

How to install and use WebEx's Productivity Tools Outlook Plug-in

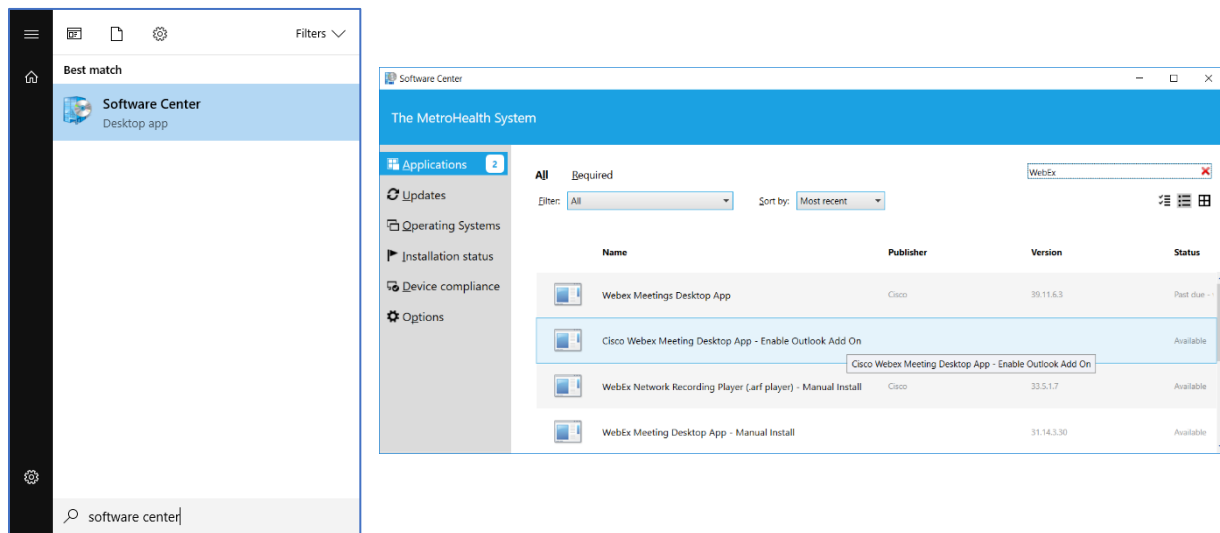
WebEx's Productivity Tools allow you to schedule conference calls directly from Outlook. Here's how to install and use this application:

Before you begin:

1. You must have a MetroHealth WebEx host account created. If you don't, please refer to the WebEx host sign up instructions.
2. You should be logged on to a MetroHealth computer, and Outlook should be closed.

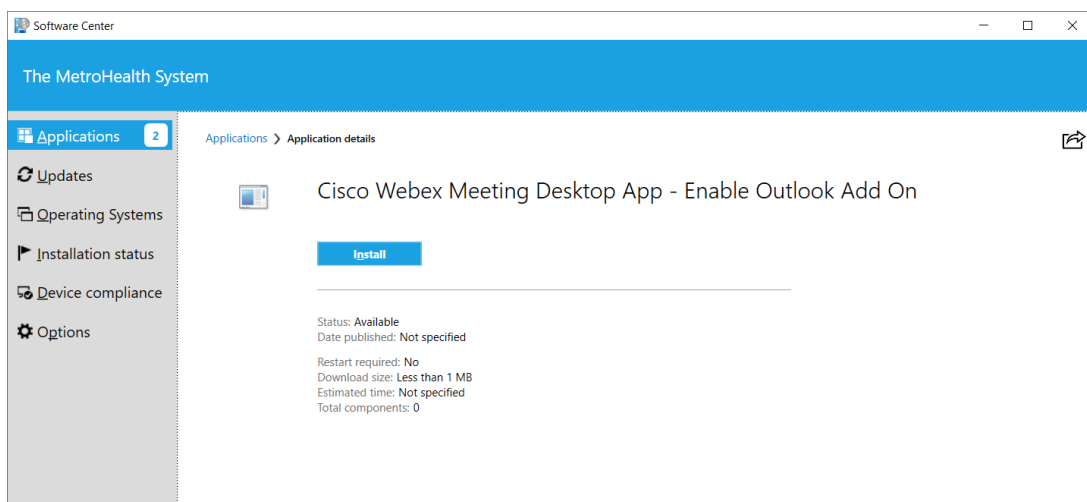
Step 1. Click the magnifying glass on the bottom of your screen and type "software center." Click and open the desktop app.

