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.

blo	cked URL	You cannot use Microsoft AppSource to install and deploy the Webex Scheduler for Microsoft			
1	Go to Mic	rosoft AppSource.			
2	Search for the Cisco Webex Scheduler app.				

3 Select Get it now 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 Microsoft 365 Admin Portal.					
2	Navigate to Settings > Integrated apps and select Upload custom app > Provide link to manifest file.					
3	Enter https://meetings-api.webex.com/wbxaddin/normal/manifest_official.xml and click Validate					
4	Choose user assignments and deployment method and then select Deploy. 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.

1	Sign in to the Exchange Admin Center.
2	Navigate to Organization > Add-in and select one of:
	 (For Exchange 2019): Click New + > Add from URL. Enter https://meetings-api.webex.com/wbxaddin/normal/manifest_official.xml and click Install. (For Exchange 2013 or 2016): Click New + > Add from file, select your downloaded manifest file and then click Install.







In Outlook:











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Delete → ~ Teams Actions Teams Meeting	Send to DoneNote OneNote OneNote	Show As: Busy Categorize I Dic	tate Immersive Viva Reader Insights	Add Webex Webex Meeting Preferences	View View Templates
i You haven't sent this meeting	invitation yet.				
😗 You've added a Webex m	eeting. Dismiss				
> Title	TEST TEST				
Send Required	● <u>ioe@test.com</u> ;				
Optional					
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End time	Wed 4/12/2023 📩 10:00 AM	▼ O Make Recurring			
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Do not delete or cha	nge any of the following text				
When it's time, join	n vour Webex meeting here.				
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Helpful Links

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

Deployment guide for Hybrid Calendar