## 1. New scheduler user interface and behaviors

Previously, when you click **Schedule a meeting** on Web Webex App (<u>https://web.webex.com</u>), it redirects users to the Webex site page for scheduling meetings, since Web Webex App doesn't have its own built-in meeting scheduler.

In this feature, Web Webex app has implemented this functionality, so you can schedule meetings within the Web Webex app, creating a user experience that is consistent with the Desktop Webex app.

## New UI and Behaviors:

- 1. New UI align with desktop meeting scheduler.
- 2. New Behaviors same as desktop meeting scheduler

The new layout consists of three parts:

- Basic settings
- Advanced settings
- Invitees and free or busy calendar (available for hybrid user)

In the left-to-right layout, we can see the basic meeting settings on the left side of the main view, the invitees, and free/busy calendar on the right side, the advanced settings on the bottom left corner.

The position of several options has also been changed compared to previous experience.

## New design:

- 1. **Basic settings**: When you click on Schedule a meeting from the web app, it opens up the in-built app scheduler.
- 2. **Advanced settings**: You find three tabs here, Security Options, Audio Options, and Schedule Options.
- 3. Free-Busy calendar:

This layout also brings in a new feature the **Free-Busy calendar** This feature is **only applicable for hybrid users**. It improves the user experience and helps find an available slot more efficiently and faster. **Description**:

- When you're scheduling a meeting and using the free-busy calendar to find an available slot, for any slot that has unavailable invitees, the calendar provide a way to click on that time slot and view the list of those unavailable invitees.
- The calendar also displays the day of the week in the free-busy calendar.
- You can drag the time picker slot to change the meeting time. Expand and collapse the time picker slot to change meeting start time and end time.