details of adding a WebEx session to a meeting scheduled through Microsoft Outlook.

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

[Join WebEx meeting](#)

Meeting number (access code): 730 183 102
Meeting password: 13579

Join from a video system or application
Dial [730183102@sheridancollege.webex.com](tel:730183102@sheridancollege.webex.com)

Join by phone
+1-416-915-6528 Canada Toll
[Global call-in numbers](#)

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

If you are a host, [go here](#) to view host information.

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.