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.

### Scheduling a WebEx Meeting in Outlook

1. **Click on Schedule Meeting**
2. In the WebEx Settings dialog box that appears:
   - A password is required. Use the password WebEx generates for the meeting or change it to something else.
   - Check the box if you do not want attendees to see the meeting password in their email invitation.
   - Select your audio connection. In most cases you will use WebEx Audio.
   - **Click on OK.**
3. Now you will return to Outlook where you can schedule the meeting in your calendar just like any other meeting you create in Outlook.
   - **Add names or email addresses (max 200).**
   - **Add subject, date & time.**
4. In the email message displayed, add any notes you want attendees to see in the invitation prior to the meeting **above the lines of text displayed** at the bottom.
5. If you want to send attachments for participants to have before the meeting, **click the Insert tab** and add attachments.
6. If you also have people meeting in a physical meeting room find and select the room from the **Room Finder** in Outlook.

Click **Send.** The meeting will be 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 (U of G) 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 participant,** open the meeting entry in your Outlook Calendar. If you are an external attendee, open the meeting email.
2. **If you are the host,** click **Start your meeting.** If you are an invitee click the **Join Webex meeting.** You will be redirected to WebEx Meetings. In both cases you may be redirected first to the U of G Single Sign-On page. Enter your U of G email and U of G password, click **Sign In** and proceed to the meeting window.
3. **You will be prompted to select your audio and video connection** You can skip this step if you want. In most cases, use **Call Using Computer** for Audio and your WebCam for the Video. Click Connect Audio and Video and proceed to the meeting window.
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 an application.**

### Starting a Meeting Immediately

1. **Click the Meet Now icon.** The WebEx Meetings page will display.
2. **Click Invite and Remind** to invite participants for your meeting.
3. **Enter the names or email addresses of the attendees (max 500).**
   - **Click Send.**
4. **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.
5. Enter the names or email addresses of the attendees (max 500 participants).
   - Click Send.
6. Return to the WebEx Meeting page and select your audio and video connections. 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 Personal 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.

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.
3. 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 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: https://uoguelph.webex.com/
2. Login with your U of G email address and your U of G email address and password.
3. Click on the WebEx Meetings tab.
4. Click on Downloads.
5. Select Webex Productivity Tools.

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 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
To leave or end the meeting from the WebEx Meetings page:
Attendee:
   - Click the Leave Meeting Button
Host:
   - Click the End Meeting button to end the meeting for all participants and click OK.
   - Click Leave Meeting to leave the meeting but let it carry on for the other participants.
6. Select which OS you require (Windows or Mac).
7. Click on Download.
8. (optional) Click Log Out and close the browser.
9. Find and double-click ptools.msi in your Download directory.
10. Follow the installation wizard:
    a. Click Next.
    b. Accept the License Agreement and click Next.
    c. Click Next again to install WebEx in the default location.
    d. If prompted, click on yes to allow WebEx to make changes on your computer.
    e. Click Finish.
11. A WebEx window appears. Enter your U of G email address.
12. Select uoguelph.webex.com and click Next
13. Complete the U of G single sign on page and click Sign In.
WebEx is now installed.

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

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!