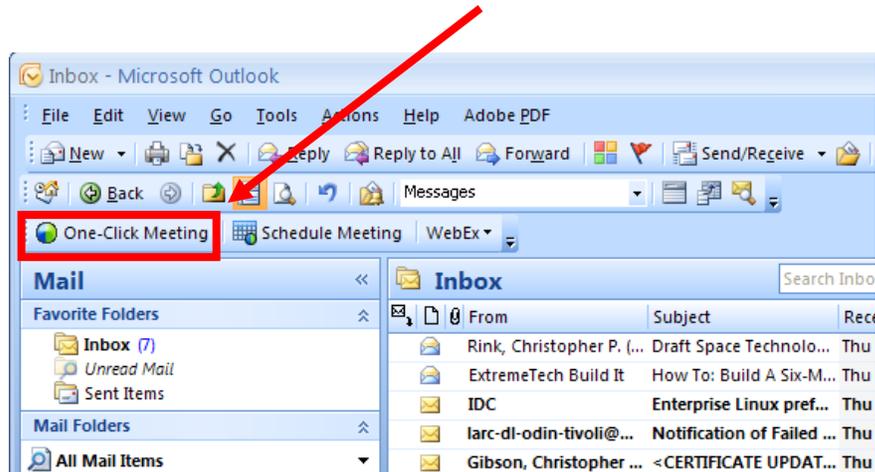


## WebEx Guidelines – To Host an Instant Meeting within Outlook

### Hosting an Instant Meeting:

1. To get a meeting started instantly, use **“One-Click Meeting”** in Outlook (this is one of the WebEx productivity tools that should have been installed and configured)



2. The first one-click meeting you start you may be asked to set your meeting options under the Instant Meeting tab but these should already be configured for you.
3. Your WebEx meeting should open with several options to choose.
4. Click Voice conference to start the voice over ip portion of your meeting, click on the Share My Desktop button to share a presentation from your computer to other joining, and in the right hand column under participants click on the camera to start sending your video to other participants.
5. To invite others to join your instant meeting:
  - a. Simply tell attendees to go to the IPAO WebEx Portal: <https://nasaipao.webex.com> look for your meeting and click the Join button.
  - b. Forward the attendee the email message that was automatically sent to your Inbox when you started the meeting. This message will give them the link to click on for the meeting.
  - c. Or click on the Invite & Remind button in your WebEx Meeting window and enter in the email addresses for the attendees and click Send.