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

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.
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

**Related FAQs**

- Which web conferencing or online chat tool is best for me?
- Can I host or present a WebEx session from my mobile device?
- How can WebEx and Zoom hosts help secure meetings?
- How can faculty hold open office hours virtually using WebEx?
- How do I schedule events on my manager's Google Calendar?