

# Webex M365 or On-Prem Exchange

Install the Webex Scheduler for Microsoft 365 **or** on-premises Exchange

The Webex Scheduler is an add-in for Outlook users to schedule, attend, and track Webex meetings. Follow this article to install it from AppSource (for Microsoft 365) or with the manifest file (for Microsoft Exchange).

When you install the Webex Scheduler, a note appears that the Webex Scheduler uses the permission *Read/write mailbox*. The Webex Scheduler uses this permission to make Exchange Web Services API calls.

## Install the Webex Scheduler from Microsoft AppSource

**Use Microsoft AppSource to install and deploy the Webex Scheduler, so that you automatically get updates to the Webex Scheduler.**

blocked URL	You cannot use Microsoft AppSource to install and deploy the Webex Scheduler for Microsoft Exchange.
-------------	--

1	Go to Microsoft AppSource.
2	Search for the Cisco Webex Scheduler app.
3	Select <i>Get it now</i> and follow the on-screen instructions.

## Install the Webex Scheduler from a manifest file

If you can't use Microsoft AppSource, you can deploy the Webex Scheduler from a manifest file.

blocked URL	Webex Scheduler does not automatically update with this method. Reinstall and redeploy the Webex Scheduler with the manifest file when you want to update it.
-------------	---

