

Webex Productivity Tools

The WebEx Productivity Tools allows you to schedule, start, and join meeting quickly without having to navigate to your WebEx Meeting Site. By simply clicking the WebEx ball, a WebEx meeting is added to your Outlook calendar invitation. WebEx Productivity Tools are available for both Mac iOS and Windows.

Downloading Productivity Tools

Log in to WebEx at <https://msun.webex.com>. If this is first time you're logging in, you will be prompted to download and install WebEx Productivity Tools.

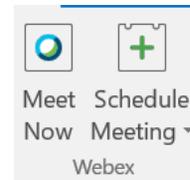
If you aren't prompted:

1. Click the download icon on the left side of the page 
2. Click **Download** under **Cisco Webex Productivity Tools**
3. **Save** the .msi file (.dmg file for Macs) and
4. **Run** it when the download completes. Follow the installation prompts.

Using Productivity Tools

Now that you have finished installing your Productivity Tools you will be able to schedule meetings:

- By using the Productivity Tools located on your Outlook home tab



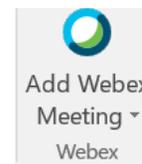
or

- Right from your desktop using the WebEx Productivity Tools icon in your system tray (click the up arrow on the right side of your taskbar)



or

- By Using the **Add Webex Meeting** button in a calendar meeting invite.



Cancel a WebEx Meeting

To cancel a WebEx Meeting that you have scheduled, simply open the event and click the **Cancel Webex Meeting** button.

To Learn more about how to join or host collaborative meetings using WebEx Meeting Center, visit:

<http://help.webex.com>