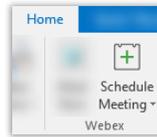


## Quick-Start Guide to Scheduling and Joining Webex Meetings

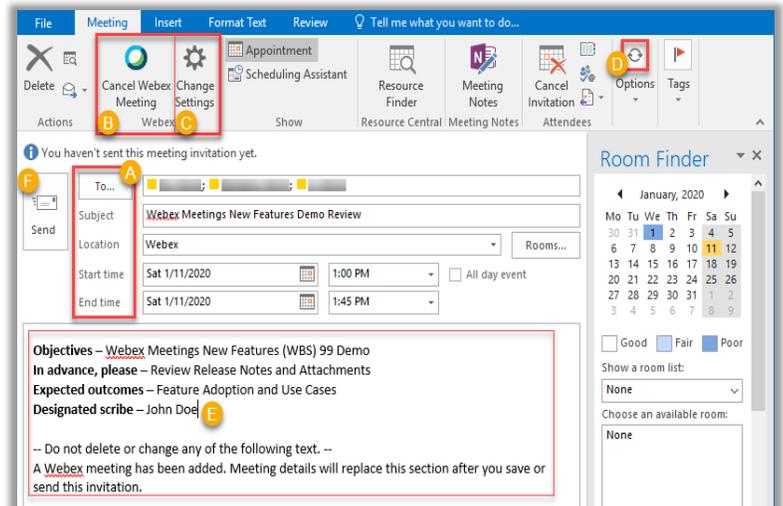
### Schedule Webex Meetings using Outlook/Webex integration

(not applicable for Outlook Web Access/OWA)

1. On the Home ribbon and Webex toolbar, click on the top of the Schedule Meeting icon.

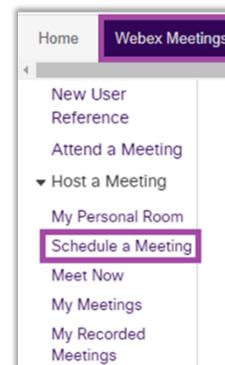


2. A new appointment message appears.
  - a. Enter your meeting subject, location, date, and time. Invite attendees.
  - b. Click **Cancel Webex Meeting** to proceed with a regular calendar invite.
  - c. Click **Change Settings** to modify settings for audio & tracking, registration, and resources for alternate hosts(s)
  - d. Click **Recurring Meeting** to establish a recurring pattern for your meeting.
  - e. Enter any additional context necessary but be sure **not** to modify any of the pre-filled text.
  - f. Click Send and attendees will receive an email invitation with a link to the meeting formation, as well as the ability to add the meeting to their own calendar. The meeting will also show in your Outlook calendar and Webex Meetings list.



### Schedule Webex Meetings using Webex Site

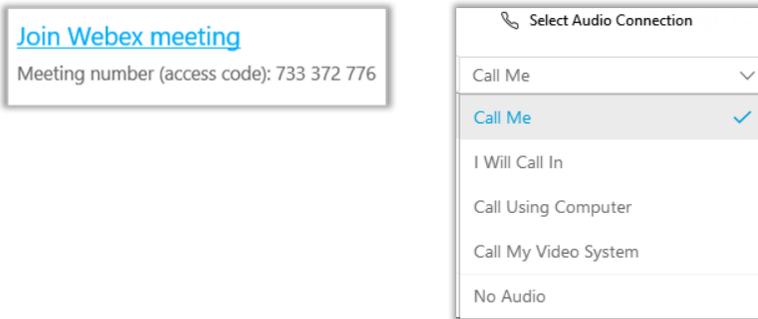
1. Launch your web browser and navigate to [nyumc.webex.com](http://nyumc.webex.com)
2. Sign into Webex using your NYULH credentials.
3. Go to **Host a Meeting** and select **Schedule a Meeting**.
4. For an ad-hoc meeting, select **Meet Now**



For more information, please login to the NYU Langone InsideHealth site at [atnyulmc.org](http://atnyulmc.org) and search keywords Webex Meetings.

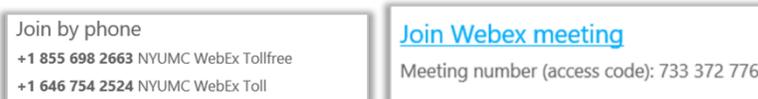
## Join a Webex Meeting

1. Open the Webex meeting invite from your Outlook calendar, and click the **Join Webex Meeting** link.
2. In the **Select Audio and Video Connection** window, click the **Select Audio Connection** dropdown list.  
**Note:** *Call Me is the recommended option. Here you can input the phone number of your choosing.*
3. Click the **Select Video Connection** dropdown list, then select a **Webcam** or choose **No Video** if you do not want to use your webcam.
4. Click **Connect Audio (and Video)**.



## Join a Webex Meeting with Audio Only (by phone)

1. Open the Webex meeting invite in your Outlook calendar.
2. Scroll down to the **Join by Phone** section and dial the NYUMC Webex toll-free phone number.
3. When prompted on the call, enter the **Meeting Number** listed under the **Join Webex Meeting** link.
4. After entering the meeting number, you will be connected to the Webex Meeting by audio.



If you need additional assistance, please open a ticket online [via Self Service](#) or contact MCIT at any of the campus extensions:

- Manhattan campus 212-263-6868 (x36868 internal)
- Brooklyn campus (718) 630-7021 (x7021 internal)
- Winthrop campus (516) 663-3940 (x3940 internal)
- Toll-free 866-276-1892

For more information, please login to the NYU Langone InsideHealth site at [atnyulmc.org](http://atnyulmc.org) and search keywords Webex Meetings.