\*\*\*\*\*Before you begin

**For Microsoft 365**

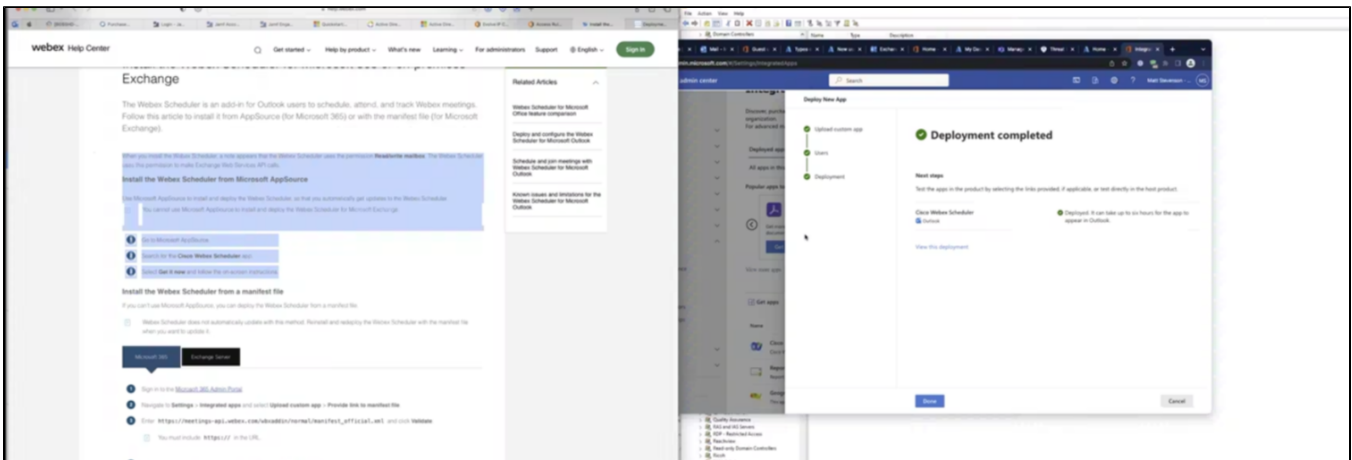
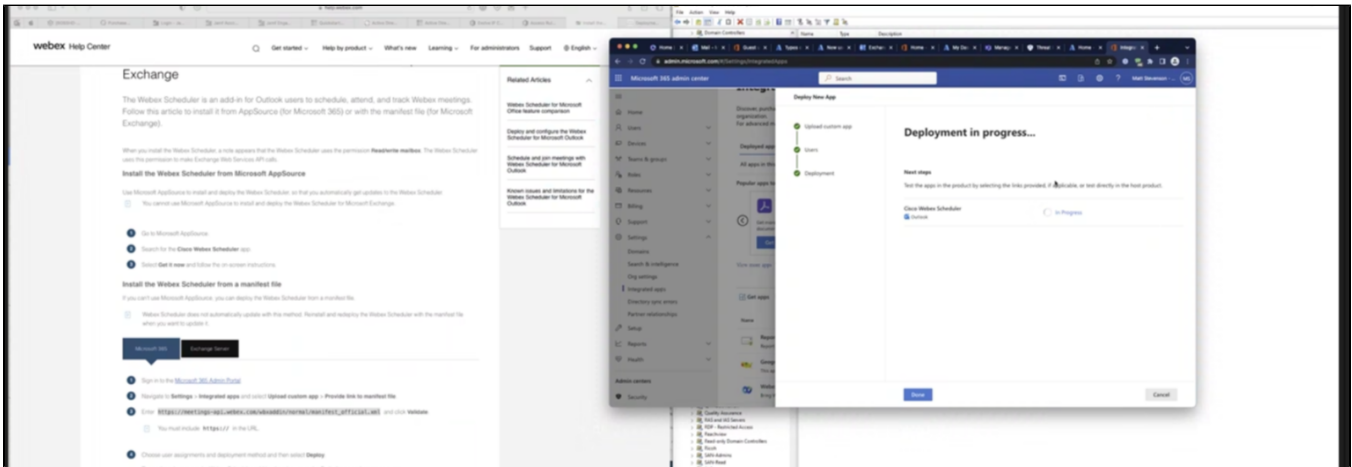
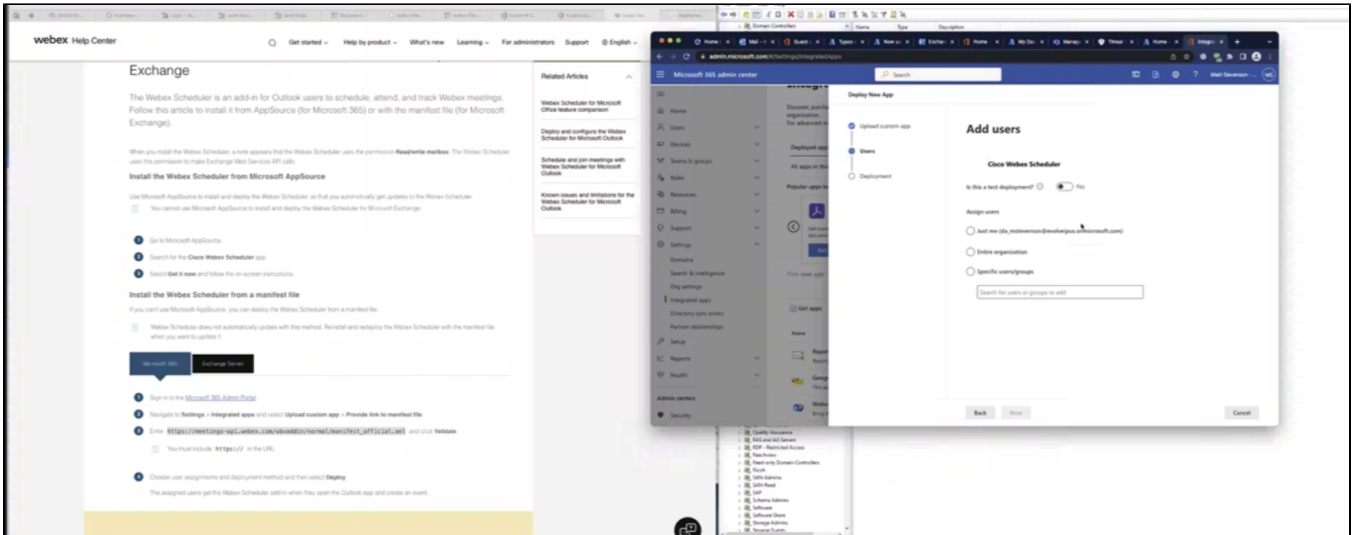
1	Sign in to the <a href="#">Microsoft 365 Admin Portal</a> .		
2	Navigate to <i>Settings &gt; Integrated apps</i> and select <i>Upload custom app &gt; Provide link to manifest file</i> .		
3	Enter <a href="https://meetings-api.webex.com/wbxaddin/normal/manifest_official.xml">https://meetings-api.webex.com/wbxaddin/normal/manifest_official.xml</a> and click <i>Validate</i> . <table><tr><td>blocked URL</td><td>You must include <code>https://</code> in the URL.</td></tr></table>	blocked URL	You must include <code>https://</code> in the URL.
blocked URL	You must include <code>https://</code> in the URL.		
4	Choose user assignments and deployment method and then select <i>Deploy</i> . The assigned users get the Webex Scheduler add-in when they open the Outlook app and create an event.		

