How do I schedule a WebEx Meeting from Google Calendar?

Tell Me

1. Login to your university Google account (gmail.uncc.edu, gdocs.uncc.edu, gcal.uncc.edu)
2. In Google Calendar, click Create event
3. Under Event Details, click Add conferencing, and then select WebEx meeting or Webex Personal Room meeting
   a. If you don't see these options under Add conferencing, please ensure you have installed the Cisco WebEx for Google Calendar app

   ![Add conferencing screenshot]

4. Under Add location, you'll see Login required:
5. Click Log In

6. Click Allow

   ![Add location screenshot]

7. Make sure uncc.webex.com is selected as the WebEx site that you want to use to schedule meetings and click Next
8. If you didn't log in earlier, you'll be prompted to log in now. Click Log In
9. Conferencing details are added to the meeting
10. For future invites simply select WebEx meeting or WebEx Personal Room meeting when creating an invite

Note: The Cisco WebEx Marketplace App must be installed before adding WebEx Meetings to Calendar invites. Please see this FAQ for help with adding Marketplace Apps.
Related FAQs

- What are the WebEx changes in version 33?
- How do I create a calendar event from an email?
- How do I allow another host to schedule a meeting on my behalf in WebEx?
- How do I schedule a WebEx Meeting from Google Calendar?
- Who do I contact for help with WebEx?