Step 2. In the Search box of software center (upper right), type "WebEx" and press return.



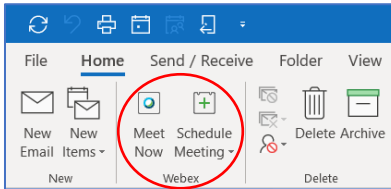
Step 3. Double-click on the Cisco WebEx Meeting Desktop App.

Step 4. Click the "Install" button.

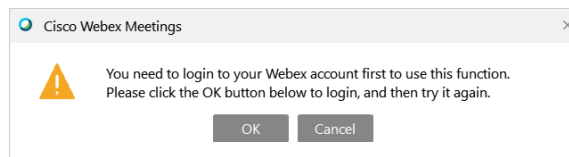


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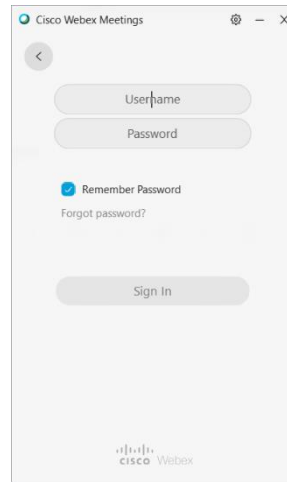
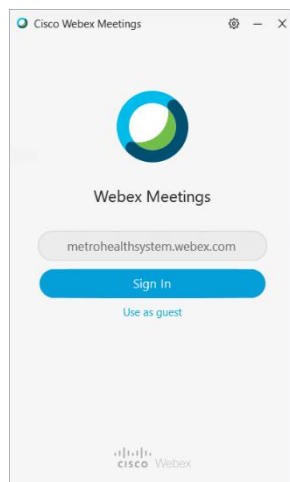
Step 5. Once the software is installed, open Outlook. You should see the WebEx tools (two buttons) on the toolbar at the top of your screen as shown below. (If the buttons do not appear, please call the IS Service Desk at 216-957-3280):



Step 6. Click the new **Schedule Meeting** button and you may receive the below message. If you do simply click the OK button. If this message does not come up, proceed to step 7.



Step 7. Connect to Cisco WebEx Meetings by typing the **metrohealthsystem.webex.com** as shown below and clicking the **Sign In** button. Next, enter your WebEx host account username and your WebEx account password (not necessarily the same as your network password) and click "Sign In."



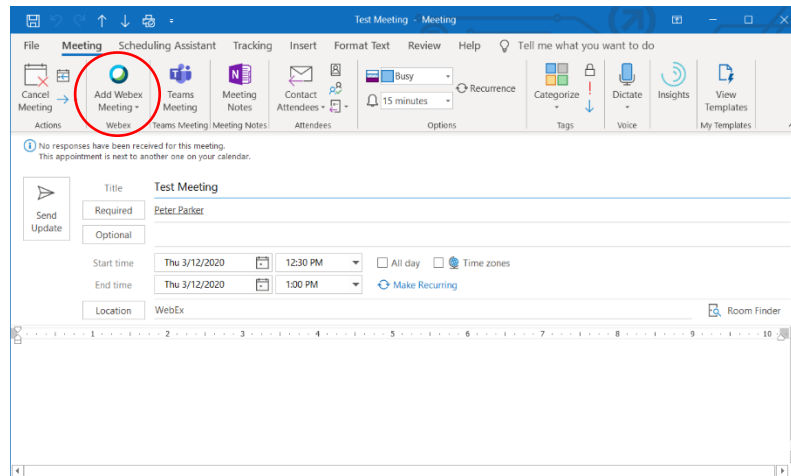
Step 7. You can now use the **Schedule Meeting** button to create a new meeting in Outlook with a WebEx conference bridge OR you can also open existing meetings on your calendar and add a conference bridge using the **Add WebEx Meeting** button. Make sure the settings are correct (screenshot below) and the tool will automatically update the appointment. Once you click on the **Send Update** button, the participants' appointments will update, providing them a link to join the meeting when it is time.