\*\*\*\*\*Before you begin

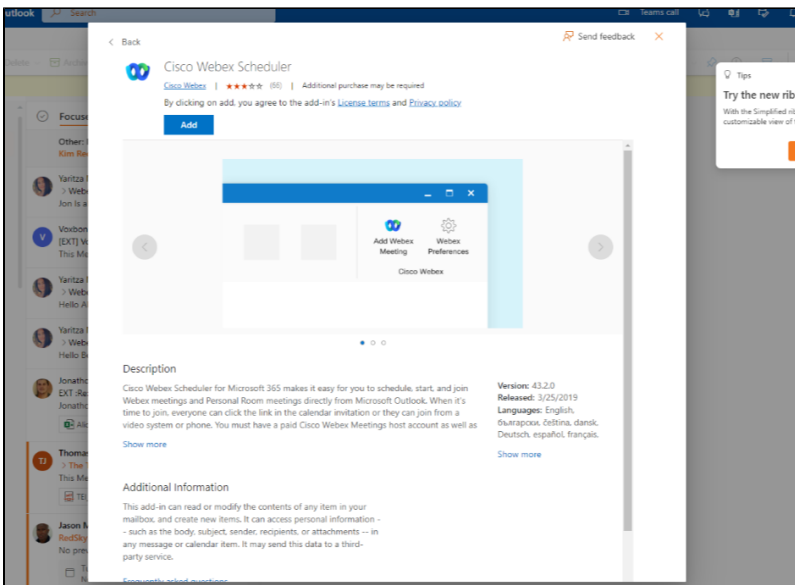
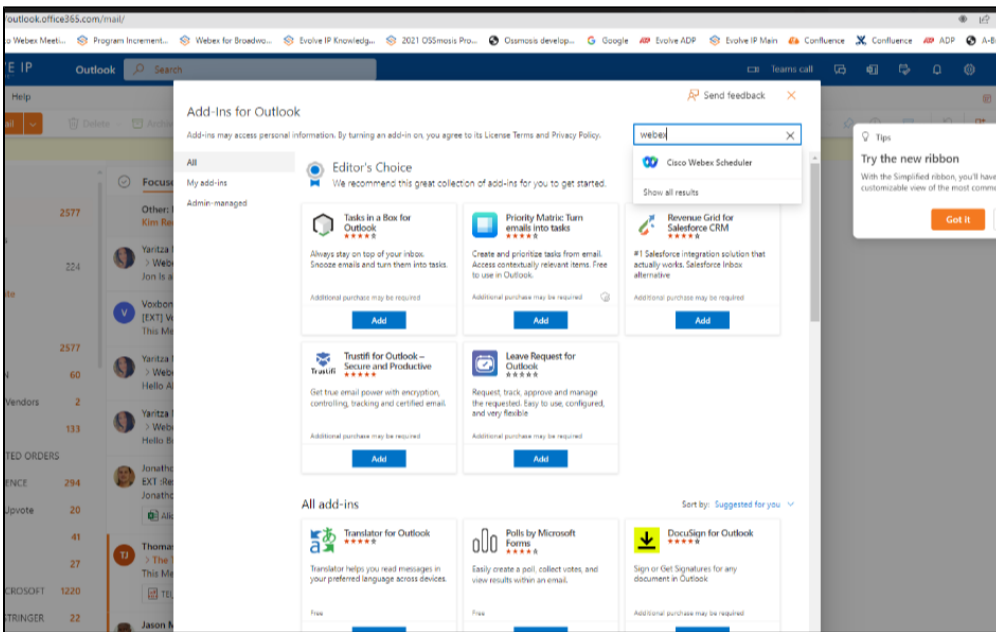
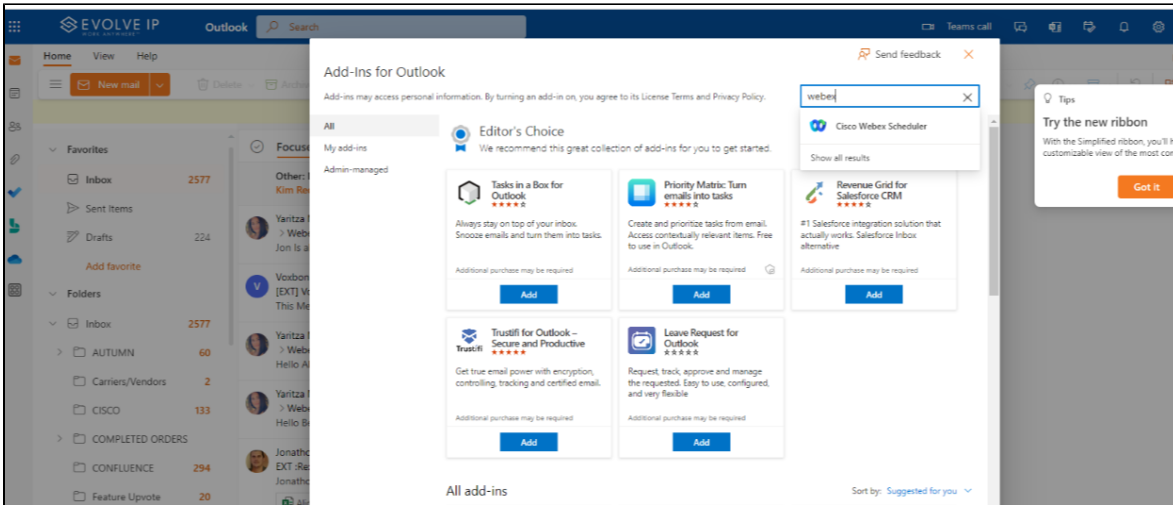
**For Exchange 2019, you can install the add-in directly from the URL.**

