

Schedule Webex meetings effortlessly with keywords

Keywords sync with your existing calendar system to make scheduling meetings a breeze.

1. Create a meeting in your preferred calendar app.
2. Add your attendee names.
3. In the **Location** field, add the appropriate keyword:
 - For meetings using your Personal Room use **@webex**, **@webex:myroom** or **@meet:myroom**.
 - To continue collaboration long after your meeting, create a Space using the title of your meeting with **@meet**, **@webex:space** or **@meet:space**.
4. To add a meeting room/device to the invitation:
 - **Windows:** Click **Scheduling Assistant** > **Add Rooms** then select device.
 - **Mac:** Click **Scheduling** > **Add Room** or click **Room Finder** > **Add Room**, then select device.
5. Set any other meeting options, then click **Send**.