



## Cisco WebEx with Cloud Connected Audio - Productivity Tools

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Cisco WebEx Productivity Tools make it very easy for users to start, schedule, invite, and join WebEx meetings from their desktop or from commonly used desktop applications.

You can install WebEx Productivity Tools to start or join meetings instantly using Meet Now, Microsoft® Office, web browsers, Microsoft Outlook®, and instant messengers; or to schedule meetings using Microsoft Outlook without going to your WebEx service site.

**Important:** If you installed the Productivity Tools upon your first login to the WebEx site you do not have to reinstall.

### Productivity Tools Download:

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

- Microsoft Windows® 7, 8, 8.1, 10, Windows Vista®
- Microsoft Internet Explorer® 7, 8, 9, 10, 11, or Mozilla Firefox Latest
- Intel Core2 Duo CPU 2.XX GHz or AMD processor
- JavaScript and cookies enabled in the browser
- Active X enabled (unblocked for IE is recommended) Java 6 or later

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

1. Go to <https://xeroxcorp.webex.com> and login
2. Under Support select Downloads
3. From the Downloads page select WebEx Productivity Tools Download
4. Click on Run and follow the instructions
5. After the installation is complete, WebEx integration options appear in Microsoft Outlook allowing you to quickly schedule an online meeting.



## Outlook Integration Features

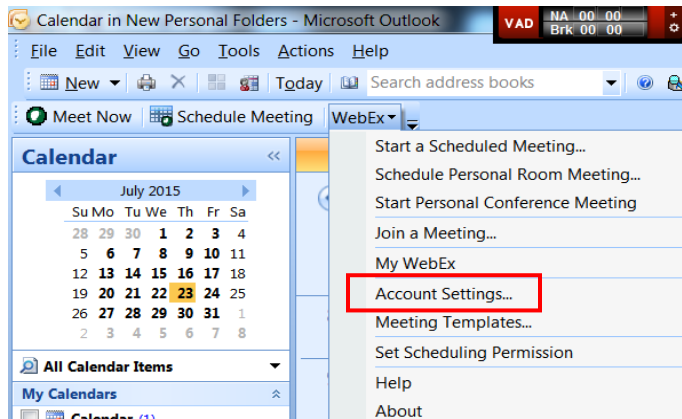
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The following table describes the Outlook Integration toolbar buttons:

Button	Description
<b>Meet Now Meeting</b>	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 Meet Now User's Guide on your WebEx service Web site.
<b>Schedule Meeting</b>	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 <b>Scheduled Meetings</b> tab of the WebEx Settings dialog box.
<b>WebEx Settings</b>	<p>Clicking this button opens a menu that provides the following options:</p> <p><b>My WebEx</b> – 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.</p> <p><b>Account Settings</b> – 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 Meet Now Settings dialog box, such as disabling Personal Room for Meet Now meetings.</p> <p><b>Meeting Templates</b> – 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.</p> <p><b>Set Scheduling Permission</b> – Opens the My WebEx Scheduling Options page on which you can assign a delegate to schedule or edit meetings on your behalf.</p> <p><b>Help</b> – Lets you look up instructions for using WebEx Integration to Outlook.</p> <p><b>About</b> – Lets you view the version number and license and patent information about WebEx Integration to Outlook.</p>

## Productivity Tools Setup

- Go to your Microsoft Outlook
- Under the WebEx drop down menu, select **Account Settings**



### Account Tab

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

- Select the **Account** tab within the WebEx Account Settings options
- Type the URL for the Xerox WebEx site: **https://xeroxcorp.webex.com**
- Enter your WebEx User Name 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 > Preferences and General on your WebEx service site, and make changes to your settings.
- Apply. **Apply** 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 WebEx site, those settings will populate the WebEx Settings within the Productivity Tools.
- Click **Apply** and then **OK**.

A screenshot of the 'WebEx Settings' dialog box, specifically the 'Account' tab. The 'Login Information' section contains fields for 'Site URL:', 'User name:', and 'Password:'. Below these fields are links for 'Remember my password.', 'Forgot your password?', and 'Change password.'. The 'Language and Location' section shows 'Language: ENGLISH', 'Locale: U.S.', and 'Time zone: New York (Eastern Daylight Time, GMT-04:00)'. At the bottom, there is a 'Refresh' button and a note: 'To see the most recent changes on the WebEx service Web site, click Refresh'. The 'Account' tab is highlighted with a red box.

