# WVSOM IT Department
## Schedule a Meeting in Microsoft Outlook for Windows

Schedule, edit, or cancel meetings from Microsoft Outlook on Windows using Cisco WebEx Productivity Tools.

You can schedule WebEx meetings or appointments using the WebEx Productivity Tools integration to Microsoft Outlook, and the process is very similar for both.

1. From the Home ribbon in Microsoft Outlook click **Schedule Meeting > Schedule WebEx Meeting**.
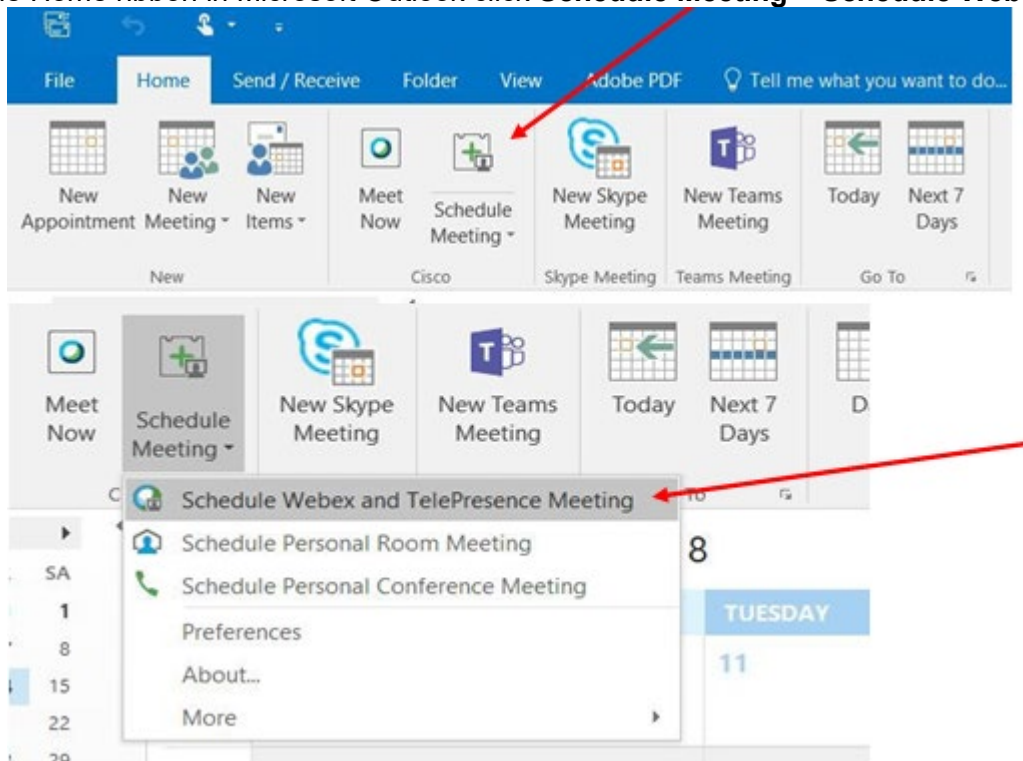
2. Verify the WebEx Settings are correct, and click **OK**.
3. Click **To** and select whom you would like to invite to the meeting. Add a **Subject** and a **Location**, and then Click **Send**.
4. To remove a WebEx meeting without cancelling the meeting, first open the meeting and click **Cancel WebEx**. Then send the update.
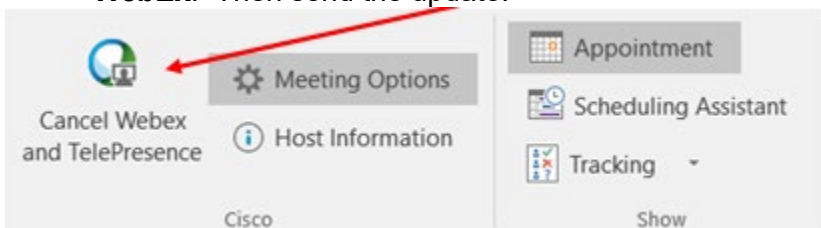
- Not all the features available for scheduling meetings on your WebEx site are available in productivity tools. This includes some of the recurrence patterns, for more info see **Recurrence Pattern Limitation for the WebEx Integration to Outlook**.

