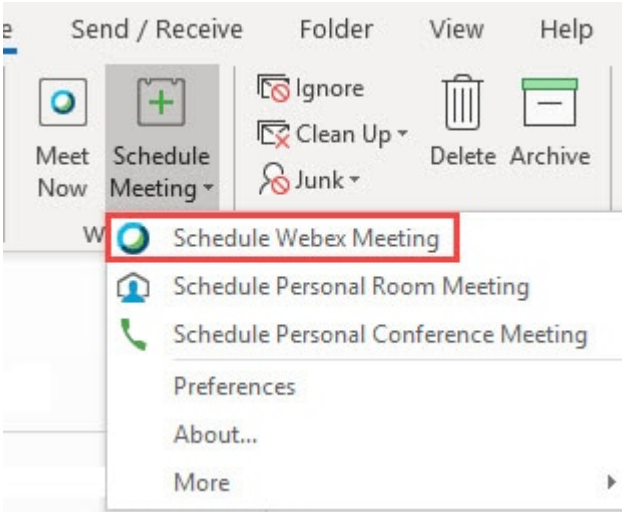
Schedule a Meeting in Microsoft Outlook for Windows

Schedule a Webex Meeting

1. From the Home ribbon in Microsoft Outlook, click **Schedule Meeting** > **Schedule Webex Meeting** in the **Webex** group.



2. Verify the Webex Settings are correct, and click **OK**.

3. Click **To** and select who you want to invite to the meeting.

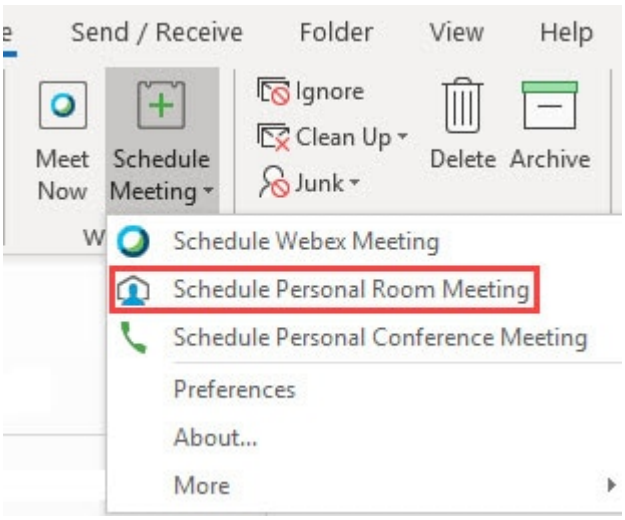
4. Add a **Subject** and a **Location**, and then Click **Send**.

   To remove a Webex meeting without canceling the meeting, first open the meeting and click **Cancel Webex**. Then send the update.

Schedule a Personal Room Meeting

Personal Rooms are your own virtual conference room. It's always available and you don't 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. Can also be used as audio only also.

1. From the **Home** ribbon in Microsoft Outlook, go to **Schedule Meeting** > **Schedule Personal Room Meeting** in the **Webex** group.

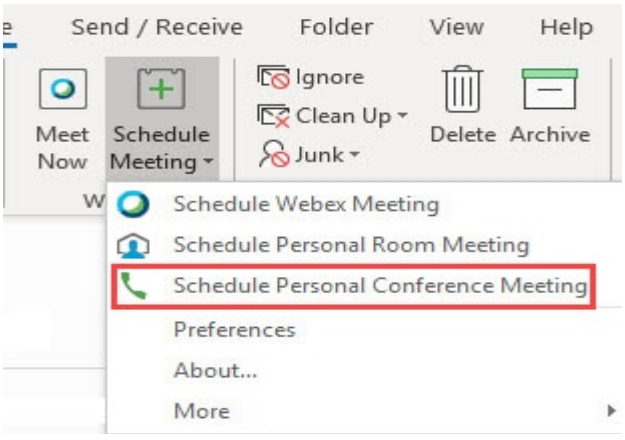


2. Click **To** and select who you want to invite to the meeting.
3. Add a **Location**, and then click **Send**.
4. Select **Send** to send the meeting invitations to the people you have invited.

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** > **Schedule Personal Conference or Audio-Only Meeting** in the **Webex** group.



2. Click **To** and select who you want to invite to the meeting.

3 Add a **Location**, and then click **Send**.

Compare Cisco Webex Meeting Types

Feature	Standard Scheduled Meeting	Personal Room Meeting	Personal Conference Meeting
Add alternate hosts	✔	✔	✔
Allow attendees to join before the meeting starts	✔		Not recommended
Allow other hosts to schedule meetings on my behalf	✔		
Can require attendees to register	✔		
Join by video system	✔	✔	
Link to join the meeting	Unique URL	Your Personal Room URL	Unique URL
Maximum number of participants	1,000	1,000	500 audio-only participants
Schedule single occurrence and recurring meetings	✔	✔	✔

Standard Scheduled Meeting

You can schedule a standard meeting from your Cisco Webex site, in Microsoft Outlook using the Cisco Webex Meetings Desktop App, or from your mobile device.

- You can schedule single occurrence or recurring meetings.
- You can choose to require registration when you schedule the meeting.
- You can choose to allow attendees to join the meeting up to 15 minutes before start time when you schedule the meeting.
- You can add alternate hosts and let anyone with a host account on the Webex site host the meeting.
- Someone with a host account on the Webex site can schedule a meeting on your behalf. You are the only host who can start the meeting.
- Each meeting has a unique meeting URL that users click to join.
- Each meeting has a unique video address that users dial if they join by video system.

Personal Room Meeting

Personal Room meetings are best for impromptu meetings, and back-to-back meetings in which the meeting host wants to remain in one meeting room for several meetings and have attendees join at different times.

- You can start a Personal Room meeting from your Webex site. You can schedule single occurrence and recurring Personal Room meetings in Outlook using the Webex Meetings Desktop App.
- Attendees can't join before the meeting starts but, during a meeting, you can lock your Personal Room. People wait in a virtual lobby until you admit them. You can also set your Personal Room to lock automatically zero to 20 minutes after the meeting starts.
- You can add alternate hosts to let others host your Personal Room meetings without you.
- All Personal Room meetings use your Personal Room URL as the meeting link that users click to join. Your Personal Room URL is in the format *company*.webex.com/meet/*username*.
- All meetings use your Personal Room video address as the video address that users dial if they join by video system.

Personal Conference Meeting

A Personal Conference meeting is an audio-only meeting that's similar to a conference call. This meeting type can be escalated to a standard scheduled meeting, if needed. A meeting URL is generated when a Personal Conference meeting is scheduled. For more information about setting up your Personal Conference account numbers, see Schedule a Personal Conference or Audio Only Cisco Webex Meeting.

- You can schedule single occurrence meetings from your Webex site and in Outlook using the Webex Meetings Desktop App. You can schedule recurring meetings using the Webex Meetings Desktop App.
- You can add alternate hosts to let others host your Personal Conference Meetings without you.
- We don't recommend that you allow attendees to join before the meeting starts. Doing so could allow unwanted participants to potentially cause fraudulent telephony charges before the host joining.
- If you escalate the meeting to a standard Webex meeting, each meeting has a unique meeting URL that users click to join.
- The maximum number of participants is 500 audio-only participants. If escalated to an online meeting, the first 25 participants can join.