Enter the URL for your WebEx site  
**https://xeroxcorp.webex.com**

Insert your WebEx username and password

## Meet Now Settings Tab

Meet Now Settings affect meetings started instantly from the WebEx Productivity Tools panel, Microsoft Office, browsers, instant messengers, right-click menus, and from Microsoft Outlook or IBM Lotus Notes.

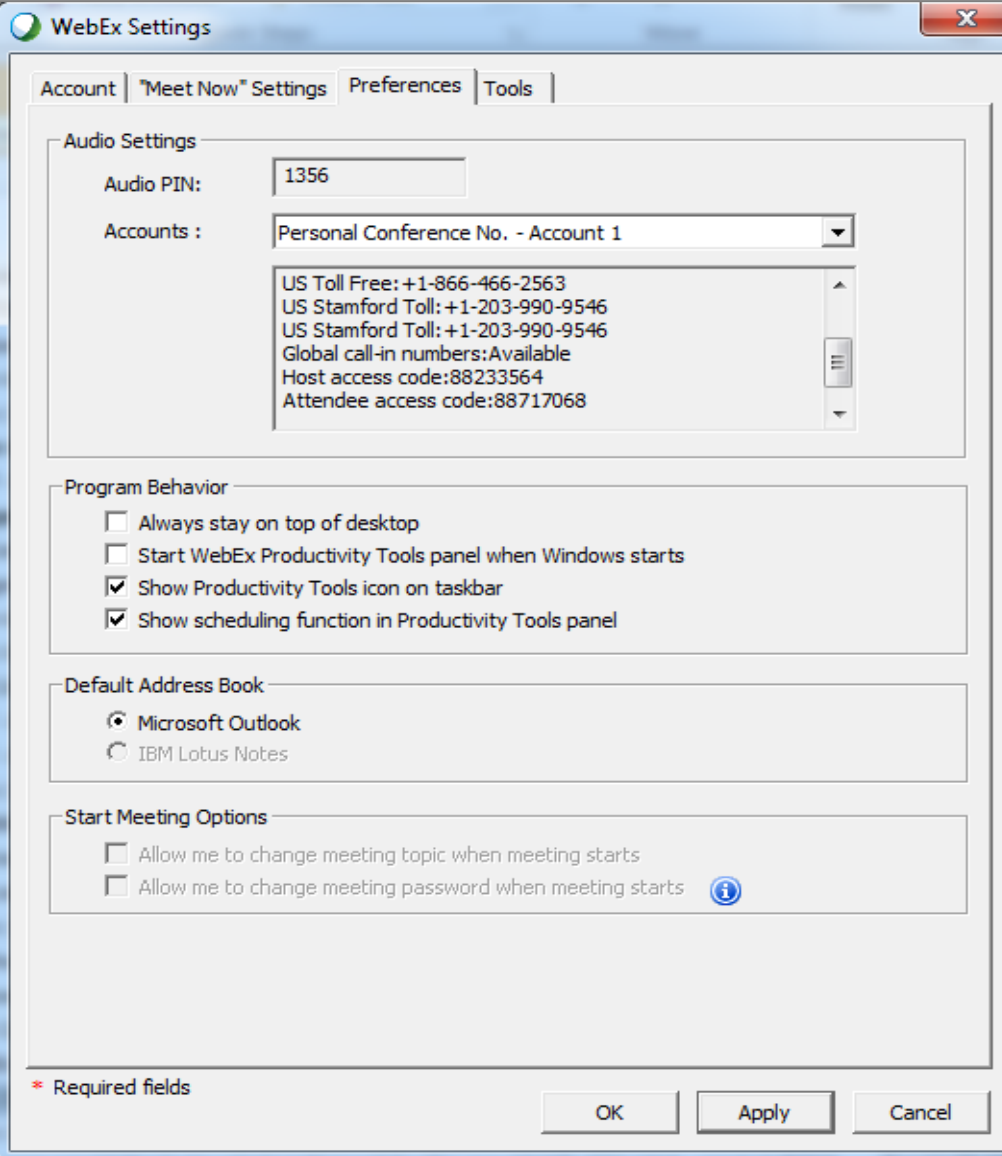
- 'Meet Now' Settings will default to Personal Room details or can be disabled from this tab
- Meeting Topic will default to your Personal Room
- Meeting password will be automatically generated when the meeting is scheduled
- Audio Connection will default to WebEx Audio and standard settings. Audio settings can be changed when the meeting is scheduled in your Outlook calendar

