



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

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

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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:**

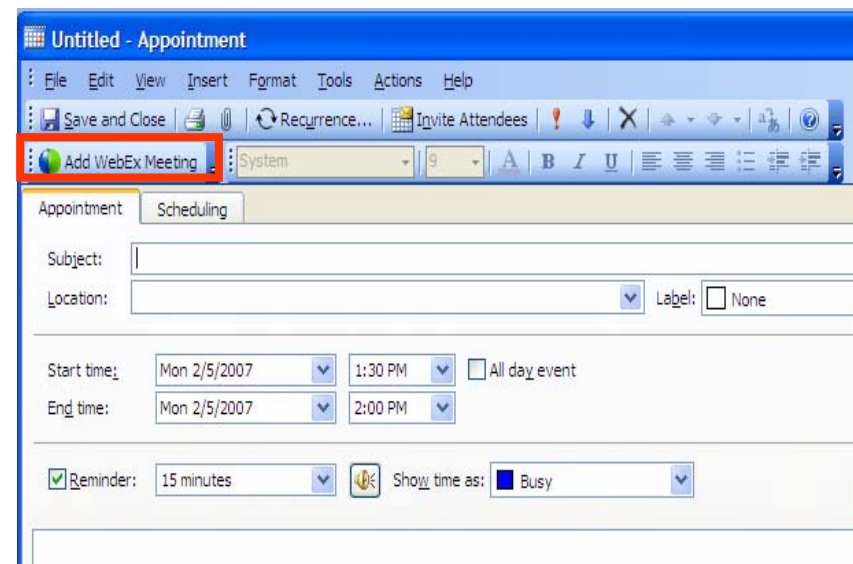
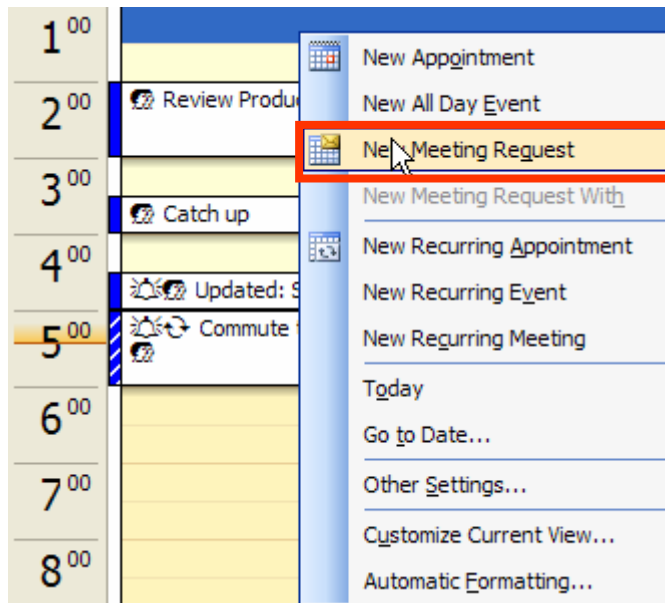
- Scheduling a WebEx meeting is just like scheduling any other meeting using Outlook.
- Eliminates the need to book meetings on the web site or maintain separate schedules
- Instant access for meeting hosts to schedule, invite, and start meetings right from their Outlook
- Easy way to join meetings –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

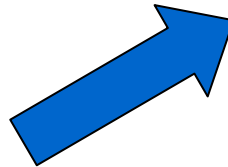
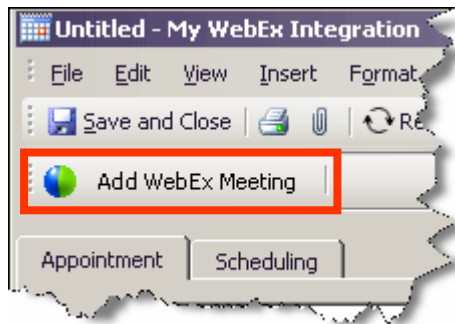
How to schedule meeting using Outlook plug-in?

- 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...