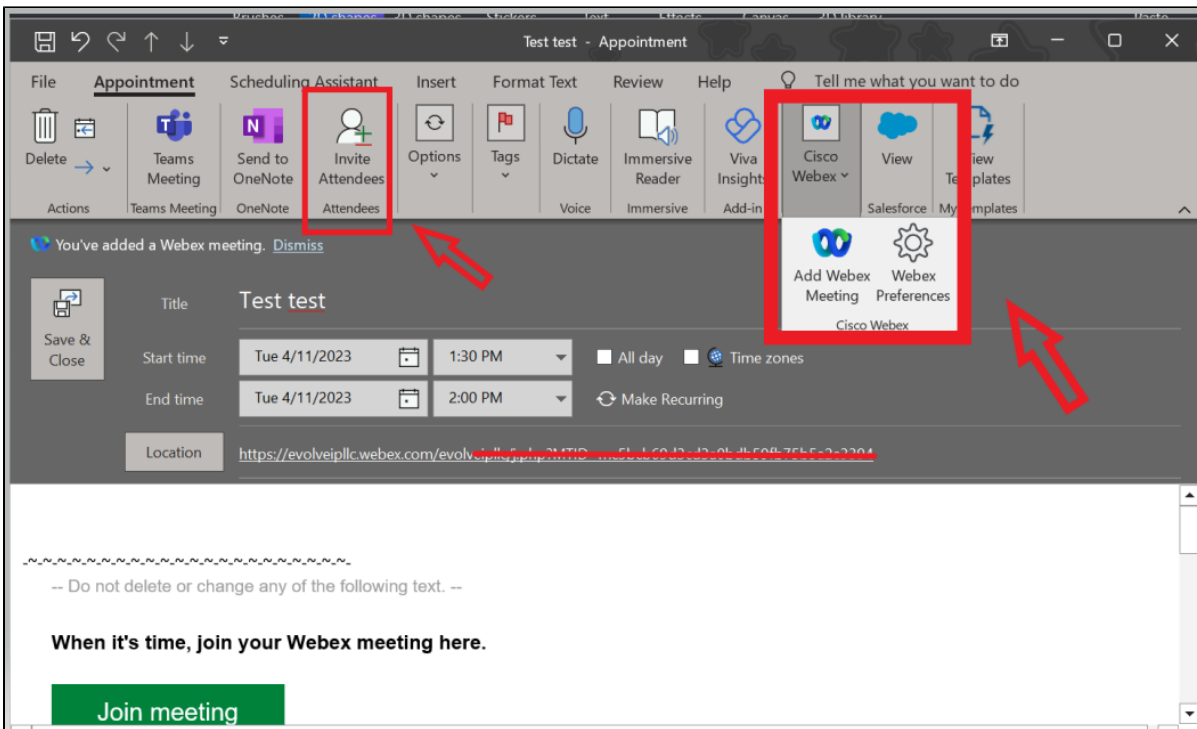
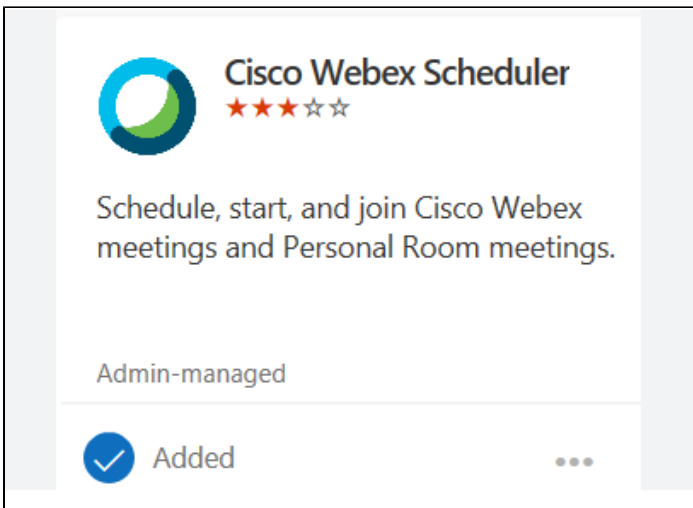
If you are using Exchange 2013 or 2016, you must save a local copy of the manifest before you start. Get it from [https://meetings-api.webex.com/wbxaddin/normal/manifest\\_official.xml](https://meetings-api.webex.com/wbxaddin/normal/manifest_official.xml).

