

# Adding a WebEx meeting to Google Calendar

## For Hosts:

After scheduling the meeting you will be shown a page like the one below. Click on “Add to my Calendar,” and follow the prompts to download an .ics file.

### Meeting Scheduled

Thank you. You have successfully scheduled your meeting.

#### To start your meeting

Shortly before your meeting's starting time, click the Start link for your meeting on the My WebEx Meetings page.

1. Go to [My WebEx](#) page.
2. Click the **Start** link next to your meeting.

#### Meeting Information

Topic: Test  
Host: Steven Glendon  
Date: July 7, 2011  
Time: 10:30 am, Eastern Daylight Time (New York, GMT-04:00)  
Location: <https://wfu.webex.com/wfu>

OK **Add to My Calendar** Edit

If, when you first scheduled the meeting, you did not click “Add to my Calendar,” go to “My WebEx” to view all of your scheduled meetings. Open the details about those meetings by clicking on the meeting title.

The meetings you host  Show past meetings

<input type="checkbox"/>	Time	Topic	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	10:00 am						
<input type="checkbox"/>	10:29 am	<b>Test</b>	Meeting	N/A	N/A	N/A	<a href="#">Start</a>
<input type="checkbox"/>	11:00 am						

Delete

This will open the meeting information as shown below and you will again see the “Add to my Calendar” button.

Meeting status: Not started  
Starting date: Wednesday, July 6, 2011  
Starting time: 10:29 am, Eastern Daylight Time (New York, GMT-04:00)  
Duration: 1 hour  
Host's name: Steven Glendon  
[More Info](#)

When it's time, start your meeting here.

Start

Edit Delete View Agenda **Add to My Calendar** Go Back

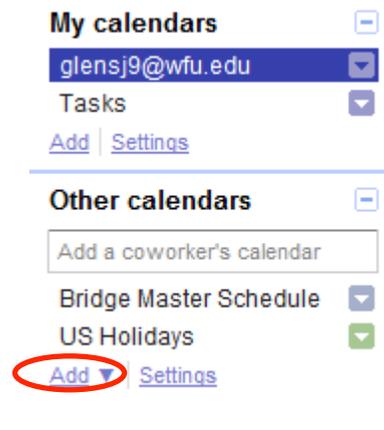
## For Attendees:

As a meeting attendee, you will receive an email that will include the option shown below at the bottom. Click on the link and follow the prompts to download an .ics file.

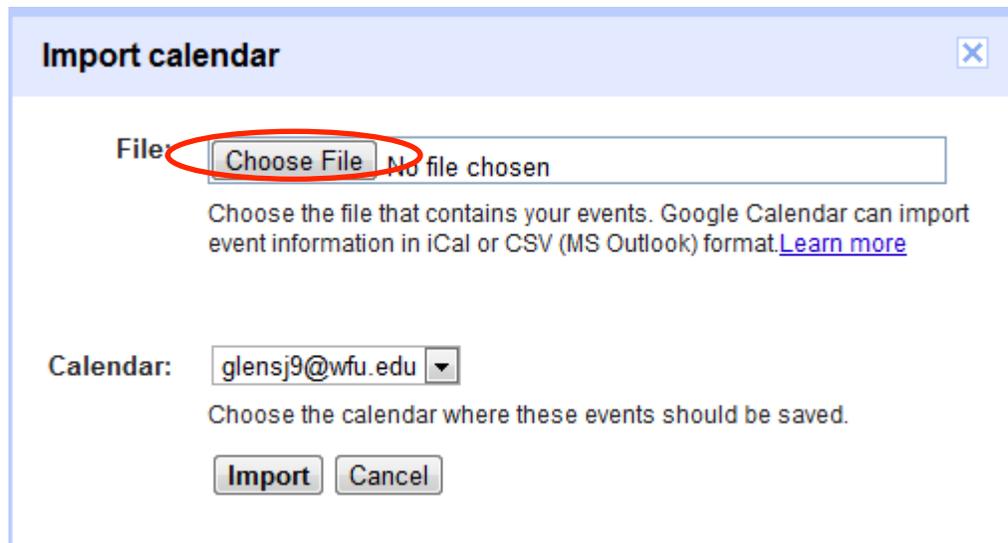
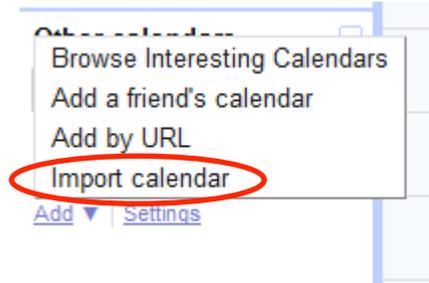
To add this meeting to your calendar program (for example Microsoft Outlook), click this link:  
<https://wfu.webex.com/wfu/j.php?ED=144436682&UID=0&ICS=MI&LD=1&RD=2&ST=1&SHA2=OmmNqzZ8Q6n80QckghqWGac5-p2YOq6hJf7ohqKr7E8=&RT=MIMxMQ%3D%3D>