OR

Step 7A. Using the **Meet Now** button: This function can be used to immediately launch a WebEx conference bridge. It will open the WebEx meeting center to host an ad-hoc meeting right now. It will launch the meeting center (installed to all MetroHealth PCs) from which, you can generate an

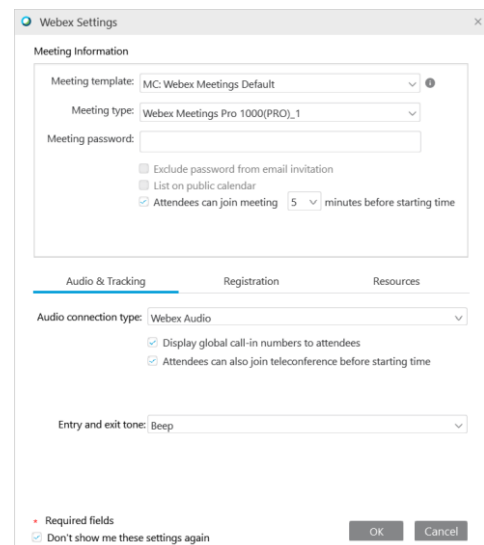
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immediate email which contains the meeting link that you can send – via email -- to anyone and have a meeting immediately.



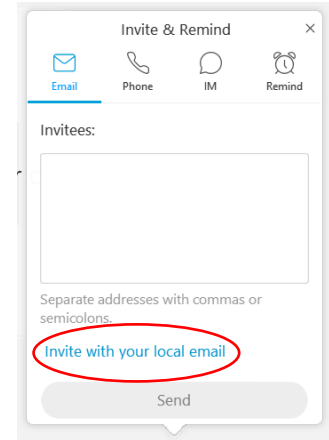
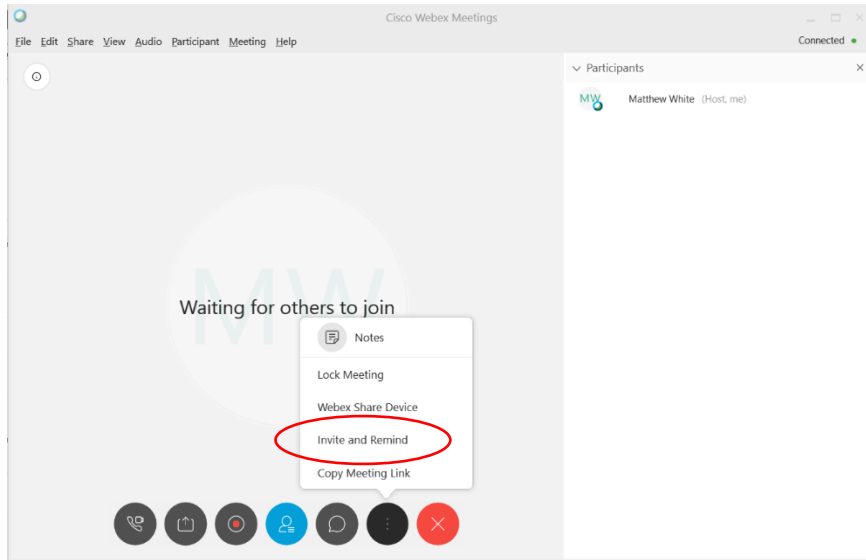
ADDITIONAL SCHEDULING SETTINGS:

1. Upon first adding a WebEx meeting to an appointment, the Webex Settings box will open. To ensure your meeting can be started appropriately, with or without you, use the following settings:
 - a. Make sure the checkbox is checked allowing **attendees to join meetings 5, 10 or 15 minutes before starting time**. This will allow the meeting to be opened by the first invitee who joins.
 - b. Make sure the option **Attendees can also join teleconference before starting time is checked**.
 - c. Choose the entry and exit tone preference that is right for your meeting – options include beeps, announce name and No Tone. No Tone is always recommended for larger meetings.



Once this meeting is open and you have connected to audio (image below), clicking the ellipses at the bottom and selecting **Invite and Remind** will give you a box with multiple options, but it is recommended that you use the "**Invite with your local email**" link towards the bottom which will immediately open an Outlook email with the link to this meeting that users can join as soon as they are in receipt of that email.

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Step 8. Joining a meeting: Any of the meetings created or scheduled using the above processes will produce an email or calendar appointment that contains a green button link that will allow invitees to join the WebEx meeting. The below image is an example of what a host / invitee would see and use to join a WebEx meeting.

