

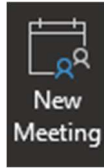
Outlook WebEx Plug-in Instructions

November 29, 2022

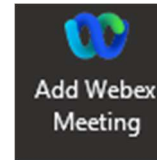


After the email migration, you may be required to sign into Webex to schedule meetings via Outlook, if you are a licensed Webex scheduling host. Below are instructions on how to sign back into your Webex for the Outlook Plug-in.

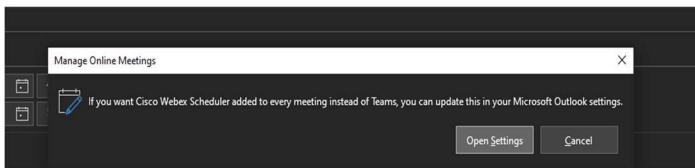
Step 1: Create “New Meeting” by using the Outlook Calendar ribbon.



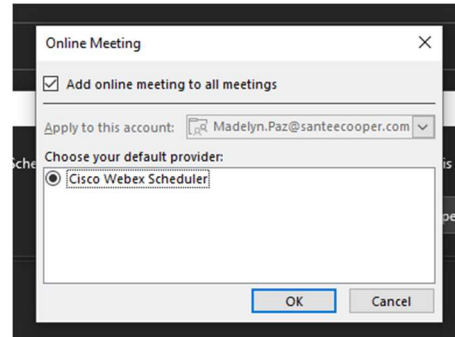
Step 2: Select “Add Webex Meeting”.



Step 3: You will receive a pop-up the first time after trying to schedule a Webex meeting. Select “Open Settings” in the pop-up window.

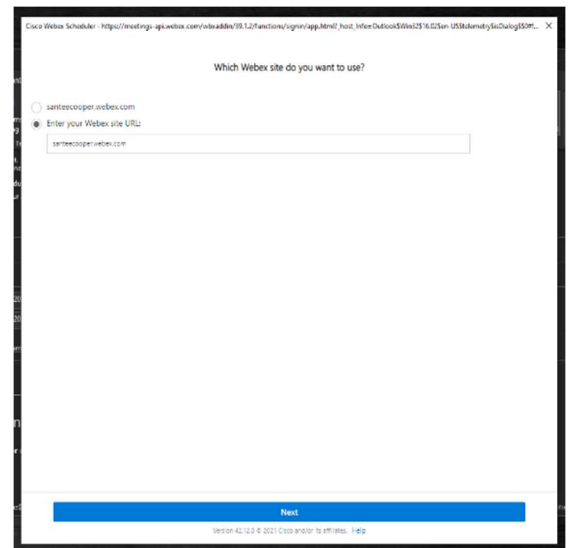
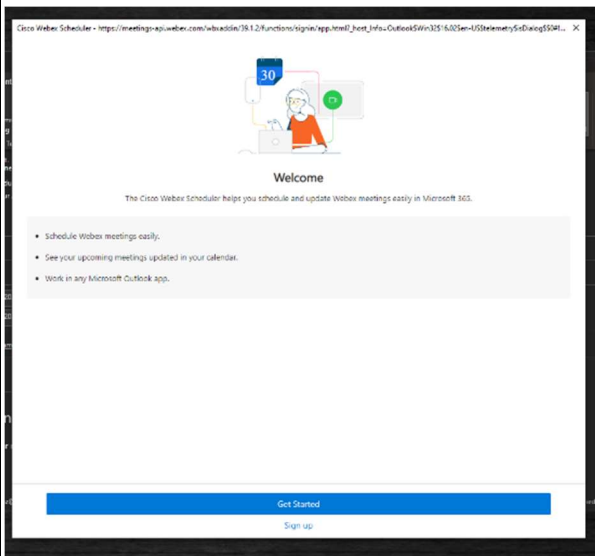


Step 4: You will get an Online Meeting pop-up. Just select “OK”.



Step 5: Select “Get Started” in the next pop-up. You will see connecting...

When prompted, enter “santecooper.webex.com” in the Webex site URL section and then select “Next”.



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Step 6: You will get Webex screen.

Type firstname.lastname@santeecooper.com for email address.

Next type in your Webex password. You will now be able to schedule your meeting.

Note: If you don't remember your password, you can select "[forgot password?](#)" and a 6-digit confirmation code will be sent to your email address. This can take a few minutes to receive. Enter the code and update your password accordingly. Once this is done, you will be able to schedule your meeting.

