

What are Productivity Tools?

WebEx Productivity Tools allow you to schedule, start, and join meeting quickly without having to go to the WebEx website. The productivity tools work with Outlook, Word, Excel, PowerPoint IE, Firefox, Skype, and from the icon in your system tray.

WebEx Productivity Tools are available for both Mac iOS and Windows.

The first time you login to the WebEx site, it will ask you if you want to install the productivity tools. If you didn't install them when asked, you can always install them at a later date.

Downloading & Installing Productivity Tools

1. Log in to WebEx using any web browser by going to <http://msun.webex.com>. Click **Log In** in the upper right corner and enter in your NetID and password to sign in.



2. In the left-hand menu under **Support**, click **Downloads**.

3. Look for **Productivity Tools** and click the appropriate link (Windows or Mac) to download the tools.

4. Save the file, close all you programs, and then run the file you downloaded.

5. A **Productivity Tools** login window will open. Enter:

SiteURL: **msun.webex.com**

User Name: **your NetID**

Password: **your NetID password**

6. The MSU login window will appear. Enter your NetID and NetID password again.

Changing Productivity Tools Settings

To find and check, or reset, your default WebEx settings (after the Productivity Tools have been installed) on Windows:

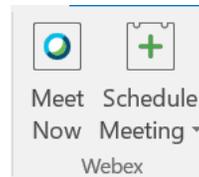
1. Click the **Start** button and type **WebEx** in the search box.

2. Click on **WebEx settings**

You can set your preference settings for “Meet Now” meetings, preferences and what programs the productivity tool will appear in.

Scheduling Example from Outlook

1. Click either the WebEx **Meet Now** or **Schedule Meeting** icon on your Home ribbon. Note that in Outlook Schedule Meeting is actually two buttons – the calendar icon will open a meeting invitation.



2. Fill out your invite as you would normally by entering your subject, invitees, and the date and time of your meeting. You can enter “WebEx” for the location.

3. After you have finished entering your information, click **Add WebEx Meeting** and enter the requested information. This is what will add the WebEx meeting details. *If you don't do this step, you will just be scheduling a regular Outlook Calendar event!*

Scheduling Example from Outlook (continued)

When entering a meeting password, it must contain:

- more than 6 characters.
- more than 1 numbers (1, 2, 3...).
- more than 1 letters (a, b, c...).
- upper- and lower-case letters.

Not allowed:

password, passwd, pass, 123456, asdfjk
The password must also **not** contain any part of the host's name or username, or the WebEx site name.

The meeting password will automatically appear in the meeting invitations that you send through Outlook Calendar. Attendees who click the URL that a host sends to them for a meeting do not need to enter a password—they will just be prompted to enter their name and email address.

4. Click the **Send** button and the WebEx meeting info will be added to the invitation.

Update or cancel a meeting

Go back to the item on your Outlook calendar and update or cancel the WebEx meeting just as you would with any other Outlook calendar item. Cancelling a meeting will remove it from the WebEx server. Don't forget to also click the “Send” Cancellation button from the Outlook appointment to cancel it from your calendar and your meeting invitee's calendars.

Note: You cannot cancel a meeting if it has started.

WebEx Productivity Tools for Microsoft Office

Scheduling a WebEx meeting for another host

Schedule a WebEx meeting for another host

To schedule a WebEx meeting for another host, the delegate must have the following permissions:

Scheduling from:	The delegate needs:
WebEx Site	1. Host account on the MSUN WebEx site 2. Scheduling permission granted on the WebEx site
Outlook	1. Host account on the MSUN WebEx site 2. Scheduling permission granted on the WebEx site 3. Access to the host's appointment calendar

To schedule a meeting for another host from the WebEx site:

1. Log in to your WebEx account and go to Meeting Center or Training Center.
2. In the left navigation panel, select **Schedule a Meeting** or **Schedule Training**.

Note: For Meeting Center, click Advanced Scheduler if the Advanced Scheduler is not your default scheduler page.

3. Click **Schedule for**, then select the name of the WebEx host you are scheduling for.
4. Enter the rest of the scheduling information, then click **Schedule Meeting**. Meeting invitations are sent, and the meeting appears on yours and the host's **My Meetings** page.

To schedule a meeting for another host from Outlook:

1. From Microsoft Outlook, select **File** → **Open** → **Other User's Folder**.
2. Click **Name** and select the host's name from the address book, then select **Calendar** from the **Folder type** drop-down menu, and click **OK**.
3. Click a date in the host's calendar, then click **Schedule Meeting** in the Outlook Ribbon. A new Outlook appointment message appears.
4. Schedule the meeting, entering the meeting information on the **Appointment** tab and selecting attendees from the **Invite Attendees** or **Scheduling** menus.
5. Click **Add WebEx Meeting**. The WebEx Settings dialog appears and identifies the host for whom you are scheduling the meeting.
6. Enter and confirm a password for the meeting.
7. Verify that all other meeting options are correct, then click **OK** to close the dialog.
8. Click **Send**. The meeting invitation is sent on behalf of the host.

To start a WebEx meeting for another host from a WebEx site or from Outlook

1. Log in to your WebEx account.
2. Click **My WebEx** → **My Meetings**. Meetings you have scheduled for yourself or other hosts are listed.
3. Locate the meeting you want to start, then click **Start**. The meeting is initiated and you are assigned both the host and presenter role.

Note: When the host joins the meeting, he or she assumes the host role and becomes the presenter.

To start a meeting for another host from Outlook:

1. Open the host's calendar and locate the meeting you scheduled.
2. Double-click the appointment message, then click the link to start the meeting.
3. If prompted, enter your login information, then click **Log In**. The Meeting Information page appears.
4. Click **Start**. The meeting is initiated and you are assigned both the host and presenter role.

Note: When the host joins the meeting, he or she assumes the host role and becomes the presenter.