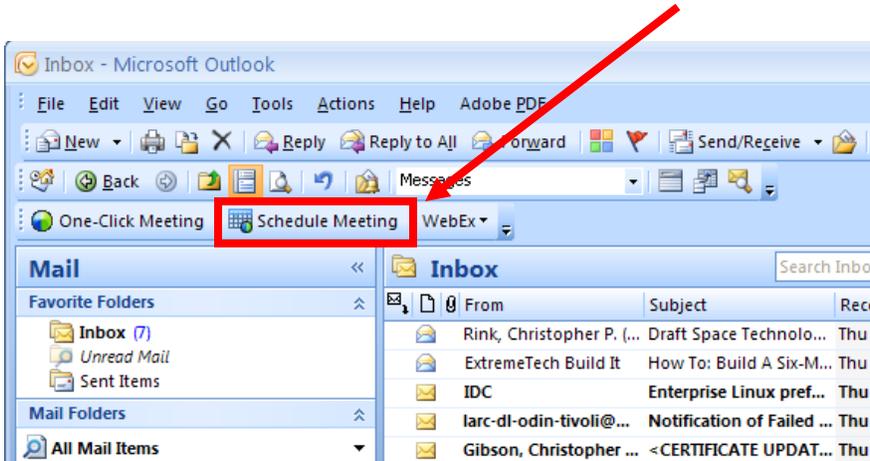


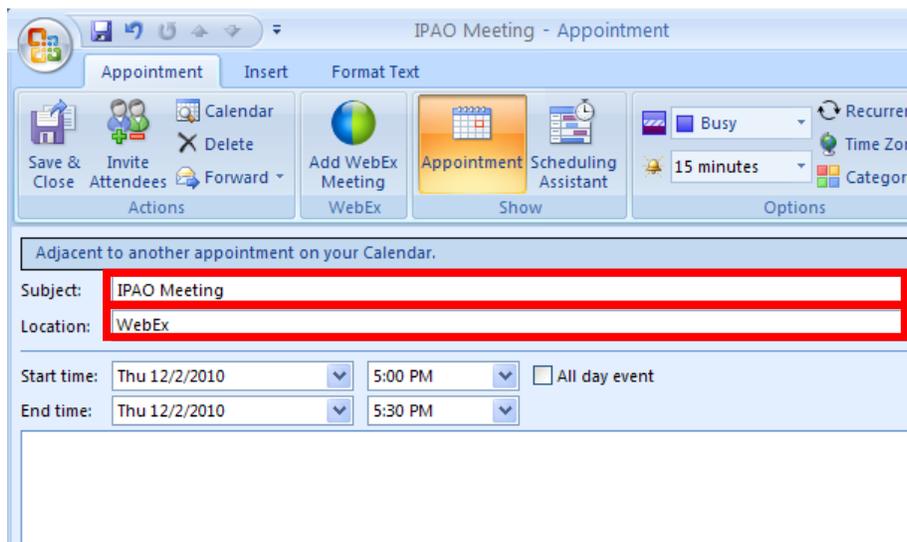
WebEx Guidelines - To Schedule a Meeting for Later within Outlook

Scheduling Meetings:

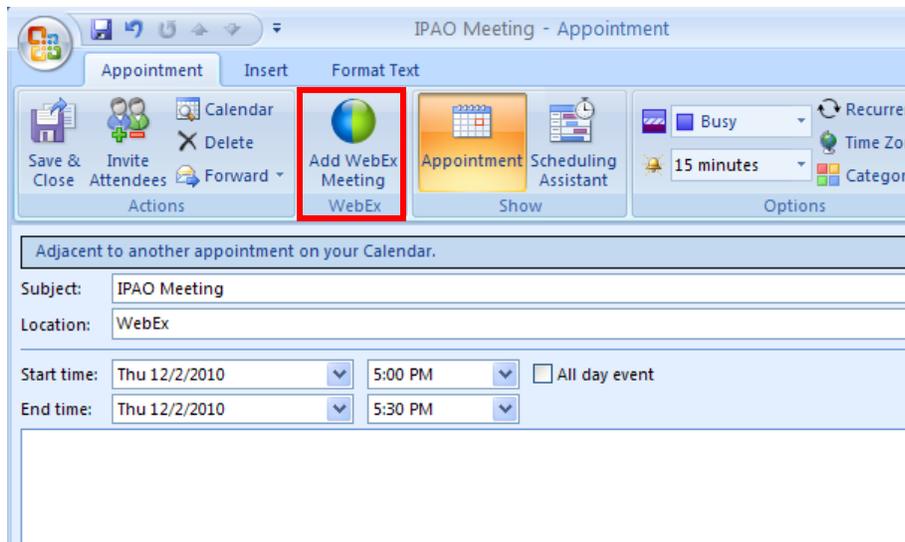
1. To get a meeting scheduled for a later time/date use **“Schedule Meeting”** in Outlook (this is one of the WebEx productivity tools that should have been installed and configured)



