Adding WebEx to your Outlook Meeting Invitation

Before adding invitees or any meeting details, click at the icon that says "Add Webex Meeting".

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Outlook Communicating with WebEx

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WebEx generated a place-holder. See message that says "-- Do not delete or change any of the following text. --"

Then add your invitees to the meeting and type messages above the line that says "-- Do not delete or change any of the following text. --"

Send your meeting invitation.

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Outlook generates the meeting after you click "Send" and will insert the WebEx meeting details in the body of the meeting invitation

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Very Important: If you are setting up a WebEx meeting for someone else and you are not attending it yourself, make sure you share the meeting Host Key with the intended host (your manager for example). To do that, there are two options.

Option 1: **If you sent out an initial WebEx meeting invite already**, open the WebEx meeting you have sent out, click at "Host Information" in the WebEx section. The Host Key will pop up. Copy that Host Key in the meeting invite and send an updated meeting invite out to all participants.

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Option 2: **Before sending out the initial WebEx meeting** invite, click at "Change Settings" in the WebEx section. A Box will pop up. Click at the "Resources" tab, and select the people who you want to be the alternate host(s). You can select multiple meeting participants. Those who you picked as the Alternate host(s) will receive the host key in their meeting invite, and can start the meeting as the host without you participating.

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