



Quickly Schedule WebEx using Outlook Plug-in or Instantly Start WebEx using One Click

Take 15 minutes now to save hours later.....

*Sangeet Saurabh
Sr. Product Manager*

Agenda

- Outlook plug-in

- What is the WebEx Outlook plug-in?
- How to schedule meeting using Outlook plug-in?
- Where do you download it from?

- One Click

- What is WebEx One Click?
- How do you start and join instant meeting using one click?
- Where do you download One Click from?

WebEx Microsoft Outlook Plug-in

- **Benefits:**

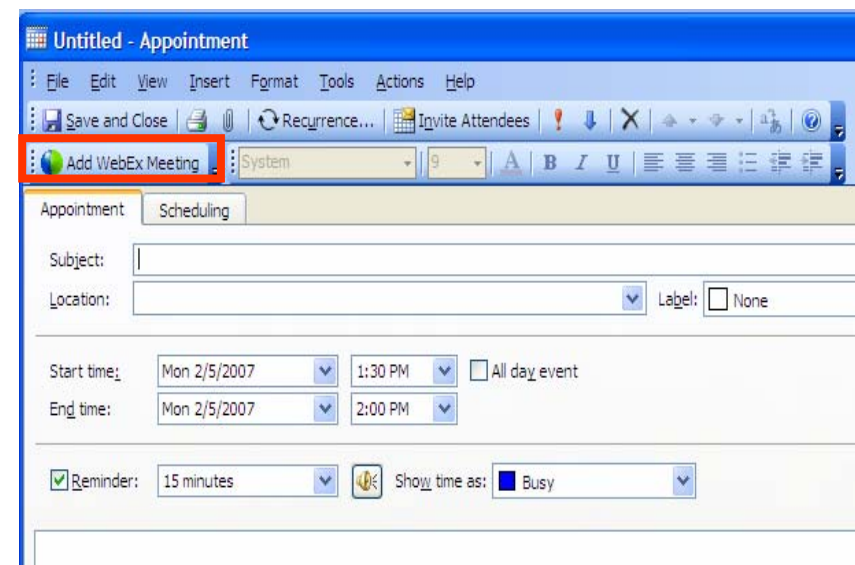
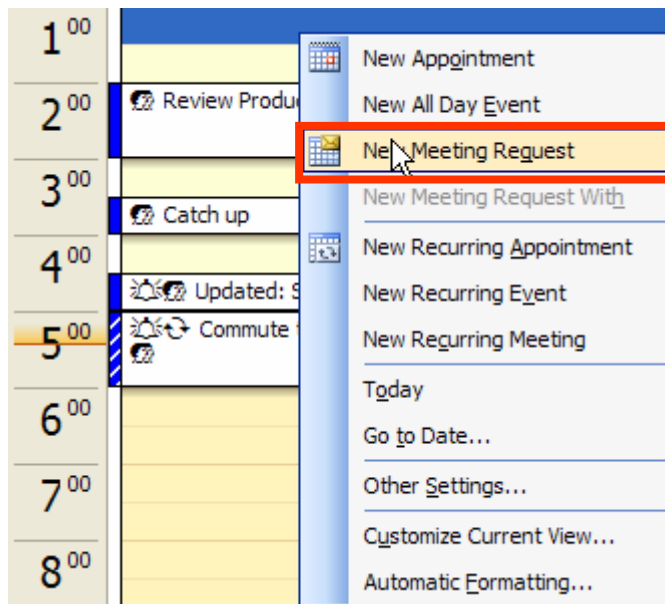
- Scheduling a WebEx meeting is just like scheduling any other meeting using Outlook.
- Eliminates the need to book meetings on the web site or maintain separate schedules
- Instant access for meeting hosts to schedule, invite, and start meetings right from their Outlook
- Easy way to join meetings – just one click on the calendar/email join link

- **Applications:**

- Users of MS Outlook 2000 or later
- MC, TC, EC and \$C
- Available today in WBS20+

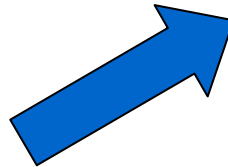
How to schedule meeting using Outlook plug-in?