2. Enter the Meeting Subject and location:



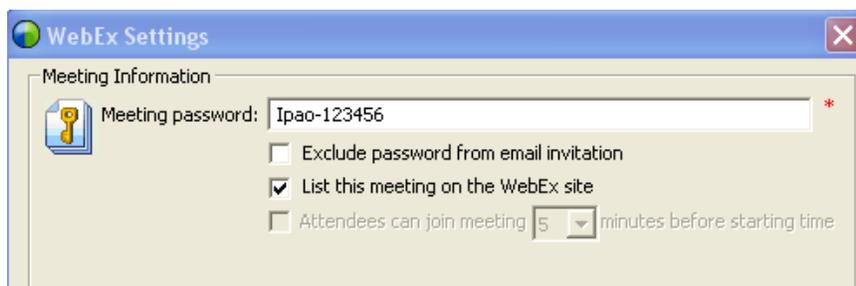
- Next, click on the “Add WebEx Meeting” button (this is a part of the WebEx Productivity tools that should be installed on your machine)



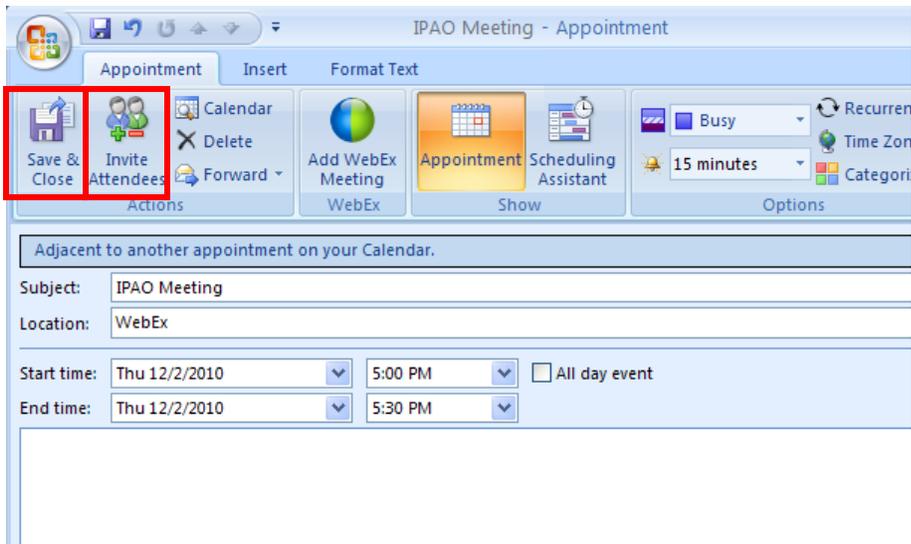
- When prompted for your WebEx account username and password, enter it here:



- Next, enter a password for your WebEx meeting and click OK.



6. You will returned to your Outlook appointment meeting window, click the Invite Attendees button and enter in the email addresses for anyone you wish to invite and press the send button. This will automatically save, schedule, and send the invite to the attendees. If you do not wish to invite attendees at this time, click the Save & Close button.



Your meeting will now be scheduled and should show up on the IPAO WebEx Portal: <https://nasaipao.webex.com>