



MARICOPA
COMMUNITY COLLEGES

Google Calendar Quick Connect Guide for Faculty and Staff

Quick Connect Guide

Use this guide to walk you through the process to set up Webex with your Google Calendar.

Important Login Information

- **Maricopa Webex URL:**
 - <https://maricopa.webex.com>
- **Login Information:**
 - Please use your existing enterprise username (MEID@maricopa.edu) and password.

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Connecting Google Calendar and Webex

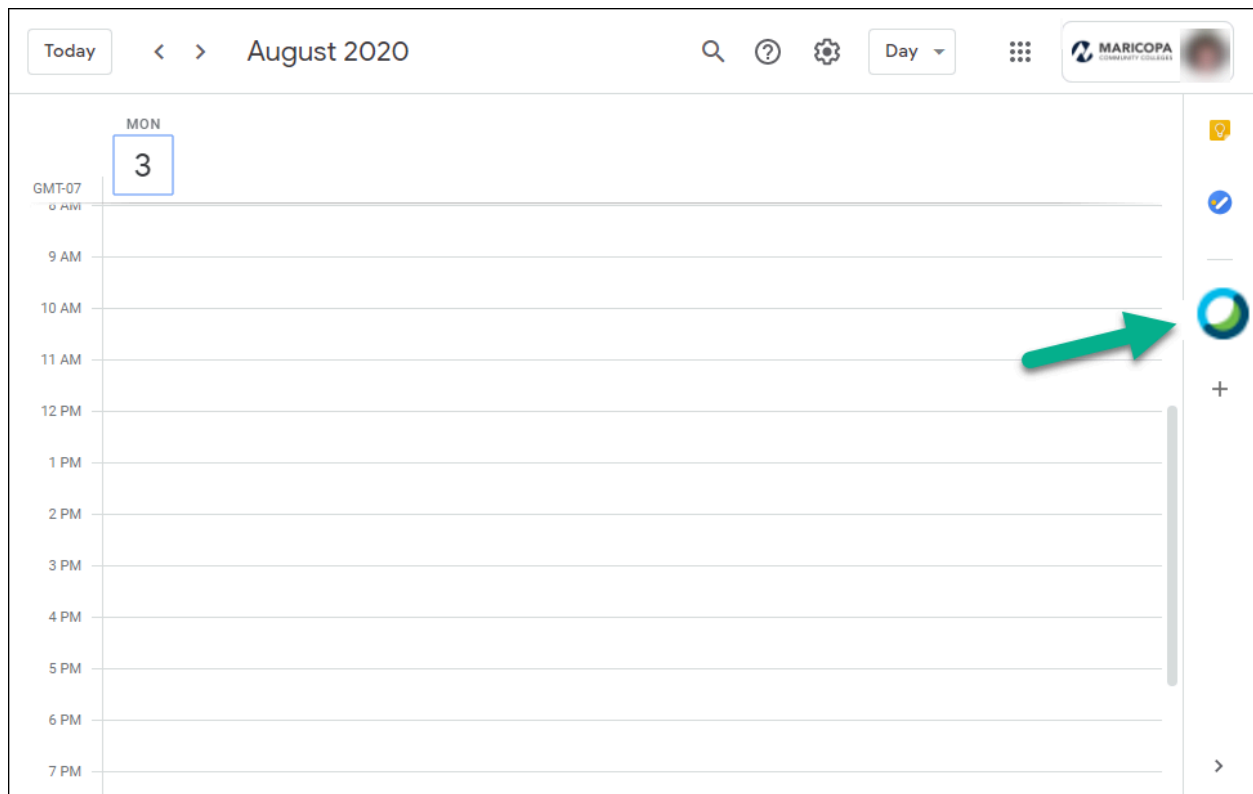
Step 1 - Log Into Google Calendar

Open google calendar.

Optional - Browse to <https://calendar.google.com/> to open your calendar.

