Adding WebEx in Office 365:

- Go to http://portal.office.com/
- Click on “Outlook”
- Click on “Calendar” (icon on the lower left)

Once in the calendar:
- Click on "New Event", top left
- In the header toolbar click on three dots "Get Add In"
- In the search window type "Webex"
- Follow the steps to add "Cisco Webex Meetings Scheduler"

NOTE: Once you added "Cisco Webex Meetings Scheduler", you will not need to do it again. See screen shot.

Adding a WebEx manually:

- Log into https://umaryland.webex.com/
- Here you can:
  - Set up a meeting or
  - Copy the information for your personal room to share with the invitees