NETCONFERENCING

Advanced and Customized Net Conference Cisco WebEx Productivity Tools

To utilize your WebEx Net Conferencing Service from applications you use every day:

You can install WebEx Productivity Tools to start or join meetings instantly using Meet Now, Microsoft Office, Web browsers, Microsoft Outlook, IBM Lotus Notes, and instant messengers; or to schedule meetings using Microsoft Outlook or IBM Lotus Notes, without going to your WebEx service site. After you install WebEx Productivity Tools, you can log in and set options for your WebEx account, set meeting options for instant meetings and scheduled meetings, set preferences for the Meet Now panel, and select which Productivity Tools you will use with WebEx.

This user guide is intended to instruct you on how to Download and use the Productivity Tools Plug-In. The Productivity Tools Plug-In provides you with the ability to schedule your Net Conferences (including audio integration) from applications you use every day. This guide is to be used to supplement the Cisco WebEx user guides. Please refer to the **WebEx Meet Now User Guide**for more details.

Note: Please follow the instructions in the Advanced and Customized Net Conference User Guide to establish your Advanced and/or Customized Net Conference subscription in order to schedule and conduct net conferences from Manage My Meetings or your WebEx homepage.

Once WebEx Productivity Tools have been downloaded, the WebEx Meet Now panel and Productivity Tool shortcuts are installed on your computer. The WebEx Meet Now panel allows you to do the following:

- Start a Meet Now Meeting and invite attendees to the meeting at the same time.
- Join an in-progress meeting hosted on your WebEx service website.
- Edit the settings for your Meet Now Meeting.
- Quickly obtain your attendees' or hosts' email addresses from the integration with Microsoft Outlook or IBM Lotus Notes.
- Quickly go to your WebEx service website to start a scheduled meeting or schedule a meeting.

The Productivity shortcuts allow you to start a Meet Now Meeting from the following:

- The shortcut (right-click) menu for the Meet Now taskbar icon
- Microsoft Outlook and IBM Lotus Notes
 - Instant messengers such as AOL Instant Messenger (AIM), Google Talk, Lotus Notes SameTime, Skype, Windows Messenger, Yahoo Messenger, and Microsoft Lync Communicator
 - Your Web browser (Microsoft Internet Explorer and Firefox only)
- Microsoft Office applications such as Excel, PowerPoint and Word

Productivity Tools Download:

Before installing WebEx Productivity Tools, ensure that your computer meets the following minimum system requirements:

- Microsoft Windows XP, 2003, Vista, 7 & 8
- Microsoft Internet Explorer 6.0 SP1 through 11.0, or Firefox 3.0 or later
- Intel x86 (Pentium 400MHZ +) or compatible processor
- JavaScript and cookies enabled in the browser

To install the Productivity Tools software please, following these instructions:

- Go to:<u>https://www.mymeetings.com/</u>
- Go to Leader Tools and click on the Net Conferencing Plug-Ins in the drop down menu

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- Select the appropriate software listing Select the **Download Productivity Tools** link:
 - Click on Run and follow the instructions.
 - It is recommended that all Office programs, including Outlook, be closed during the installation process.
 After the installation is complete, WebEx integration options appear in Microsoft Outlook allowing you to quickly schedule an . online meeting.



The following table describes the WebEx Integration toolbar buttons.

Button	Description
Meet Now	Starts a Meet Now meeting. A Meet Now meeting is an instant meeting that you can start at any time, without having to schedule the meeting in advance. For details, refer to the <i>Meet Now User's Guide</i> on your WebEx service Web site. You can specify options for instant meetings on the Instant Meetings tab of the WebEx Settings dialog box
Schedule Meeting	Clicking this button opens the Outlook Appointment window, which contains Integration to Outlook options for scheduling an online meeting. You can specify options for scheduled meetings on the Scheduled Meetings tab of the WebEx Settings dialog box. Note: the Meeting window in Outlook also contains the WebEx integration options.
WebEx Settings	Click the dropdown arrow next to Schedule Meeting to access the WebEx settings:
	My WebEx —Lets you access My WebEx, in which you can manage your account information and the meetings that you scheduled, on your WebEx service Web site. For details about My WebEx, refer to the online Help on your site.
	Account Settings—Opens the Account tab of the WebEx Settings dialog box and lets you specify your WebEx user account information—that is, the URL of your WebEx service Web site and your user name and password. You can also specify additional options in the WebEx Settings dialog box, such as options for instant meetings and scheduled meetings.
	Meeting Templates —Lets you view templates that you or your site administrator saved on your WebEx service Web site. The templates contain meeting settings. You can select the template that meets your needs. Meeting templates are available only if site administration settings allow hosts to use templates for Outlook.
	Set Scheduling Permission —Opens the My WebEx Profile page on which you can assign a delegate to schedule or edit meetings on your behalf.
	Help—Lets you look up instructions for using WebEx Integration to Outlook.
	About —Lets you view the version number and license and patent information about WebEx Integration to Outlook.