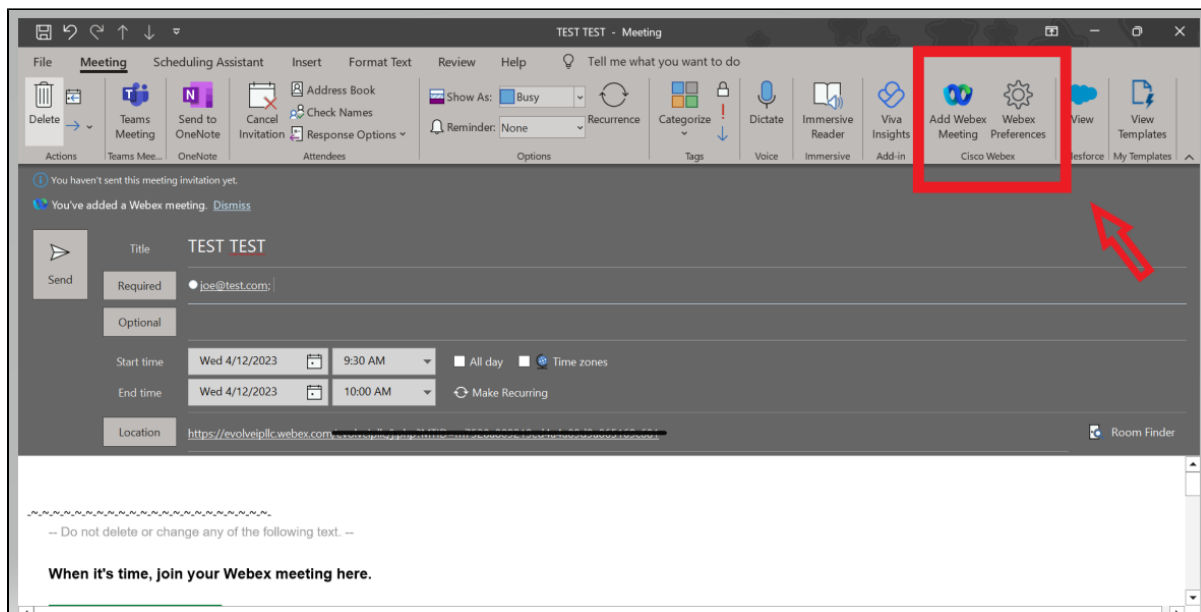
1	Sign in to the <a href="#">Exchange Admin Center</a> .
2	Navigate to <i>Organization &gt; Add-in</i> and select one of: <ul style="list-style-type: none"><li>• (For Exchange 2019): Click <i>New + &gt; Add from URL</i>. Enter <a href="https://meetings-api.webex.com/wbxaddin/normal/manifest_official.xml">https://meetings-api.webex.com/wbxaddin/normal/manifest_official.xml</a> and click <i>Install</i>.</li><li>• (For Exchange 2013 or 2016): Click <i>New + &gt; Add from file</i>, select your downloaded manifest file and then click <i>Install</i>.</li></ul>



In Outlook:







### Helpful Links

[Install the Webex Scheduler for Microsoft 365 or on-premises Exchange](#)

[Deployment guide for Hybrid Calendar](#)