Make scheduling the easy part

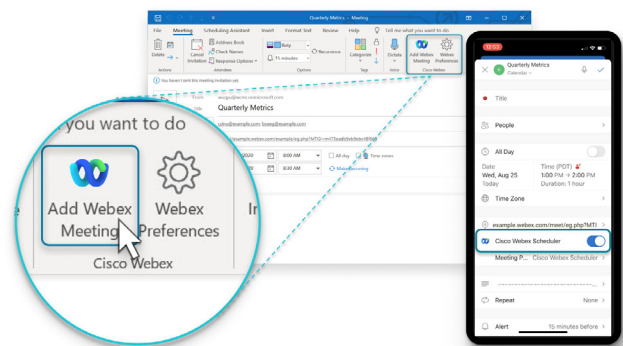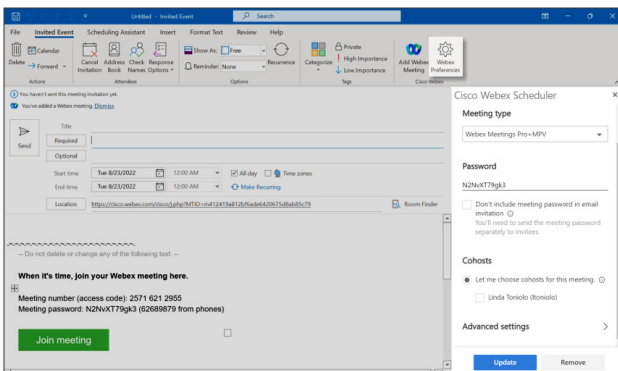Free up time from managing your meetings with Webex Scheduler for Microsoft Outlook.

Webex Scheduler makes it simple to schedule, start, and join Webex meetings and Personal Room meetings directly from Microsoft Outlook. First time using Webex Scheduler? Before you schedule a meeting, specify the Webex site to use with your account.

Set preferences, edit, or remove meetings

Edit or remove your meeting at any time and from anywhere, and the meeting information is automatically updated.

You can even make updates on your mobile phone's calendar app and see the changes in Webex and Outlook. And no need to worry—your attendees receive the update as well!

Tip: If you have a meeting type that you prefer, set your default in the meeting preferences to make scheduling even quicker.

Share the load

Does someone else manage your calendar? Or, are you frequently working away from your computer? Allow someone else to schedule and manage meetings on your behalf. Or, manage your meetings on the go using Outlook on your mobile phone (iOS and Android).

Tip: Life happens, so have a backup or co-host for your important meetings. If you have a host account, you can schedule, manage, and start a meetings for another host.

Learn more

webex
by CISCO