- WebEx Outlook Plug-in
 - Open a meeting request to schedule an Outlook meeting
 - Add WebEx meeting to your Outlook scheduled meeting



Add WebEx Meeting to your Outlook meeting...

Schedule your online Meeting From MS Outlook just like you schedule an in-person appointment.



WebEx Settings

Service and Password

Service type: Event Center Event session

Meeting password: *

Confirm password: *

☐ Exclude password from email invitation

☐ Do not list this meeting

General Settings | Advanced Settings

Audio Conference

Conference type: WebEx Teleconference

☐ Attendees receive call back

☐ Display global call-in numbers to attendees

☐ Integrated VoIP

Tracking Code

Tracking code: * Division 1 - Manufacturing, Sub-divisio - Produ

Select Tracking Code...

* Required fields

OK Cancel

Pick service or scheduling template

Schedule your WebEx meeting and your audio conference in one step

Inviting People to WebEx Meetings...

Untitled - Appointment

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... **Invite Attendees**

Add WebEx Meeting System

Appointment | Scheduling

Subject: |

Location: |

Start time: Mon 2/5/2007 1:30 PM ☐ All day event

End time: Mon 2/5/2007 2:00 PM

☒ Reminder: 15 minutes Show time as: Busy

Invite WebEx Meeting attendees the same way you would invite individuals to an in-person meeting.

Untitled - Meeting

File Edit View Insert Format Tools Actions Help

Send Recurrence... Cancel Invitation

Add WebEx Meeting System

Appointment | Scheduling

Invitations have not been sent for this meeting.

To...