- The WebEx integration to Outlook does not support all the recurrence options that are available in Microsoft Outlook.

In any meeting invitations that you send from Microsoft Outlook, the meeting's start time appears in the time zone that is set on your computer, and may not match the time zone preferences you have set on your WebEx site.

Schedule a Personal Room Meeting

Personal rooms are your own virtual conference room. It is always available and you do not have to book it. When you schedule a Personal Room meeting, the meeting takes place in your Personal Room, and the link to join the meeting is your Personal Room URL.

1. From the **Home** ribbon in Microsoft Outlook, go to **Schedule Meeting** and click **Schedule Personal Room Meeting.**
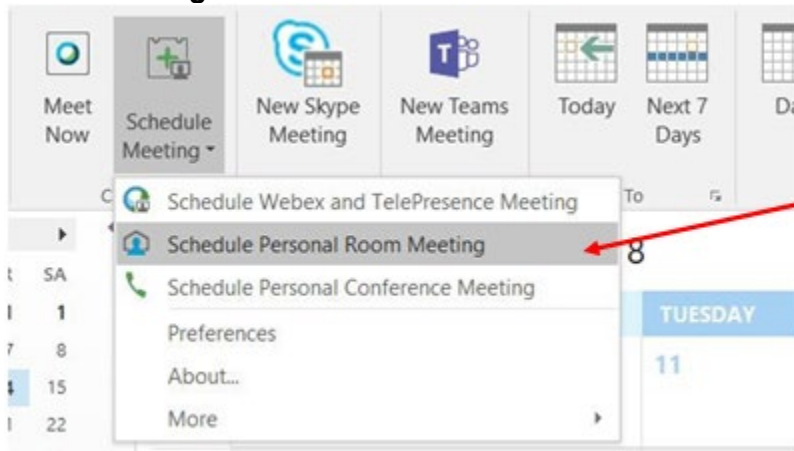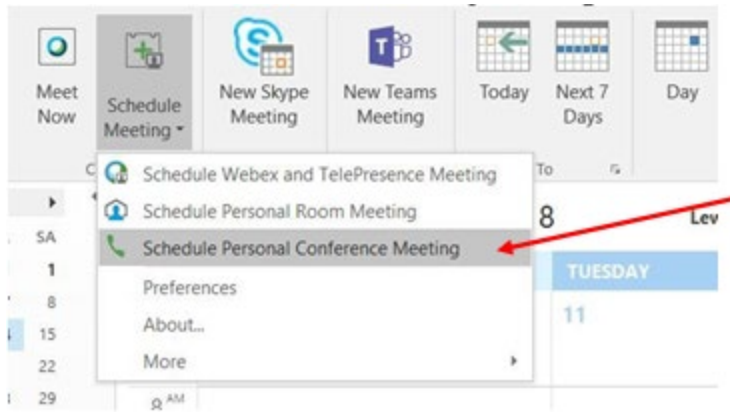

2. Click **To** and select whom you would like to invite to the meeting.
3. Add a **Location**, and Click **Send**.
4. Select **Send** to send the meeting invitations to the people you have invited.

Schedule a Personal Conference or Audio-Only Meeting

If you are using telephony service provider (TSP) audio, you can schedule an Audio-Only meeting instead.

1. From the **Home** ribbon in Microsoft Outlook, go to **Schedule Meeting** and click **Schedule Personal Conference or Audio-Only Meeting**.

2. Click **To** and select whom you would like to invite to the meeting.
3. Add a **Location**, and then Click **Send**.