Webex - Scheduling an appointment via Webex App on Laptop or PC

NL Health Services

Please note: For privacy and security reasons, do not link your Outlook calendar with Webex when scheduling a group appointment.

1. Open Webex on your laptop or personal computer.

2. Log in using your username and password (if required).

3. Click **Meetings** on the left side of the screen. Depending on whether the screen is collapsed or expanded, click on either **Schedule** or **Schedule a Meeting** on the right-hand side.
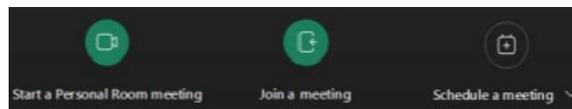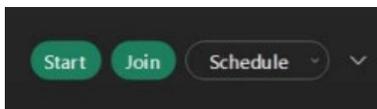
4. Enter the **Topic** for your meeting in the appropriate field. NOTE: Information added to the **Topic** field will appear in the provider's calendar as well as in the email sent to the provider so be cautious not to include identifying information for the patient.

5. Enter **Date and Time**. Please ensure that the zone selected is correct.

6. Enter email addresses of the invitees on the right side of the screen and press enter after each address.

7. Click **Schedule** at the bottom of the window. If you are unable to see the Schedule button you may need to maximize your screen.

8. Shortly after the meeting is scheduled, both the provider and the invitees will receive an email with the information on how to join the Webex appointment.

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Editing or deleting an appointment via the Webex App on your laptop or PC:

1. Open Webex on your laptop or personal computer.

2. Click on **Meetings** on the left side of the screen.

3. Click on the desired appointment from the list that appears.

4. A small window will appear. In the top right corner of the screen, click the **Edit** button if you wish to edit the appointment or click the **Delete** button if you wish to cancel the appointment.

5. Edit the details of the appointment as required and click **Update** in the bottom left hand corner or click **Delete the meeting** if you wish to cancel the appointment.

6. A new email confirming changes to the appointment will be sent out to the host and the guests.