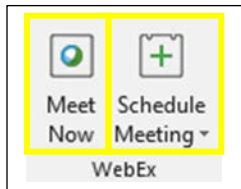


## WebEx Windows Outlook QuickStart

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 buttons can be found under the Home Tab in the Outlook Ribbon Bar.


**Meet Now** – used to start a WebEx meeting immediately.



**Schedule Meeting** – used to schedule a WebEx meeting for a future date/time.

If the WebEx icons do 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 **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. the **Call** icon to establish your Audio Connection. On this windows you can click on **More Options** underneath each icon to select or change your audio/video settings.
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.
- Enter the names or email addresses of the attendees (max 500 participants).
    - Click **Send**.
  - 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

- Open the email invitation
- Click the **Join the meeting** link. The meeting details are shown.
- Click the address under **Join WebEx meeting**.
- The WebEx Sign In page for the host's Personal Room displays.
  - Enter your name and email address.
  - Click **Sign In**.
- The WebEx screen is displayed. Select your Audio connection. If required, turn on video.

## Cancelling a WebEx Meeting

- Open the meeting entry in your Outlook Calendar
- 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.

## How to Share Your Screen in a WebEx meeting

- Start your WebEx meeting.
- Click the **Quick Start** tab. Click **Share Screen** or choose the application you want to screen share by clicking on **More Options**.
- 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](mailto: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:

- Open a web browser and go to: <https://uoguelph.webex.com>.
- Login with your **U of G email address** and your **U of G email address** and **password**.
- Click on the **WebEx Meetings** tab.
- Click on **Downloads**.
- Select **Webex Productivity Tools**.

- Select which OS you require (**Windows** or **Mac**).
- Click on **Download**.
- (optional) Click **Log Out** and close the browser.
- Find and double-click **pools.msi** in your Download directory.
- Follow the installation wizard:
  - Click **Next**.
  - Accept the License Agreement and click **Next**.
  - Click **Next** again to install WebEx in the default location.
  - If prompted, click on yes to allow WebEx to make changes on your computer.
  - Click **Finish**.
- A WebEx window appears. Enter your **U of G email address**.
- Select **uoguelph.webex.com** and click **Next**
- Complete the U of G single sign on page and click **Sign In**.
- The WebEx Productivity Tools window will appear.

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		<a href="mailto:58888help@uoguelph.ca">58888help@uoguelph.ca</a>
Website		<a href="http://www.uoguelph.ca/ccs">www.uoguelph.ca/ccs</a>

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