

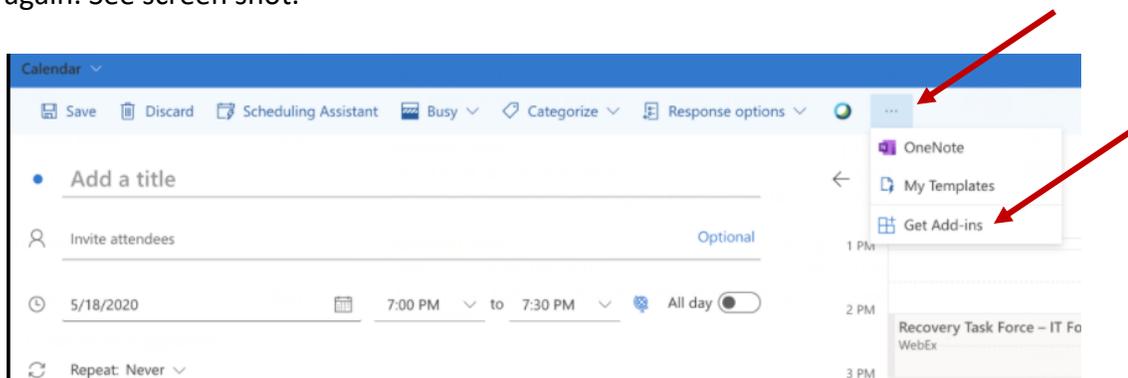
Adding WebEx in Office 365:

- 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