The screenshot shows the 'WebEx Settings' dialog box with the 'Meet Now' Settings tab selected. The dialog has four tabs: 'Account', 'Meet Now' Settings, 'Preferences', and 'Tools'. Below the tabs, a text box states: 'These settings affect meetings you start with Meet Now from Microsoft Outlook, the WebEx Productivity Tools panel, and other applications.' The 'Meeting Information' section contains a 'Meeting template' dropdown set to 'MC: Meeting Center Default', a 'Meeting type' dropdown set to 'Meeting Center Pro 200', a checked checkbox for 'Use my Personal Room for instant meetings', a 'Meeting Topic' text box containing 'Lisa Jordan's Personal Room', and an empty 'Meeting password' text box. There are also checkboxes for 'List on public calendar' and 'Ask for my approval when someone joins', both of which are unchecked. The 'Audio Connection' section features an 'Audio connection type' dropdown set to 'WebEx Audio', two checked checkboxes for 'Display global call-in numbers to attendees' and 'Display toll-free number', and an 'Entry and exit tone' dropdown set to 'Beep'. At the bottom left, a legend indicates that a red asterisk (\*) denotes 'Required fields'. The 'Meeting Topic' and 'Meeting password' fields are marked with red asterisks. At the bottom right, there are 'OK', 'Apply', and 'Cancel' buttons.

## Preferences Tab:

- **Preferences** allow Hosts to set defaults for their Personal Conference Number meetings
- **Audio Pin:** Shows the PIN created by the Host
- **Accounts:** allows Hosts to select a default Personal Conference Number account
- **Program Behavior:** (select)
  - Always stays on top of every application open on your computer
  - Start WebEx Productivity Tools panel with Windows
  - Show Productivity Tools icon on taskbar
  - Show scheduling function – Start Scheduled Meeting and Schedule Meeting
- **Default Address Book:**
  - 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 Productivity Tools panel opens an address book from the email program you select here.

- **Start Meeting Options:**
  - If you use Personal Room for your Meet Now meetings this section cannot be changed
  - Select **Allow me to change meeting topic when meeting starts**
  - Select **Allow me to change meeting password when meeting starts**



**WebEx Settings**

Account | **"Meet Now" Settings** | Preferences | Tools

**Audio Settings**

Audio PIN: 1356

Accounts : Personal Conference No. - Account 1

US Toll Free: +1-866-466-2563  
 US Stamford Toll: +1-203-990-9546  
 US Stamford Toll: +1-203-990-9546  
 Global call-in numbers: Available  
 Host access code: 88233564  
 Attendee access code: 88717068

**Program Behavior**

☐ Always stay on top of desktop  
☐ Start WebEx Productivity Tools panel when Windows starts  
☒ Show Productivity Tools icon on taskbar  
☒ Show scheduling function in Productivity Tools panel

**Default Address Book**

☒ Microsoft Outlook  
☐ IBM Lotus Notes

**Start Meeting Options**

☐ Allow me to change meeting topic when meeting starts  
☐ Allow me to change meeting password when meeting starts ⓘ