Productivity Tools Setup

- Go To your Microsoft Outlook page
 - Under the WebEx drop down menu, accessed by clicking the drop-down arrow next to Schedule Meeting, go to Account Settings



Account

Account options allow you to log in to your WebEx service site with your user name and password.

- Go to the Account tab within the WebEx Account Settings options
- Insert the URL for your Advanced Net or Customized Net conference server in the Site URL field.
- Enter your Manage My Meetings username and password
- Click Remember my password. This will store the user name and password you entered so that you do not need to enter your
 user name and site URL next time you log in.
- Language. Verify the language that is currently selected for your WebEx service site.
- Locale. Verify the country or locale that is currently selected for your WebEx service site.
- Time Zone. Verify the time zone that is currently selected for your WebEx service site.
- Change settings for WebEx service site. Open the My WebEx > My Profile page on your WebEx service site, and make changes to your profile.
- Refresh. Refresh the WebEx Settings dialog box with the most recent settings from the WebEx service site. If you have already
 setup your preferred settings on your Advanced or Customized Net WebEx site, those settings will populate the WebEx Settings
 within the Productivity Tools.
- Click Apply and then OK.



Instant Meetings:

Instant meeting options s affect meetings started instantly from the Meet Now panel, Microsoft Office, browsers, instant messengers, rightclick menus, and from Microsoft Outlook or IBM Lotus Notes.

- Instant Meeting options affect meetings started instantly from the Meet Now panel, Microsoft Office, browsers, instant
 messengers, right-click menus, and from Microsoft Outlook or IBM Lotus Notes
- Meeting type Select the meeting type for your Instant Meetings from the drop down menu

Account These se Productiv	"Meet Now" Settin	95 Scheduled Meetings Preferences Tools	_
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Martin	ttings affect meetir /ity Tools panel, an/	ngs you start with Meet Now from Microsoft Outlook, the WebEx d other applications.	
⊢meetin	g Information		
	- 	MC: Masting Capter Default	
	Meeting template:		
	Meeting type:	Meeting Center Pro Meeting	
		0)
	Meetina Topic:	: Personal Room	*
	R.R L'		*
L	Meeting password:	List op public celepder	
		Ask for my approval when someone joins	
Audio C	onnection Audio connection	Teleconferencing Service - Account 1	
Ľ	type:	Call-in toll-free number (Verizon)	
		Call-in number (Verizon) Subscriber access code	
		Participant access code	
		Participants receive call back	
		Allow access to global numbers	
		 Attendees can also join teleconference before starting time 	
	Entry and exit tone:	Beep	
Required	d fields		
		OK Apply Car	icei

- Meeting Topic and Meeting Password are required fields .
- Audio Conference:
 - Your Audio Conference information will pre-populate once you have set it up in Preferencesection on the WebEx 0 Select Conference Type from the drop down menu Leader may select to have Participants receive a call back Leader may select to Allow access to global numbers
 - 0
 - 0
 - 0

WebEx Settings	×
Account "Meet Now" Settings Scheduled Meetings Preferences Topls	
Audio Settings	
Audio PIN: 1224	
Accounts : Personal Conference No Account 1	_
US Tall from +1	
US Toll:+1-415	II.
US Toll: +1-415 Global call-in numbers: Not Available	=
Host access code:44202	
Attendee access code:4	-
Program Behavior	
Always stay on top of desktop	
Start WebEx Productivity Tools panel when Windows starts	
Show Productivity Tools icon on taskbar	
I Show scheduling function in Productivity Tools panel	
Default Address Book	
Microsoft Outlook	
C IBM Lotus Notes	
ShadhMarkar Onkara	
Allow me to change meeting topic when meeting starts	
Allow the to change meeting password when meeting starts	
* Required fields	
OK Ap	Cancel

Scheduled Meetings:

Scheduled meeting options affect meetings scheduled from Microsoft Office or IBM Lotus Notes.

