Scheduling Webex Meetings through Google Calendar

UMBC has integrated our Google Calendar with Webex to give users a fast and convenient way to schedule Webex meetings in the same way they schedule in-person meetings.

1. From Google Calendar, create a new meeting for the desired day and time. Populate any necessary fields including guests and description.

2. Before sending the invite, use the 'Add Conferencing' drop down and select Webex Meeting.

3. The first time you use this scheduling feature you will need to authorize and login, giving permission for Webex to make changes to your calendar. Clicking through and allowing the steps below will complete this one-time requirement.
   a. An 'AUTHORIZE' button will appear next to Webex Meeting. Click the button and follow the prompts to allow Webex to integrate with your calendar.

   b. A 'LOG IN' button will now appear in the place previously occupied by authorize. You will be prompted to choose your account, <username>@umbc.edu, Allow access to your Google Account, and log in using your UMBC credentials.
4. After successfully completing these steps, Webex conferencing details will populate in the meeting invite which will be available to all guests on the invite.