Subject: |

Location: |

Start time: |

End time: |

☒ Reminder: |

Meeting Works

Select Attendees and Resources

Type Name or Select from List: Show Names from the: Global Address List

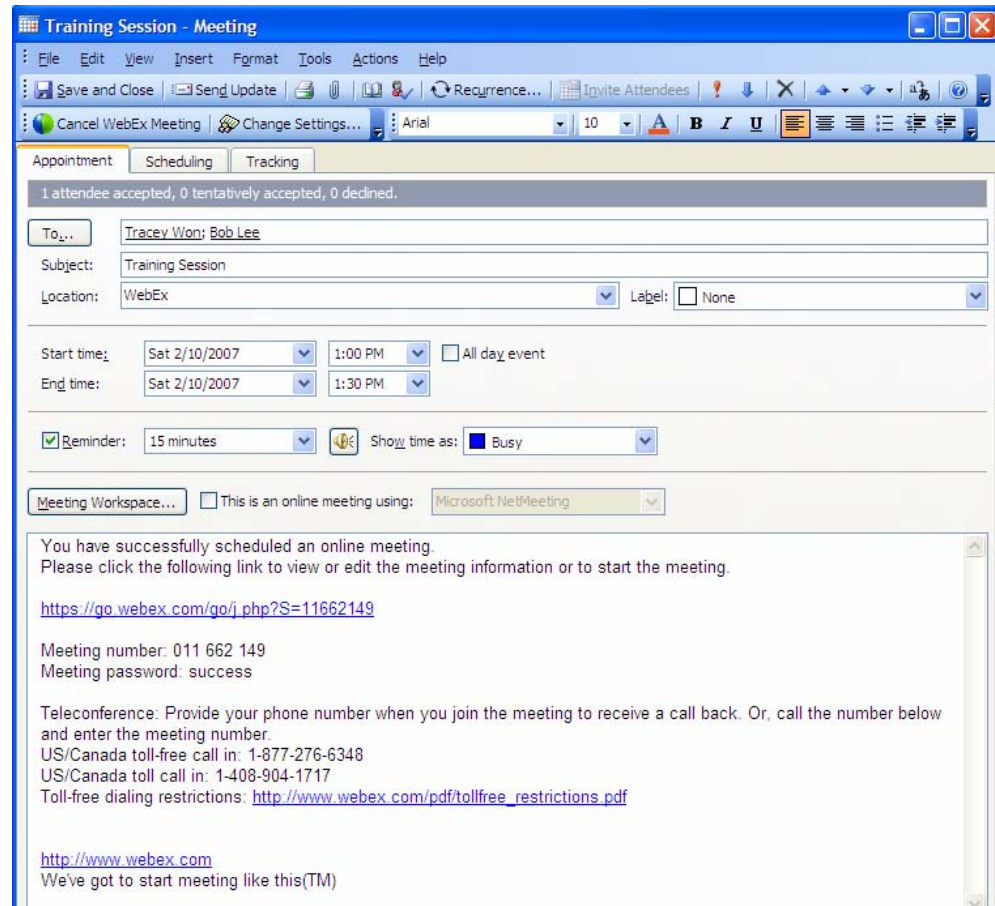
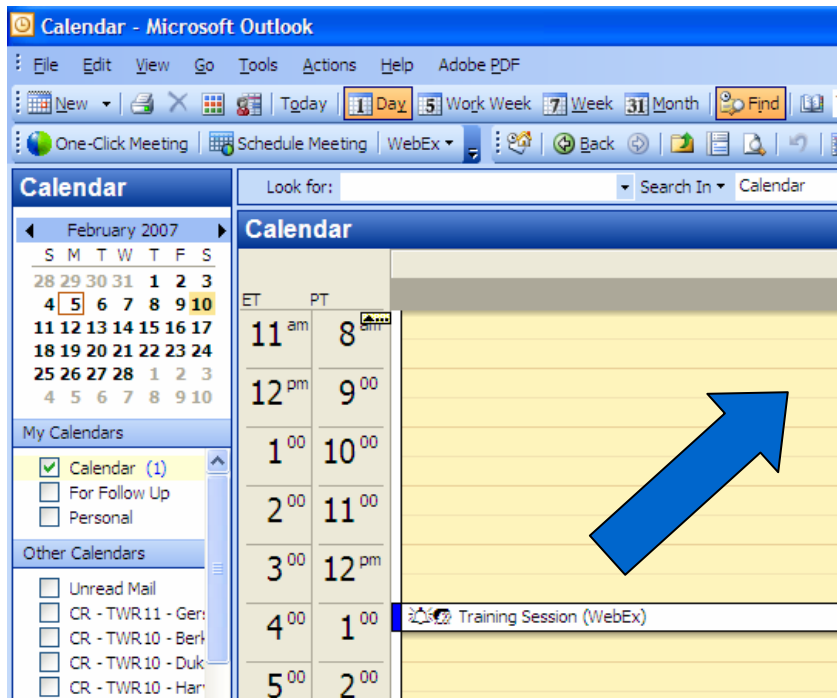
Name	Business Phone
1x	
5X Participants & Mgrs	
5X Reports	
5X Team	
A Team	
Aaron Fan	
Aaron Hill	916-463-8257
Aaron Liu (SZ)	
Aaron Sierra	602-441-1657
Aaron Solomon	408-943-0670
Aaron Stanley	916-636-8089
Aaron 7 (H7)	

Required -> Optional -> Resources ->

Advanced OK Cancel

Start and Join WebEx Meetings from Outlook Calendar

Start and join WebEx Meetings from your MS Outlook Calendar.



Where Do I Download the WebEx Outlook Plug-In?

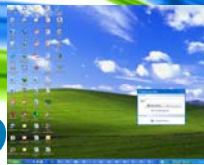
- Your WebEx Site

- Login to Your WebEx Site URL
- Click on “**Assistance**” in the left Navigation bar
- Click on “**Support**”
- Scroll down to “**WebEx Integration to Outlook 3.1**” near the bottom
- Download and Install

- The Customer Portal

- Login to the Customer Portal at <https://myresources.webex.com>
- Under Top Downloads choose Start/Schedule from MS Outlook

