

# Google Calendar/Webex Integration — Steps to Authorize

If you never connected your Ramapo Google Calendar to Webex, authorization is required to enable your calendar to connect to your Webex account. This is only done once, the first time you access this feature.

***NOTE: Make sure you know both your Webex password and Ramapo Gmail password before beginning!***

1. Login to Ramapo's Google Calendar at [cal.ramapo.edu](http://cal.ramapo.edu).
2. Click on any date to create a calendar event. You do not need to add any event details, other than what follows. This event will not be saved.
3. Look for "Add video conferencing" option to add a Webex meeting to your event, and select login (to the right of "Add video conferencing") to authorize this feature. (Note: If you do not see the login option, then you may have already set this up, skip to step 8).
4. Make sure to login with and select your Ramapo email address when the login screen appears (do not use a non-Ramapo Gmail account, if more than one Gmail account appears).
5. Enter your Ramapo email address, this time for your Webex account.
6. Enter Ramapo's Webex URL: <https://ramapo.webex.com> (copy and paste)
7. Enter your Webex password
8. You have completed the one-time authorization process.
9. You can now schedule events from Google Calendar, and easily add Webex video conferencing (a unique meeting, or a personal room meeting) to any event. To make this calendar event a Webex meeting, click the option to "Add video conferencing" and select the Webex meeting type from the drop down menu. The Webex meeting details will be added to your calendar event, and you can invite guests to attend from the calendar event. Click "More options" to view all event fields, if desired. Click "Save" and you will be prompted to send email invitations to your guests. Guests can RSVP to the invitation, and the event will be added to their Google Calendar. Unique Webex Meetings (not personal room meetings) will be added to your Webex Meetings Upcoming Meeting list.