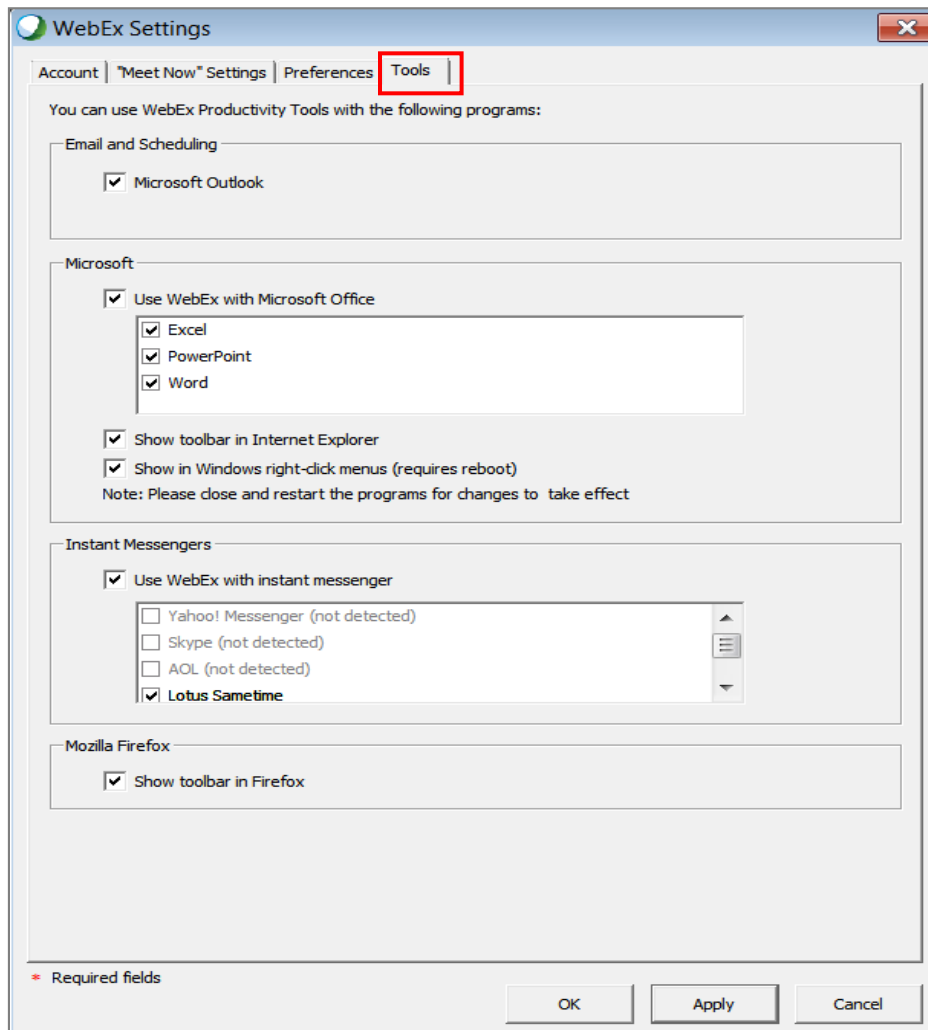
\* Required fields

OK Apply Cancel

## Tools

Tools options determine which programs include WebEx integrations and shortcuts.

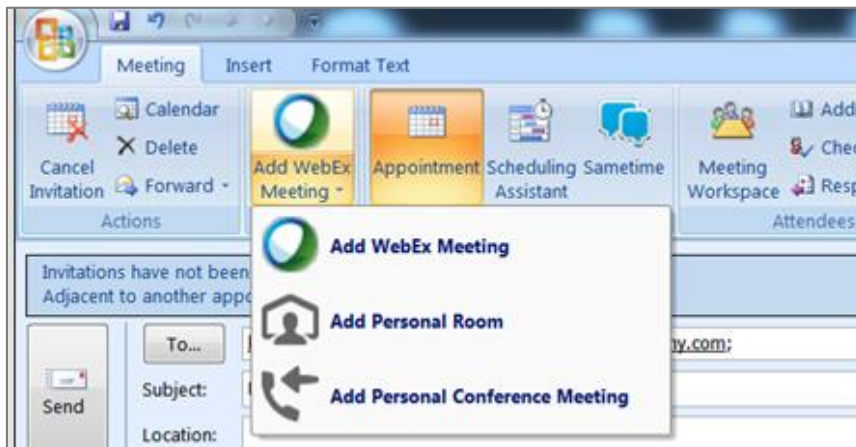
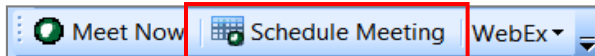
- Email and Scheduling using Microsoft Outlook or IBM Lotus Notes. Show WebEx buttons and commands for scheduling meetings or launch the WebEx Productivity Tools with Microsoft Outlook or IBM Lotus Notes using the contacts and calendar from Microsoft Outlook.
- Microsoft applications to be used with WebEx Productivity Tools: Show WebEx button to launch the WebEx Productivity Tools, start a meeting and automatically share 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 launch the WebEx Productivity Tools from the Microsoft Internet Explorer toolbar.
- Show in Windows right-click menus (requires reboot). Show a WebEx command that allows you to launch the WebEx Productivity Tools, start a 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 the WebEx Productivity Tools: Shows WebEx buttons and commands that allow you to launch the WebEx Productivity Tools and start a meeting from an instant messenger application. You can select one or more of the following instant messengers:
  - Yahoo!, Skype, AOL, IBM Lotus Sametime, Microsoft Windows Messenger, Yahoo! Messenger
- Show button in Firefox. Shows a WebEx button that allows you to start instant meetings from the Firefox toolbar.