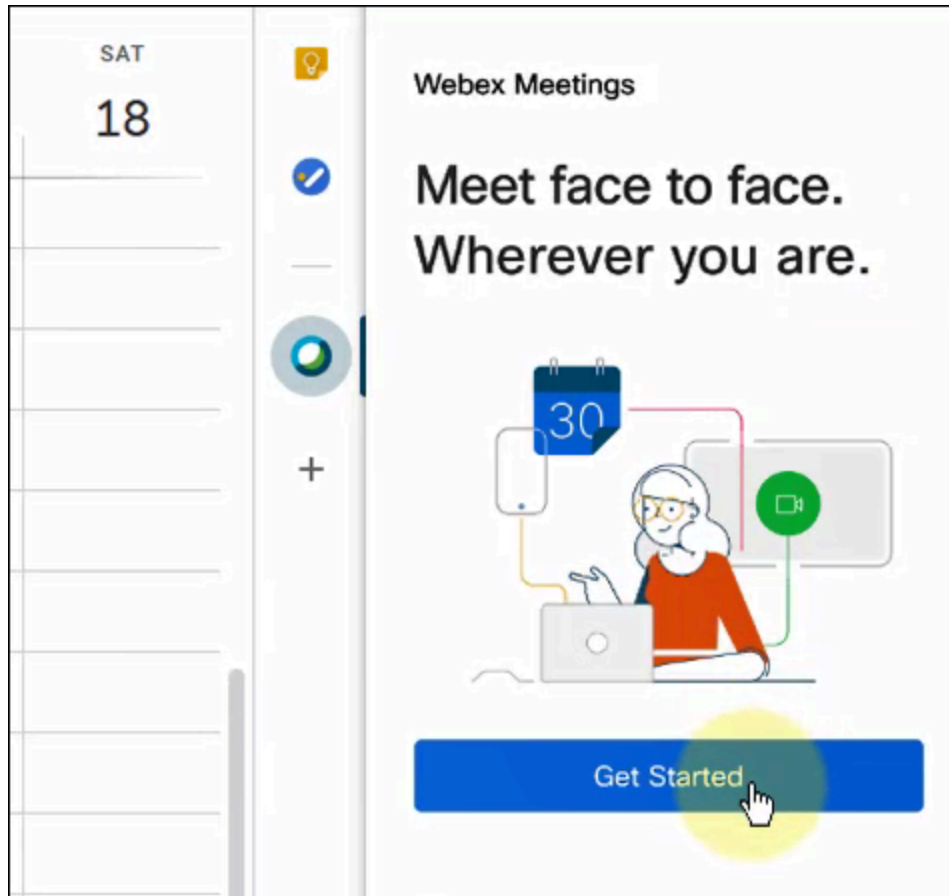
Step 2 - Initiate the Process

Click on the **Cisco Webex** icon.



