WebEx Mac Outlook QuickStart

Introducing Cisco WebEx. WebEx provides on-demand collaboration, online meetings, web conferencing and videoconferencing. This document will give you an overview of how to start or schedule WebEx meetings from within Microsoft Outlook 2016

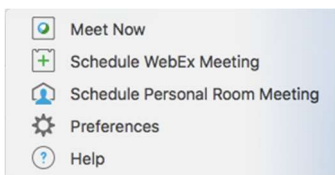The WebEx button can be found under the Home Tab in the Outlook Ribbon Bar.

If the WebEx icon does not show in Outlook, then you need to install the Cisco WebEx ProductivityTools (instructions on reverse).

Scheduling a WebEx Meeting in Outlook

1. Click on the **Cisco WebEx** icon.
2. A WebEx menu will appear.

4. Click on Schedule WebEx Meeting. An Outlook window will pop up to allow you to schedule the meeting in Outlook.
3. Schedule the meeting in Outlook just like any other meeting you create in Outlook.
   - Add names or email addresses (max 200)
   - Add subject, location, date & time.
   - In the email message displayed, you can add your email content above the lines of text displayed at the bottom.
5. You can click on the **Change Settings** icon in the ribbon to access WebEx options.
   a. Enter a meeting password if required

   b. Check the box if you do not want attendess to see the password.
   c. Under Advanced Settings you can require invitee registration.
6. Click **OK**
7. In the email message displayed, add your email content above the lines of text displayed at the bottom.
8. Click the **Insert** tab to add attachments, if attachments are required.
9. If you also have people meeting in a physical meeting room select the room from the room finder

Click **Send.** The meeting is posted in your Outlook calendar with all the WebEx details. External attendees will receive an email from you (the host) containing all the WebEx details. Internal attendees will have the meeting added to their Outlook Calendars

Making Changes to a WebEx Meeting (host)

1. Open the meeting entry in your calendar
2. Add attendees, change the meeting details, or add information to the message (above the lines of text ONLY).
3. Click **Send Update**. External attendees will receive an email from you (the host) with updated details. Internal attendees will have the meeting

updated in their Outlook calendars

Joining a Scheduled Meeting

1. If you are the host or an internal attendee, open the meeting entry in your Outlook Calendar. If you are an external attendee, open the meeting email.
2. Click the **Join Meeting** link**.** You will be redirected to WebEx Meetings. You may have to sign in first with your U of G email and U of G password and then click **Sign In**. If you are an attendee, click **Join**.
3. Click the **Connect to Audio** icon to establish your Audio Connection. Click the ellipsis (…) underneath the icon to select an option (i.e. call in to the meeting using your phone or connect using your computer). Turn on video, if required.
4. A host (or designate) may click the **Invite & Remind** icon to send a reminder to attendees who have not yet joined the meeting.
5. A host or attendee may click the **Share Screen** icon to share a screen or other application.

Note that if you are a participant you must wait for the host to star the meeting before you can join.

Starting a Meeting Immediately

1. Click the **Cisco WebEx** icon. A WebEx menu will appear.
2. Click on **Meet Now.**

3. A WebEx meeting window will start. It will start in your Personal Room.
4. Click the **Invite and Remind** icon to invite participants to your meeting.
5. Enter the names or email addresses of the attendees (max 200).
   - Click **Send**
6. If you would like to invite people from your Outlook address book click on **Invite with your local email.** An Outlook meeting window will appear with a **Join WebEx** meeting message for your intended guests to click on.
7. Enter the names or email addresses of the attendees (max 200).
   - Click **Send**
8. Return to the WebEx Meeting page and select your audio connection. If required, turn on video.

Joining a Meeting That Is Starting Immediately

1. Open the email invitation
2. Click the **Join the meeting** link. The meeting details are shown.
3. Click the address under **Join WebEx meeting**
4. The WebEx Sign In page for the host's Persoanl Room displays.
   a) Enter your name and email address.
   b) Click **Sign In**.
5. The WebEx screen is displayed. Select your Audio connection. If required, turn on video.

Cancelling a WebEx Meeting

1. Open the meeting entry in your Outlook Calendar
2. Click the **Cancel WebEx Meeting** icon in the WebEx group located in the Ribbon

To cancel the WebEx portion of the meeting only:
- Click Send Update
- The meeting itself is still scheduled.

To cancel the meeting entirely:

Click **Cancel WebEx Meeting**
- Click Yes to accept the change.
- Click **Send Cancellation** The meeting is removed from your calendar. Attendees will be advised via email.

Leaving or Ending a WebEx Meeting

Leave or end the meeting from the WebEx Meetings page:Click on the **Quick Start** to display the meeting.

Attendee:
Click the **Leave Meeting** Button

Host:
Click the **End Meeting** button to end the meeting for all participants and click **OK**.

How to Share Your Screen in a WebEx meeting

1. Start your WebEx meeting.
2. Click the **Quick Start** tab.
Click **Share Screen** or choose the application you want to screen share by clicking on **More Options**.
5. To stop sharing move your mouse to the top of the screen you are sharing, hover your mouse over **You are sharing this monitor** and click **Stop Sharing**.

Installing Cisco WebEx productivity Tools

If you are a CCS Managed Desktop client:

You should have Cisco WebEx preinstalled on your computer. If you are a Managed Desktop client and it is not installed contact Managed Desktops via the CCS Helpline at ext. 58888 or by email at 58888help@uoguelph.ca and they will work with you to install it.

If your computer is managed by an IT team in your department or College:

Contact them and ask them to provide assistance installing the WebEx productivity tools.

If you manage your own computer and would like to install WebEx:
1. Open a web browser and go to uoguelph.webex.com
2. Press Enter
3. Enter your U of G email address and password.
4. Click the Sign In button
5. Click on **Meeting Center**.
6. Click **Downloads** at the bottom of the Meeting Center menu.
7. Select **WebEx Productivity**
8. Make sure Mac is selected.
9. Click on **Download**
10. After download is complete, look in your Downloads for a file called **cwptools.dmg**
11. Click on this file. A window will appear containing WebEx Productivity Tools.pkg. Double click on this and follow the intstructions to install WebEx Productivity Tools.

Interested in what else CCS offers? Check here for a list of other services provided by CCS **https://www.uoguelph.ca/ccs/get-started**

CCS opening doors through technology www.uoguelph.ca/ccs

Need more help? CCS Is here to help you!

Phone   519-824-4120 x 58888

Email   58888help@uoguelph.ca

Website   www.uoguelph.ca/ccs

Want to talk to someone in person? Come visit the IT Help Desk on the first floor of the McLaughlin Library!