Webex Meetings
Scheduling a meeting
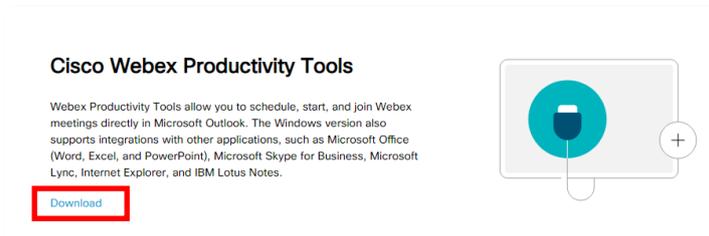
Curtin University

How to link Webex Meetings on Outlook.

The best way to schedule a meeting is using Outlook. Before scheduling a meeting, you need to download the **Cisco Productivity Tools** to link Webex to Outlook. To do this:

1. Go to **curtin-student.webex.com** and log in with your student OASIS details, using the format **<studentID>@curtin.edu.au** for the email.

2. Click on **Downloads** on the left side panel.
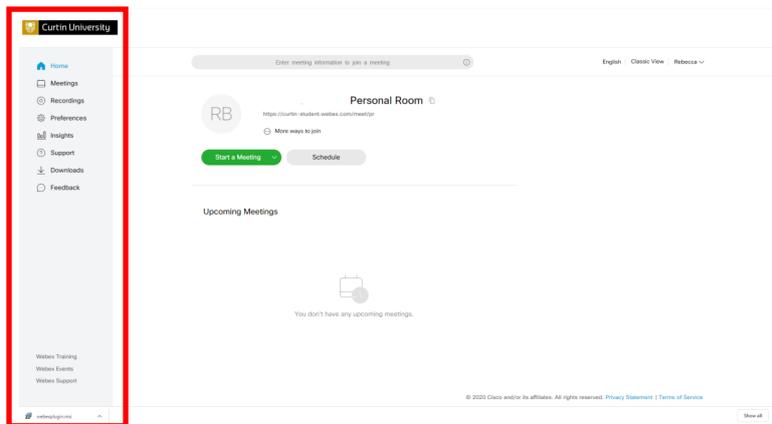
3. Scroll down to find **Cisco Webex Productivity Tools.** Click on **Download**.

Cisco Webex Productivity Tools

Webex Productivity Tools allow you to schedule, start, and join Webex meetings directly in Microsoft Outlook. The Windows version also supports integrations with other applications, such as Microsoft Office (Word, Excel, and PowerPoint), Microsoft Skype for Business, Microsoft Lync, Internet Explorer, and IBM Lotus Notes.

Download

4. Follow the download prompts.

5. Once downloaded, restart Outlook by closing it and reopening it. Webex should appear on the **Home** toolbar.
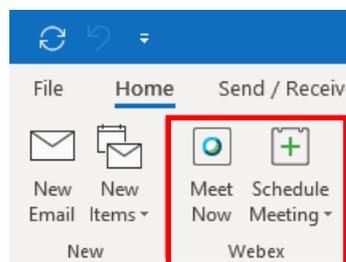
Note: If you are using a Curtin Issued computer, you need to download the Webex Productivity Tools using the **Install Applications** icon on the desktop or search Install Applications in the search window (bottom left).
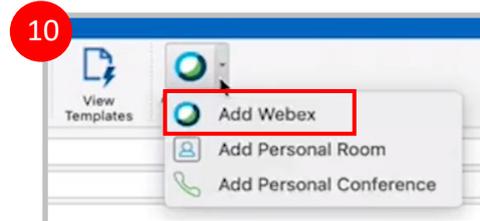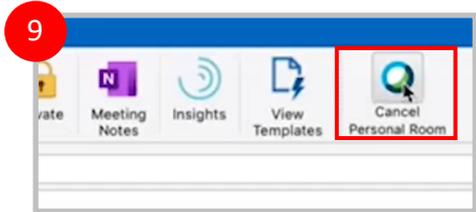
Webex Meetings
Scheduling a meeting

How to schedule a Webex Meeting

Mac OSX

1. Select **Schedule** at the top of the application
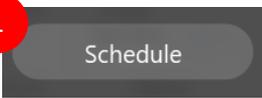
2. This will automatically open an **Outlook meeting invitation** window on your screen.