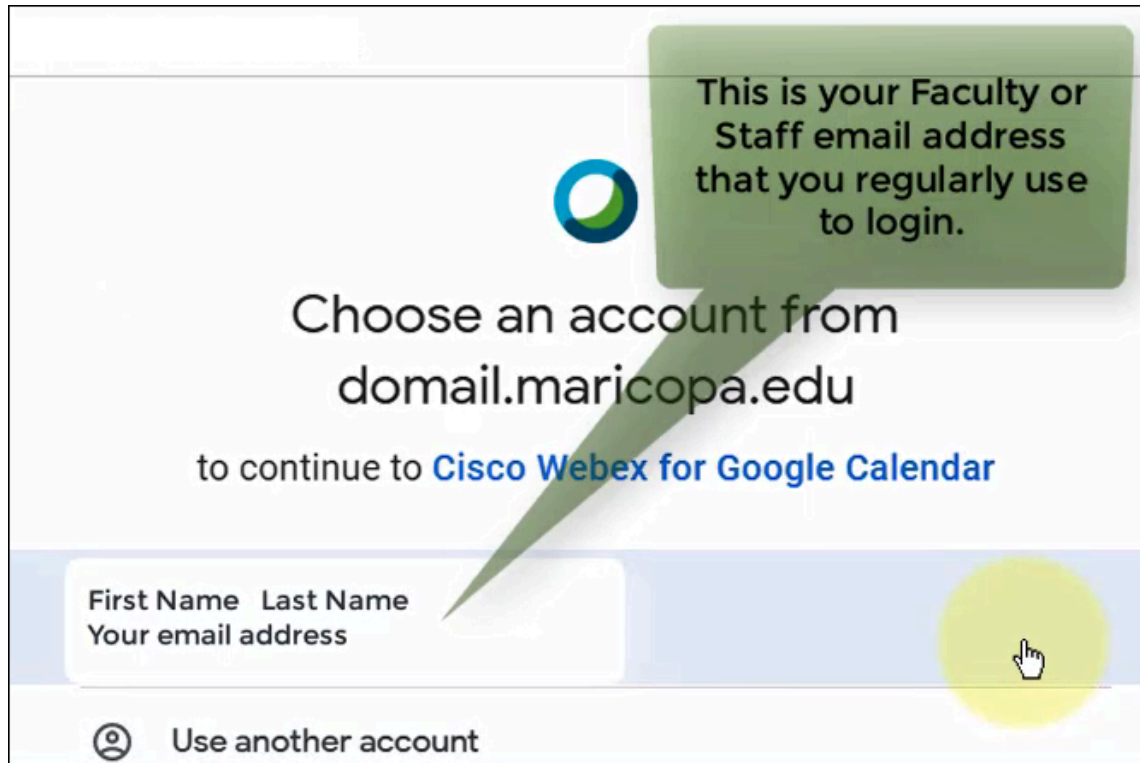
Step 3 - Setup Webex Meetings

Click **Get Started**.

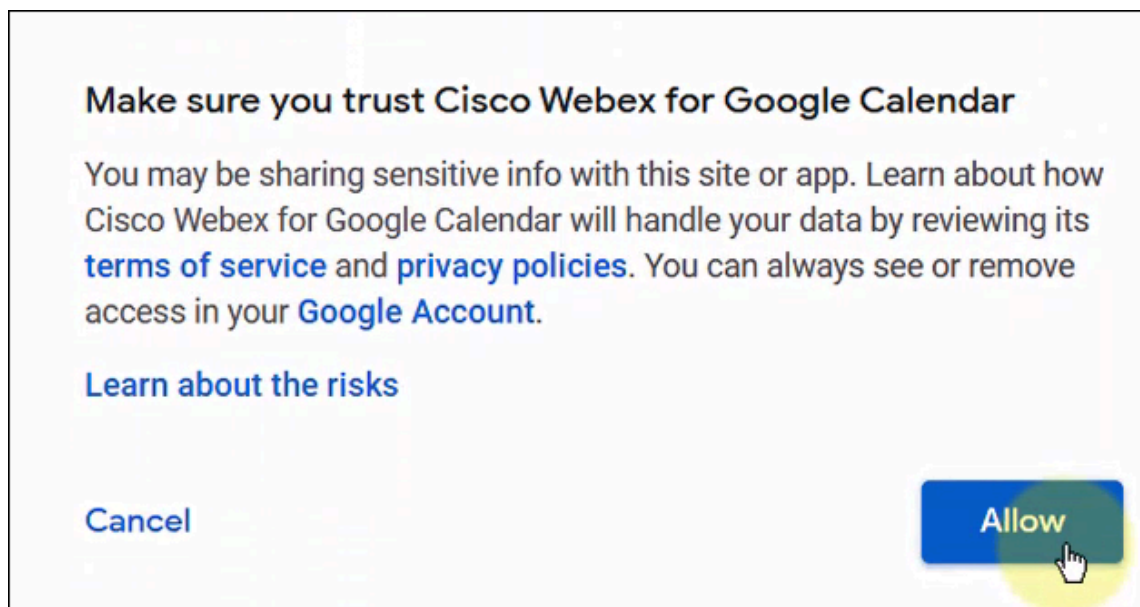


Step 4 - Authorize the Connector

Select your account.