WebEx One Click through Desktop integration



- **Benefits:**

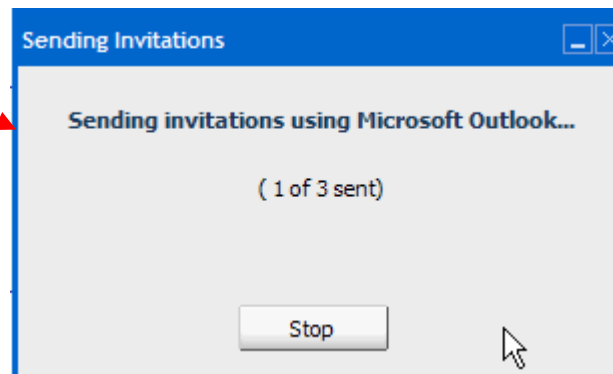
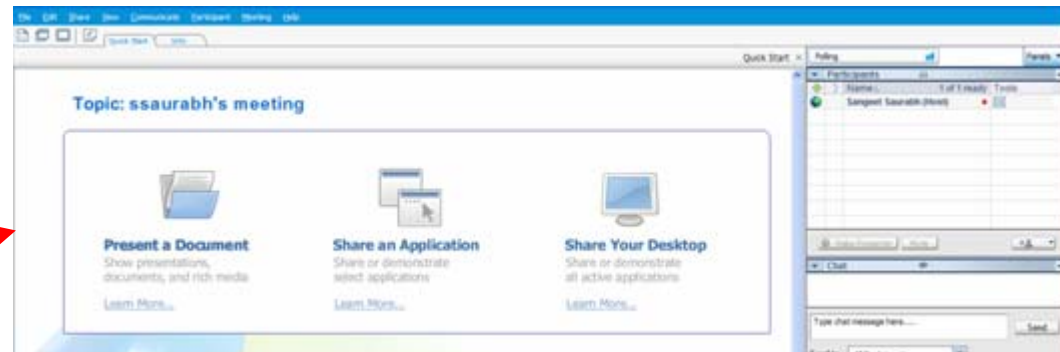
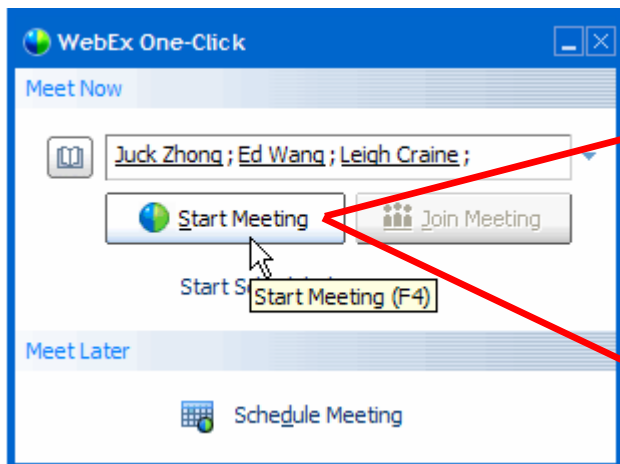
- Start an instant meeting directly from the desktop
- Join any meeting directly from the desktop
- MAPI integration with Microsoft
 - Outlook Global Address Book, Personal Contacts and send mail functions.
 - Outlook Express Contacts and send mail functions

- **Applications:**

- Users on Windows 2000 and XP and Microsoft Outlook 2000 or later
- MC, TC, SC and \$C
- Available today in WBS20 onward

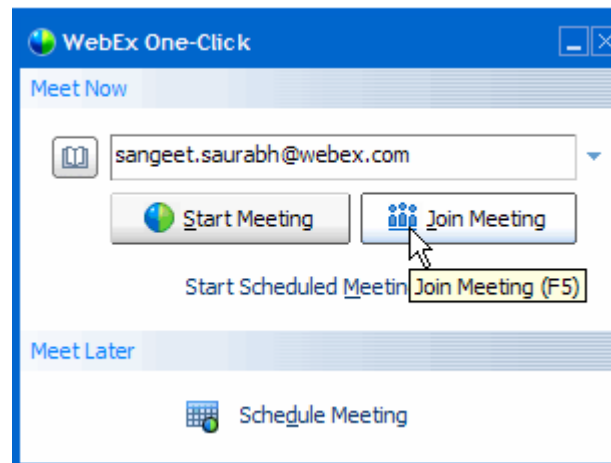
Use One Click in System tray to start a meeting