3. **If you have not scheduled a Webex Meeting through Outlook before**, you will be prompted to authenticate your Curtin student Webex Meetings account.

4. To authenticate your account, enter the **Curtin Webex Meeting URL** and your Student OASIS credentials.

5. When you have authenticated your credentials for Webex Meetings through Outlook, a **Webex Personal Room invitation** will appear, prepopulated with your details.

Note: we recommend **not using the Webex Personal Room** functionality for online meetings. This should only be used for informal meetings. Instead, follow the instructions below to change this invitation to a standard Webex Meeting invitation.

9. To **remove** the Webex Personal Meeting Room invitation, select **Cancel Personal Room** at the top of the window.

10. When the invitation has been removed, select the drop down menu under the **Webex tools** and select **Add Webex Meeting** from the menu.

11. This will generate a new Webex Meeting invitation, populated with the Webex details.

- Customise the Outlook meeting invitation to include participants, meeting topic and change the date and time to reflect your meeting requirements.

13. If you want to include more information in the email, enter the text above the Webex meeting comment that has been added.

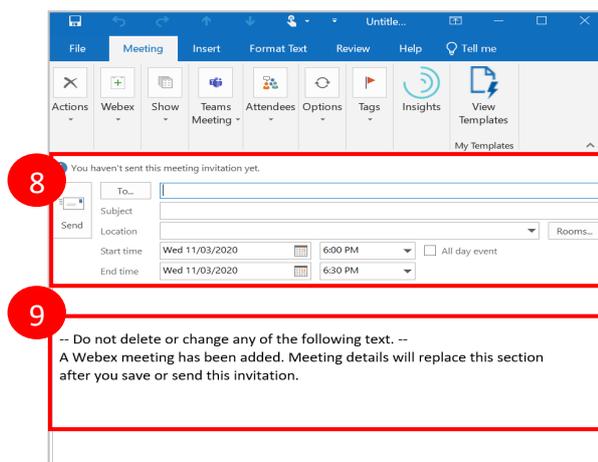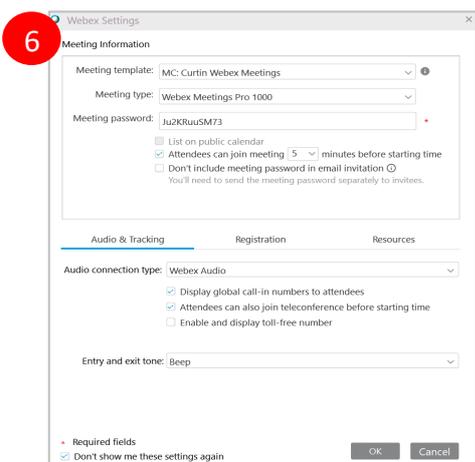14. When you are ready, select **Send.**

Note: You can change the Webex meeting information (participants, time, date) by opening the Outlook meeting invitation and selecting **Change Settings.**

Webex Meetings
Scheduling a meeting
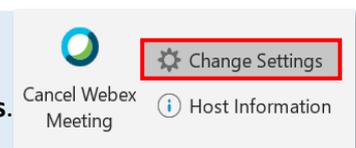
How to schedule a Webex Meeting

Windows

1. Select **schedule** at the top of the application.
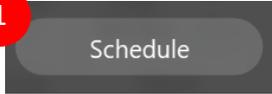
2. This will automatically open an Outlook meeting invitation window on your screen.

3. **If you have not scheduled a Webex Meeting through Outlook before**, you will be prompted to authenticate your Curtin Student Webex Meetings account.

4. To authenticate enter the **Curtin Webex Meeting URL** and then your Student OASIS credentials.

5. When you have authenticated your credentials for Webex Meetings through Outlook, a pop up window will appear.

6. Here you can customise your Webex Meeting (see below). **Do not customise** anything in this field apart from the password (if necessary).

7. When ready select **Okay**.

   - In the Outlook meeting invitation: include **participants, meeting topic and change the date and time** to reflect your meeting requirements.

9. If you want to include any **text in the email**, enter the text above the Webex Meeting comment that has been added.

10. When you are ready, select **Send.**

Note: You can change the Webex meeting information (participants, time, date) by opening the Outlook meeting invitation and selecting **Change Settings**.