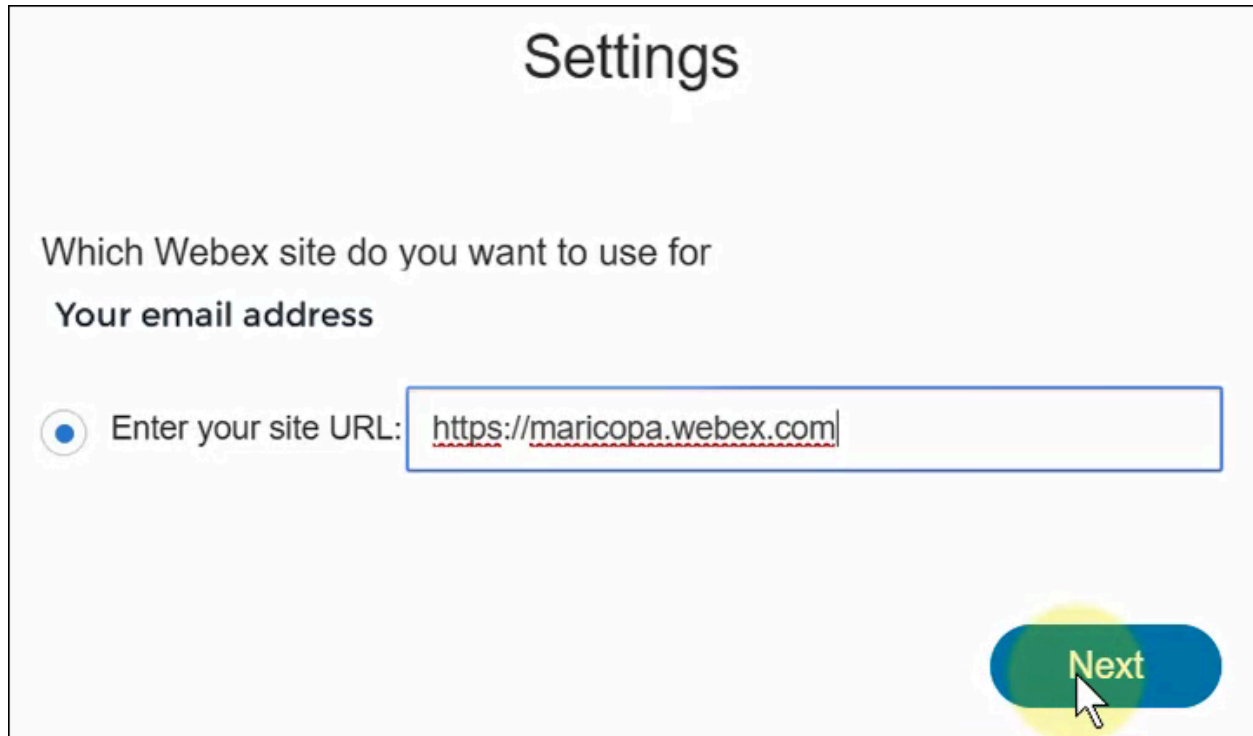


Click **Allow**.



Step 5 - Link Google Calendar to Maricopa's Webex URL

In the **Enter your site URL** line, type in Maricopa's webex URL:
<https://maricopa.webex.com>. Click **Next**.



The screenshot shows a 'Settings' window with a light gray background. At the top, the word 'Settings' is centered in a large, dark font. Below it, the text 'Which Webex site do you want to use for' is followed by 'Your email address' on a new line. Underneath, there is a radio button with a blue dot, followed by the text 'Enter your site URL:'. To the right of this text is a text input field containing the URL 'https://maricopa.webex.com'. The URL is underlined with a red dashed line. In the bottom right corner of the settings window, there is a blue rounded rectangular button with the word 'Next' in white. A white mouse cursor is pointing at the 'Next' button, and a yellow circular highlight is around the button.