- Scheduled Meetings options affect meetings from Microsoft Office or IBM Lotus Notes
- Meeting type Select the meeting type for your Scheduled Meetings from the drop down menu. This option lists only the session types available for your site and user account.
- Meeting password. Require participants to enter the password you set to join your meeting. Your site may require that all
 passwords comply with security criteria, such as a minimum length and a minimum number of letters, numbers or special
 characters.
 - Exclude password from email invitation. Exclude the meeting password from the email message that is sent to everyone who is invited to your meeting.
 - List this meeting on the WebEx site. Include this meeting in the meeting calendars on the WebEx service site. Available for meetings, sales meetings, events, and training sessions only.
 Audio Conference:
 - Your Audio Conference information will pre-populate once you have set it up in My Audio on the WebEx homepage.
 - Leader may select to have **Participants receive a call back**
 - Leader may select Allow access to global numbers
 - Leader may select Attendees can also join teleconference before starting time
 - **Tracking Code** The Leader may enter their Tracking Code for billing purposes. Identify your department, project, or other information that your organization wants to associate with your meetings.
 - Registration Leader may selectoptions that affect how attendee registrations are approved
- Resources Leader may select options that control how resources are used in meetings. (Info tab and presentation plays prior to host joining)

WebEx Settings	X
Account Meet Now Settings	Scheduled Meetings Preferences Tools
These settings affect meeting	s you schedule with Microsoft Outlook or IBM Lotus Notes.
Meeting Information	
Meeting template:	MC: Meeting Center Default
Meeting type:	Meeting Center Pro 200
Meeting password:	*
	Exclude password from email invitation
	List on public calendar
	Attendees can join meeting 5 🖵 minutes before starting time
Audio & Tracking Registrat	ion Resources
Audio Connection	
Audio connection	NebEx Audio
	✓ Display toll-free number
Entry and exit	Beep 💌
tone:	
* Required fields	OK Apply Cancel

Meet Now:

- Program Behavior: (select)
 - Always stays on top of every application open on your computer
 - Start Meet Now with Windows
 - o Show Meet Now on taskbar
 - o Show scheduling function Start Scheduled Meeting and Schedule Meeting
- Default Address Book:
 - o Select an email and scheduling program for a default address book either Microsoft Outlook or IBM Lotus Notes.
 - Select the email program you wish to obtain your contacts' email addresses. Clicking on the WebEx Meet Now panel opens an address book from the email program you select here.

Start Meeting Options:

- Select Allow me to change meeting topic when meeting starts
- Select Allow me to change meeting password when meeting starts

🔾 WebEx	Settings		x
Account	"Meet Now" Setting	Scheduled Meetings Preferences Tools	
These se Productiv Meetin	tungs affect meeur vity Tools panel, and g Information	gs you start with Meet Now from Microsoft Outlook, the WebEx I other applications.	
	Meeting template:	MC: Meeting Center Default	0
	Meeting type:	Meeting Center Pro 200	
		Use my Personal Room for instant meetings	
	Meeting Topic:		*
	Meeting password:	📃 Liet en public calendar	
		Ask for my approval when someone joins	
Audio C	onnection		_
2 -	Audio connection	WebEx Audio	
20	type:		
	Entry and exit	Beep	
	tone:		
			_
* Required	d fields		

Tools:

Tools options determine which programs include WebEx integrations and shortcuts.

- Tools options determine which programs include WebEx integrations and shortcuts
- Email and Scheduling using Microsoft Outlook or IBM Lotus Notes. Show WebEx buttons and commands for scheduling
 meetings or starting Meet Now meetings with Microsoft Outlook or IBM Lotus Notes using the contacts and calendar from
 Microsoft Outlook.
- Microsoft applications to be used with Meet Now : Show WebEx buttons for starting a Meet Now meeting and automatically sharing a selected file or document from the following Microsoft Office applications:
 - Excel, PowerPoint, Word
 - Internet Explorer
 - Windows right-click menus (requires reboot)
- Show button in Internet Explorer. Show a WebEx button that allows you to start Meet Now meetings from the Microsoft Internet Explorer toolbar.
- Show in Windows right-click menus (requires reboot). Show a WebEx command that allows you to start a Meet Now meeting
 and automatically share a selected file or document from the right-click shortcut windows available in Windows Explorer.
- Instant Messengers to be used with Meet Now. Shows WebEx buttons and commands that allow you to start a Meet Now
 meeting from an instant messenger. You can select one or more of the following instant messengers:
 - AOL Instant Messenger (AIM), Google Talk, Lotus Notes SameTime, Skype, Windows Messenger, Yahoo Messenger, and Microsoft Lync Communicator
- Show button in Firefox. Shows a WebEx button that allows you to start instant meetings from the Firefox toolbar.