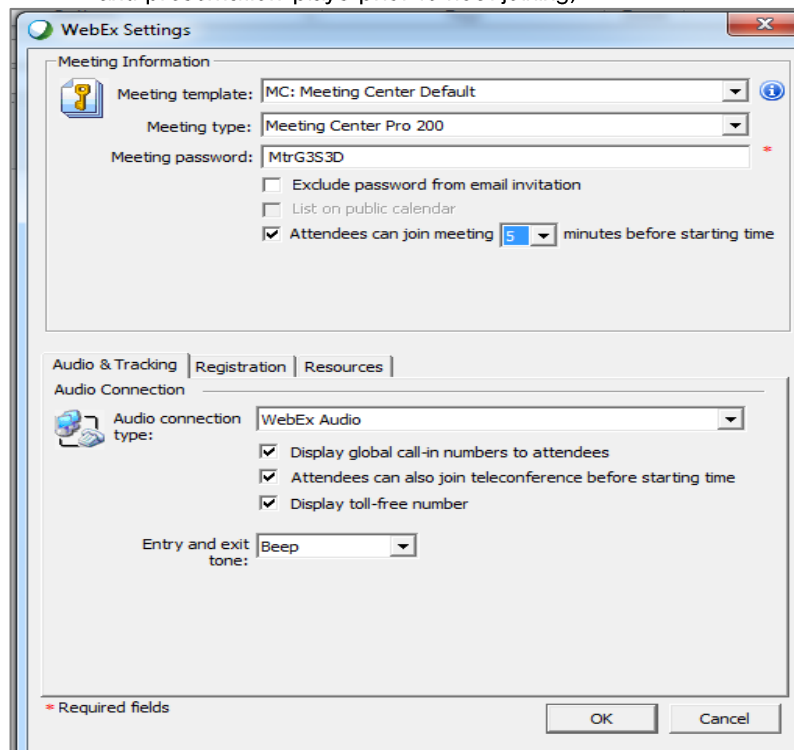
## Scheduling a Meeting from the Productivity Tools

You may begin scheduling meetings via the Outlook toolbar

- To do this, simply click: **Schedule Meeting**
- Click **Add WebEx Meeting**
  - Add WebEx Meeting includes a unique meeting link
  - Add Personal Room will use your assigned URL and Audio details
  - Add Personal Conference Meeting includes Audio Conference details only



- The WebEx Settings box will appear
- For security a meeting password will automatically be populated
- Change any WebEx Audio defaults for this specific meeting (if applicable)
  - **Registration** – Leader may select options 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)



- Click **OK**
- 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

## Launch your Meeting

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To launch or join your WebEx Meeting, simply click the Meeting Reminder that has populated in your Outlook Calendar

- Click the Join WebEx Meeting to start or join the meeting
- When Hosting a meeting you will need to login to your account
- Click Start and your meeting will be launched

The screenshot shows an Outlook meeting invitation window. The 'To' field lists three email addresses: peter.mcmillan@company.com, lisa.jordan@company.com, and team.mcmillan@company.com. The 'Subject' is 'ABC Company Business Review'. The 'Location' field is empty. The 'Start time' is 'Mon 8/24/2015' at '10:00 AM', and the 'End time' is 'Mon 8/24/2015' at '11:00 AM'. There is an 'All day event' checkbox. The body of the email contains the following text:

All,  
Please Conference Bridge details below for our weekly Business Review meeting.

Thank you.

Jean Davis  
Assistant to Peter McMillan - Chief Executive Officer  
**ABC Company**  
413-123-1234

-- Do not delete or change any of the following text. --

Host key: 932849

[Join WebEx meeting](#)

Meeting number: 826 414 200

## Quick Tips for Presenting

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- 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

## Login and Password Support

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**Your WebEx login/User Name is your Xerox email address.**

If you can't remember your WebEx password:

1. Click **Host Login** on the WebEx site
2. Click **Forgot your password?** Follow the on screen instructions.
3. Follow the instructions in the email to change your password.

**If you need additional login or password support:**

Send an email to [xerox-netconfsupport@verizon.com](mailto:xerox-netconfsupport@verizon.com)

## Technical Support

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**If you would like technical assistance with Net Conferencing, please call or email us.**

- U.S. & Canada 1 800-268-4016 (517-345-9234)
- Europe 0800-234-3830 (+44 2079-509930)
- India 000-800001-6952
- Mexico 001-8773799114
- Philippines 1-800-1-114-2689
- [nettech@verizon.com](mailto:nettech@verizon.com)

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