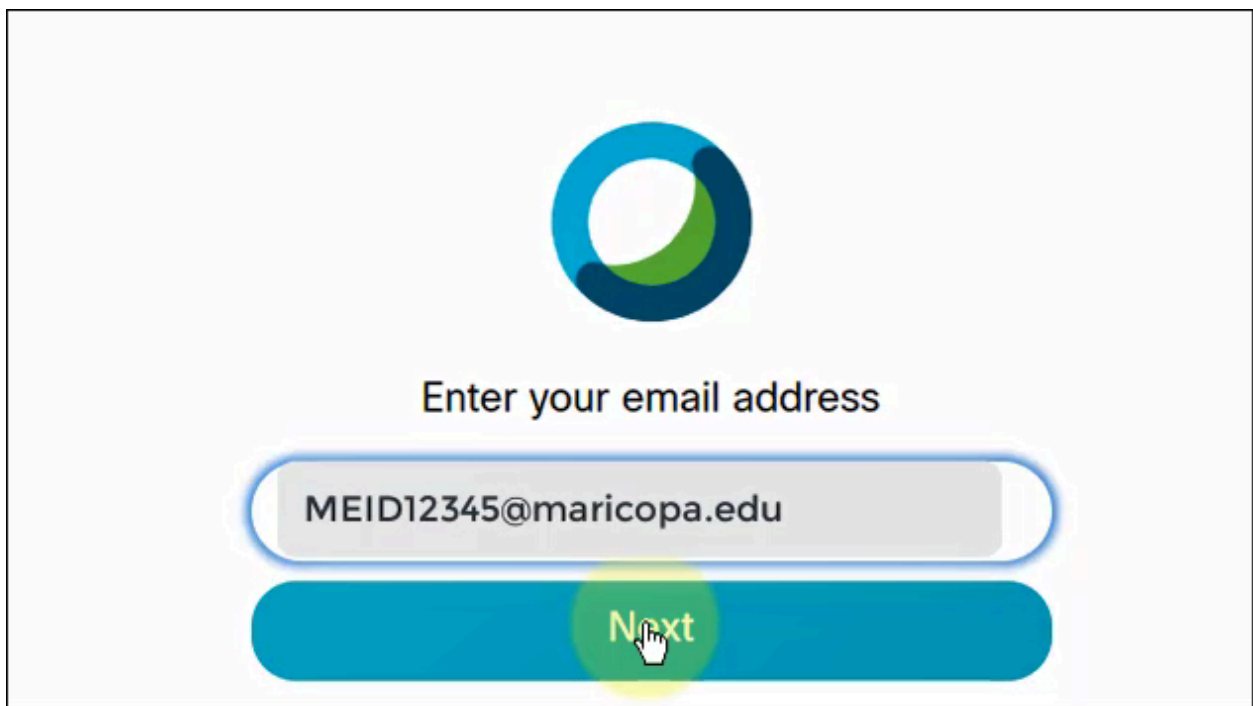
Step 6 - Connect to Webex

This step requires for you to affiliate your Webex account with your Google Calendar account.

Click in the **Email address** textbox and type in your account name using the format displayed - MEID@maricopa.edu.

Note: This is true no matter what your district or college affiliated e-mail address is.

Click **Next** after typing in your account name to complete the process.



Step 7 - Login to Enterprise SSO (If Necessary)

If you are already authenticated you will not need to complete this step.

If you are prompted, however, use your MEID and password combination to complete the last step in the authorization process.

The screenshot shows a web browser window with the URL `meid.maricopa.edu/adfs/ls/`. The page layout consists of a dark blue sidebar on the left and a white main content area on the right. The sidebar contains the text "Make it happen at Maricopa" in white. The main content area features the Maricopa Community Colleges logo at the top right. Below the logo, there is a prompt "Enter your MEID and password:". This is followed by two input fields: the first contains the text "YOU7654321" and the second is labeled "Password". Below these fields is a link that says "Forgot password?". At the bottom of the login section is a green button labeled "Sign in". The footer of the page contains the text "MCCCD Home my.maricopa.edu Help".

Step 8 - Confirm Webex Setup

Test that your setup is complete by [following the quick start guide](#).

Step 9 - Get Additional Assistance (If Needed)

In the event you have any difficulties with this guide, [please click here to open](#) a support Ticket with a team at the District Office who can help.