



Schedule Webex Meetings in Outlook for Windows



Before You Begin

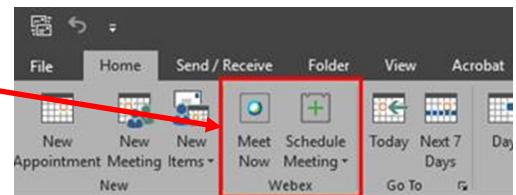
You will need administrator privileges for your computer. If you do not, or are unsure, contact the [Help Desk](#).

Set Up: Install Webex Meetings Productivity Tools

1. Close Outlook and other Microsoft Office applications.
2. Using a web browser (Chrome is preferred) sign in at www.webex.com using your Net-ID and password.
3. In the left navigation bar, select **Downloads**.
4. On the Downloads page, under **Cisco Webex Productivity Tools** (second option), select **Download**.
5. Save the installation programs to your computer by following the download prompts.
6. Run the installation file and follow the instructions for Productivity Tools; allow the application to make change to your computer.
7. If prompted, enter the UWW Webex site URL: **www.webex.com**, your NetID, and password.
8. Once complete, open Outlook to verify successful integration by going to your Calendar to find the Webex plug-in on the toolbar.

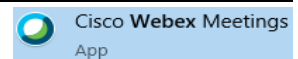


NOTE: You may need to restart your computer to see this addition.



Set Up: Log in to the Webex Meetings App on your desktop

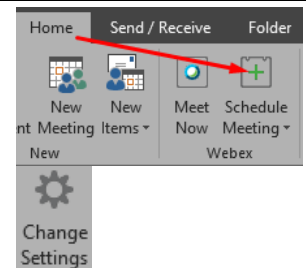
1. Find the Webex Meetings App on your desktop, either from the shortcut or by [searching](#).
2. After opening the Webex Meetings App, enter your UWW email address and select Next.
3. Enter your NetID and password at the secure sign on page.



The Webex Meetings App is now synced to your Outlook Calendar; you may start/join Webex Meetings from either the App or Outlook.

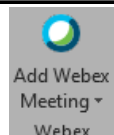
Add Webex to a New Outlook Meeting

1. **Open** your Outlook calendar.
2. From the toolbar select **Schedule Meeting** in the Webex box.
3. **Edit** the details, including inviting your attendees using the To: field.
4. Use **Change Settings** from the toolbar to edit the Webex Meeting details. For example, allow attendees to join ahead of time and/or select alternate host(s) to allow invitee(s) to start the meeting.
5. **Send** the meeting invitation.



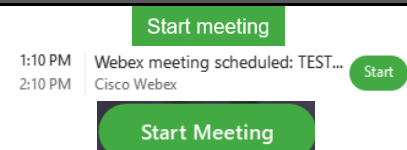
Add a Webex Meeting to an Existing Outlook Meeting

1. **Open** the meeting from your calendar.
2. From the toolbar click on **Add Webex Meeting**.
3. Use **Change Settings** from the toolbar to edit the Webex Meeting details. For example, allow attendees to join ahead of time and/or select alternate host(s) to allow invitee(s) to start the meeting.
4. Send the update.



Start the Webex Meeting

1. **From Outlook:** Open the meeting on your calendar and click Start Meeting.
From the Webex Meetings App: Click Start in the green oval.
2. Click **Start Meeting**.





for Mac

Before You Begin

You will need administrator privileges for your computer. If you do not, or are unsure, contact the [Help Desk](#).

Set Up: Install Webex Meetings Productivity Tools

1. Close Outlook and other Microsoft Office applications.
2. Using a web browser (Chrome is preferred) sign in at www.webex.com using your Net-ID and password.
3. In the left navigation bar, select **Downloads**.
4. On the Downloads page, under **Cisco Webex Productivity Tools** (second option), select **Download**.
5. Open the **webexplugin.dmg** from Finder in your Downloads folder.
6. Run the installation file by selecting **Webex Productivity Tools.pkg** and following the Installer prompts; allow the application to make change to your computer.
7. When prompted, enter your UWW email address, NetID, and password. The Webex site you want to use is **www.webex.com**.
8. Once complete, open Outlook to verify successful integration by going to your Calendar to find the Webex plug-in on the toolbar.



Webex Productivity Tools.pkg



Set Up: Log in to the Webex Meetings App on your desktop

1. Find the **Webex Meetings App** in Launchpad.
2. After opening the Webex Meetings App, enter your UWW email address and select Next.
3. Enter your NetID and password at the secure sign on page.

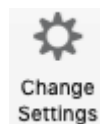
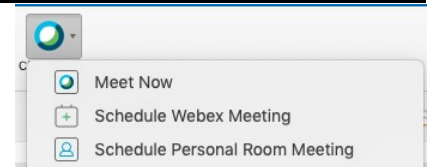
The Webex Meetings App is now synced to your Outlook Calendar; you may start/join Webex Meetings from either the App or Outlook.



Cisco Webex Meetings

Add Webex to a New Outlook Meeting

1. **Open** your Outlook calendar.
2. From the toolbar select **Cisco Webex** and choose **Schedule Webex Meeting**.
3. **Edit** the details, including inviting your attendees using the To: field.
4. Use **Change Settings** from the toolbar to edit the Webex Meeting details. For example, you may select alternate host(s) to allow invitee(s) to start the meeting.
5. **Send** the meeting invitation.



Add a Webex Meeting to an Existing Outlook Meeting

1. **Open** the meeting from your calendar.
2. From the toolbar click on **Add Webex Meeting**.
3. Use **Change Settings** from the toolbar to edit the Webex Meeting details. For example, you may select alternate host(s) to allow invitee(s) to start the meeting.
4. Send the update.

Start the Webex Meeting

1. **From Outlook:** Open the meeting on your calendar and click Start Meeting. Or, click on the link in the location field.
From the Webex Meetings App: Click Start in the green oval.
2. Click **Start Meeting**.

Start meeting

1:10 PM TEST Webex Meeting
2:10 PM Kirsten Mortimer

Start

Start Meeting