Citidii	and Scheduling
F	Microsoft Outlook
Micro	soft
F	✓ Use WebEx with Microsoft Office
	Excel
	V PowerPoint
E E	Show toolbar in Internet Explorer
J• N	Show in Windows right-dick menus (requires reboot) Inte: Please close and restart the programs for changes to take effect
-Instai	nt Messengers
J.	Use WebEx with instant messenger
	Yahoo! Messenger (not detected)
	AOL (not detected)
	V Lotus Sametime
-Mozilla	a Firefox
Г	Show toolbar in Firefox

Scheduling a Meeting from the Productivity Tools

You may begin scheduling meetings via the Outlook toolbar.
To do this, simply click: Schedule Meeting
Click Add WebEx Meeting



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File	Meeting	Insert	Format Text	Re	view						
X	Calendar	\bigcirc			ġ				88	S.	
Delete	OneNote	Add WebEx Meeting ▼	Appointment	Sch As	eduling sistant	Sametime	e	Cancel Invitation	Address Book	Check Names	Response Options *
A	ctions	WehEv		Sh	ow				Atter	dees	
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- The WebEx Settings box will appear and your Manage My Meetings defaults will appear .
- .
- Select the Meeting type Enter the Meeting password (required) •
- Change any defaults for this specific meeting (if applicable) •
- . Click OK

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WebEx Settings	
Meeting Information	
Meeting template:	MC: Meeting Center Default
Meeting type:	Meeting Center Pro 200
Meeting password:	*
	Exclude password from email invitation
	🔲 List on public calendar
	🗖 Attendees can join meeting 互 🖵 minutes before starting time
Audio & Tracking Registra Audio Connection Audio connection type:	tion Resources WebEx Audio
Entry and exit tone:	Beep
* Required fields	OK Cancel

- This will bring you back to the meeting invitation. Complete the **To, Subject and Location** lines
- •
- Click Send. •
- This will contact your WebEx Service Web Site, add the scheduled meeting to your Outlook calendar and to your list of . Meetings on your My WebEx Meetings page and send your meeting invitation to your participants.

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File	Meeting	Insert Format Text	Review				
X	Calendar)		🕎 🎒 ళ 🛓 🔤 Show As:			
Delete	OneNote	Cancel WebEx Change Meeting Settings	Appointment Scheduling Sametime	Cancel Address Check Response 🥁 Reminder:			
Acti	ions	WebEx	Show	Attendees			
 Invitation Conflict 	ons have not ts with anoth	been sent for this meetin her appointment on your (g. Calendar.				
	From •	stephen.karlik@one.veri	zon.com				
Send	То	Stephen R Karlik (stephen	n.karlik@one.verizon.com);				
	ubject:						
	Location:						
	Start time:	Thu 8/6/2015	• 12:30 PM • All	day event			
	End time:	Thu 8/6/2015	- 1:00 PM -				
End time: Thu 8/6/2015 • 1:00 PM • Do not delete or change any of the following text A WebEx meeting has been added. Meeting details will replace this section after you save or send this invitation.							

Launch your Meeting

To launch your Net Conference, simply click the Meeting Reminder that has populated in your Outlook Calendar
Click the link located under To start this meeting and Login to your account
Click Start Now and your meeting will be launched.

In the second	ponses have b ts with anothe	een received for this meeting. er appointment on your Calen	dar.			
	From *	stephen.karlik@one.verizon	.com			
Send	То	Stephen				
Update	Subject:	Test				
	Location:	WebEx				
	Start time:	Thu 8/6/2015	-	12:30 PM	-	All day event
	End time:	Thu 8/6/2015	1	1:00 PM	-	
- Do not delete or change any of the following text Host key: 242962 Join WebEx meeting Meeting number: 746 950 249 Meeting password: 1234 Join from a video conferencing system or application Dial 246950240@urb dame under eace						
Join by	phone					
+1-	US	Toll free				
+1-	US	Toll				
Access	code: 746 9	50 249				
Toll-free o	alling restriction	5				

Join a Meeting (participants)

- Click the link located under Join WebEx meeting and Enter the meeting password
- Click Join Now and the meeting will be launched

Host key: 242	962	
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Join from a v Dial <u>74695024</u>	video conferencing system or application	
Join by phon	e	
+1.	US Toll free	
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Access code:	746	
Toll-free calling res	strictions	

Quick Tips for Presenting

- Upload the slides in advance
- Rehearse the presentation
- Have an agenda and checklist
- Conduct the meeting in a quiet place
- Use a headset to keep your hands free
- Use polls to engage your attendees
- Use the Q&A tool to allow attendees to submit questions to maximize interaction
- Use the annotation tools to enhance the presentation

Contact Us

If you would like technical assistance with Net Conferencing, please contact us at https://www.mymeetings.com/custom/res/content/resNumbers.php

Our e-mail address is: nettech@verizon.com.

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