- Type in user's email address and click start meeting to start a meeting



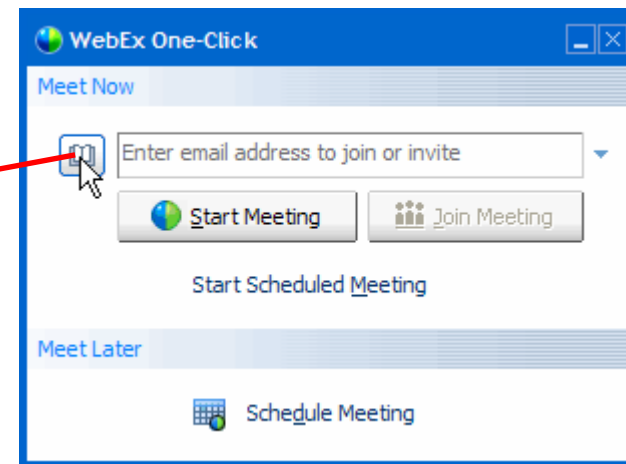
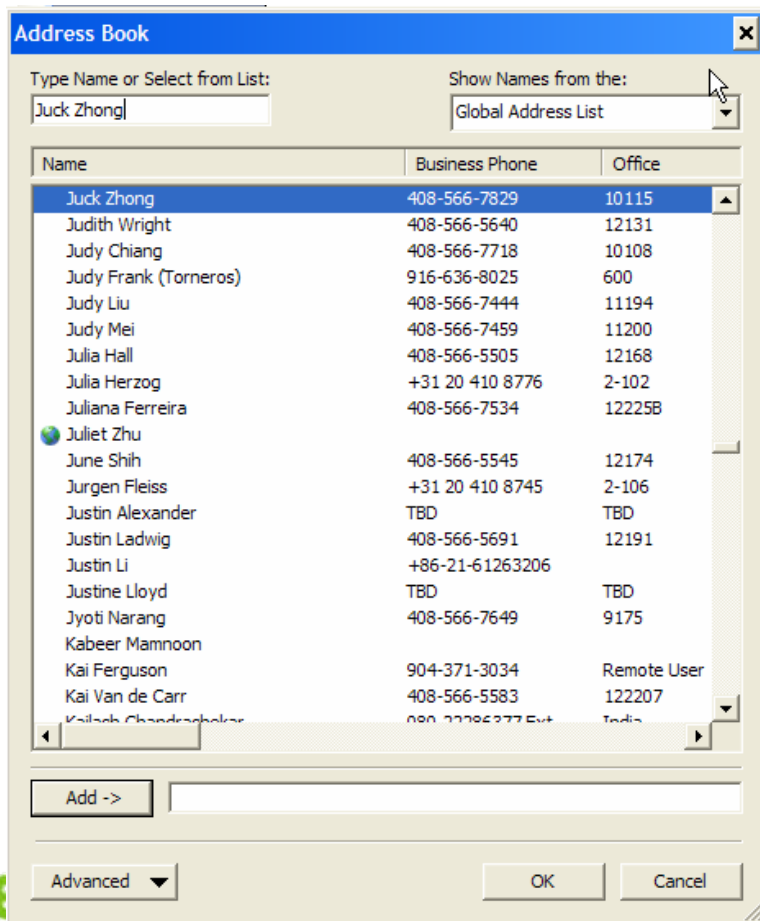
Use One Click to join a meeting

- Type in host's email address and click Join meeting to join host's meeting



Fully Integrates with Outlook & Lotus Notes

- User clicks on One Click address book icon to bring up Outlook or Lotus Notes address book



Where Do I Download the WebEx One Click?

- Your WebEx Site
 - Login to Your WebEx Site URL
 - Click on “**My WebEx**” in the top Navigation bar
 - Click on “**One-Click Setup**”
 - Click on “**Download**” button under “**On your Desktop**” box
 - Download and Install
- The Customer Portal
 - Login to the Customer Portal at <https://myresources.webex.com>
 - Under Top Downloads choose “Start meetings with 1-Click”

Other Desktop integrations

- Microsoft Office Integration
- LCS Communicator integration
- Lotus Notes integration