## What to do with the .ics file:

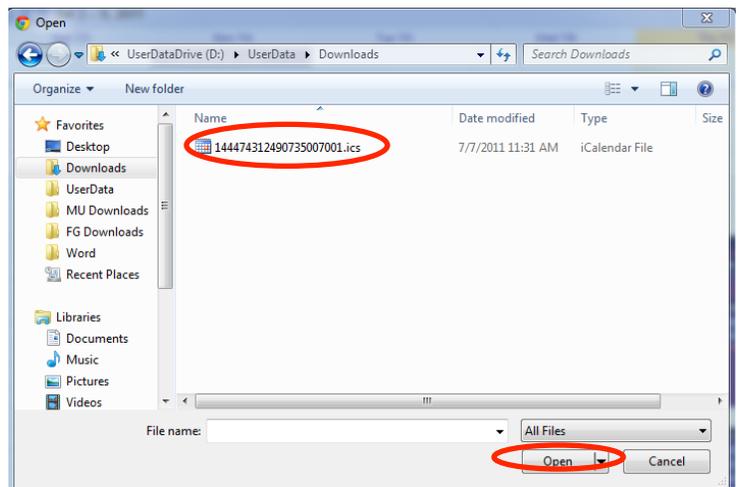
When viewing your Google calendar, look for “Add” underneath “Other calendars.” This is towards the bottom left of your Google calendar.



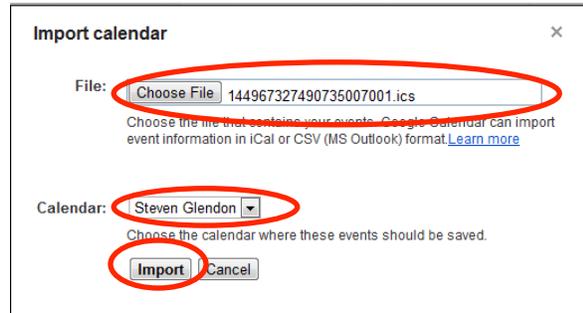
Click Add, and four options will pop up. Choose “Import calendar.” Then another pop up window will appear (shown below). Click on “Choose File.”



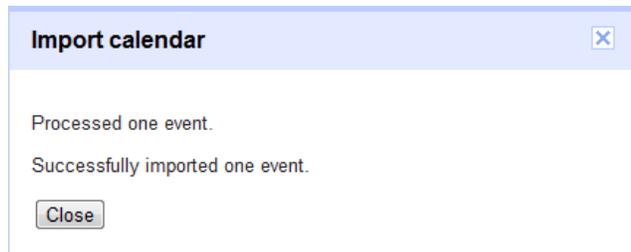
Then a file navigator will appear. Find the .ics file you had downloaded. Here, it is found in the “Downloads” folder. When the correct .ics file is selected click “Open.”



The .ics file will be shown in the File box. Below you can select which calendar to import the even to in the Calendar field. After selecting the correct .ics file and calendar click Import.



The popup window shown on the right will appear. The event has been added to your calendar.



## Hosts:

Hosts will find that their calendar details correspond to the information entered when the WebEx session was scheduled.

Subject: "Meeting scheduled: *Meeting title*."

Start and end times: as defined when scheduling the session.

Location: <https://wfu.webex.com/wfu>.

Description: includes the Host Key and the start/join link.

**Meeting scheduled: Test**

7/8/2011 11:45am to 12:45pm 7/8/2011 [Time zone](#)

All day  Repeat...

Event details [Find a time](#)

Where <https://wfu.webex.com/wfu>  
[map](#)

Calendar [glensj9@wfu.edu](#)

Description

You are the host for this online meeting.

Host Key: 840406 (use this to reclaim host privileges)

To invite others to join, copy and paste everything below into your invitation.

-----  
Meeting information  
-----  
Topic: Test  
Date: Friday, July 8, 2011  
Time: 11:45 am, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 641 298 085  
Meeting Password: itall  
-----  
To start or join the online meeting

Go to <https://wfu.webex.com/wfu/j.php?ED=144474312&UID=490735007&PW=NMGU1NThmOGMx&RT=MIMxMQ%3D%3D>

## Attendees:

Attendees will find that their calendar details correspond to the information the Host entered when the WebEx session was scheduled.

Subject: "Meeting scheduled: *Meeting title*."

Start and end times: as defined when scheduling the session.

Location: <https://wfu.webex.com/wfu>.

Description: includes the start/join link.

**Meeting invitation: Test**

7/7/2011 10:30am to 11:30am 7/7/2011 [Time zone](#)

All day  Repeat...

Event details [Find a time](#)

Where <https://wfu.webex.com/wfu>  
[map](#)

Calendar [glensj9@wfu.edu](#)

Description

Hello Steven Glendon (Steven),

Steven Glendon invites you to attend this online meeting.

Topic: Test  
Date: Thursday, July 7, 2011  
Time: 10:30 am, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 640 908 993  
Meeting Password: itall  
-----  
To join the online meeting (Now from mobile devices!)  
-----  
1. Go to <https://wfu.webex.com/wfu/j.php?ED=144436682&UID=0&PW=NNThiOTNIZWm3&RT=MIMxMQ%3D%3D>  
2. If requested, enter your name and email address.  
3. If a password is required, enter the meeting password: itall  
4. Click "Join".