How do I schedule a WebEx Meeting from Google Calendar?

Tell Me

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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

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

6. Click Allow

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

- How do I book an Appointment with my Instructor through WebEx in Canvas?
- How do I delete a recording in WebEx?
- How can students use WebEx meetings?
- How do I check my WebEx recording storage?
- What's the difference between the WebEx meeting options?