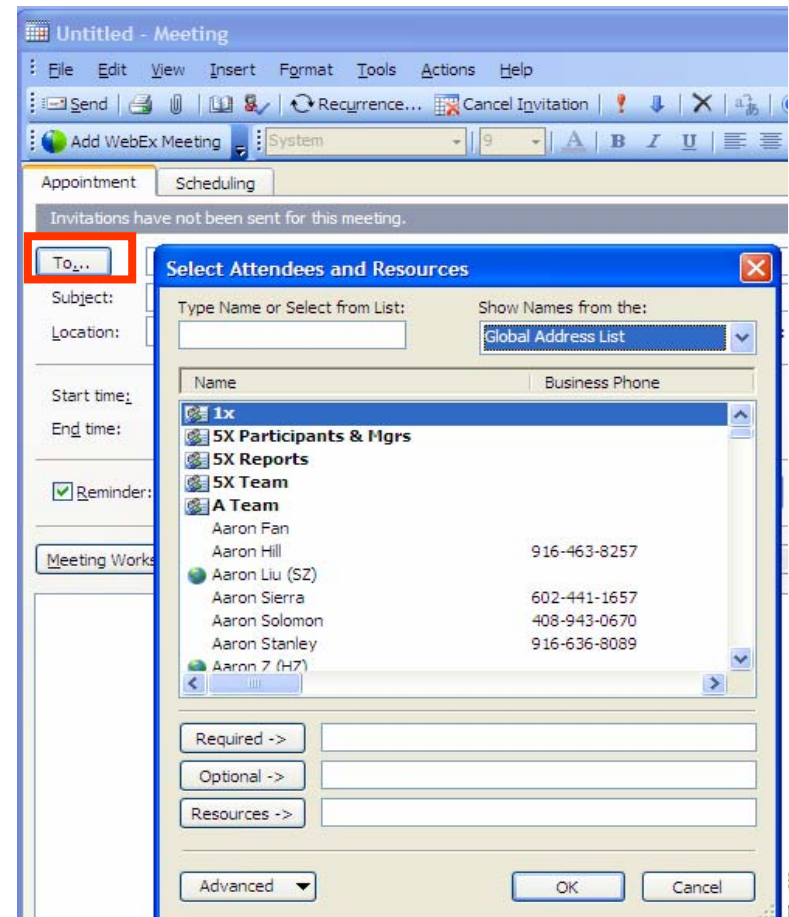
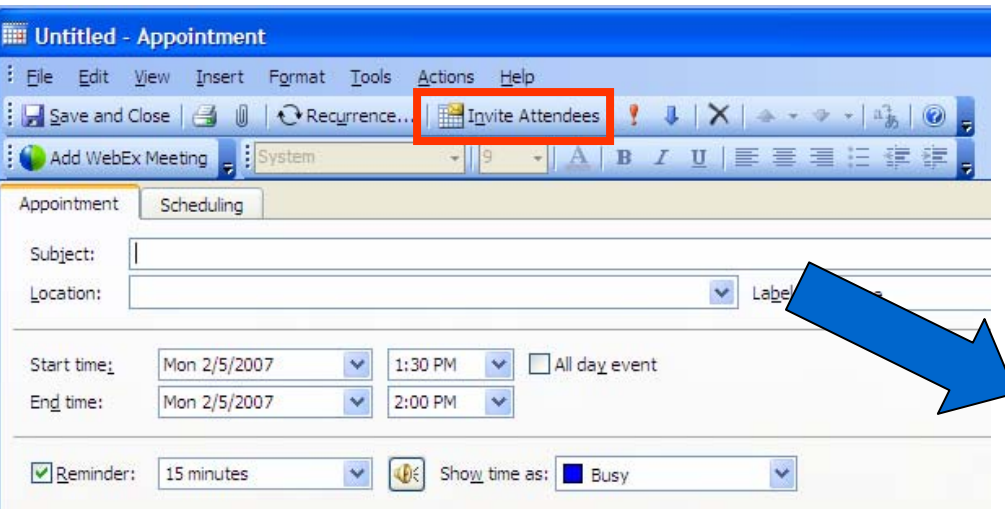
Schedule your online Meeting From MS Outlook just like you schedule an in-person appointment.

A screenshot of the 'WebEx Settings' dialog box. It has two tabs: 'General Settings' and 'Advanced Settings'. The 'Service and Password' section includes a 'Service type' dropdown menu set to 'Event Center Event session', and fields for 'Meeting password' and 'Confirm password'. There are checkboxes for 'Exclude password from email invitation' and 'Do not list this meeting'. The 'Audio Conference' section has a 'Conference type' dropdown set to 'WebEx Teleconference' and checkboxes for 'Attendees receive call back', 'Display global call-in numbers to attendees', and 'Integrated VoIP'. The 'Tracking Code' section has a 'Tracking code' field with the text 'Division 1 - Manufacturing, Sub-divisio - Produ' and a 'Select Tracking Code...' button. At the bottom, there are 'OK' and 'Cancel' buttons and a note '* Required fields'.

Pick service or scheduling template

Schedule your WebEx meeting and your audio conference in one step

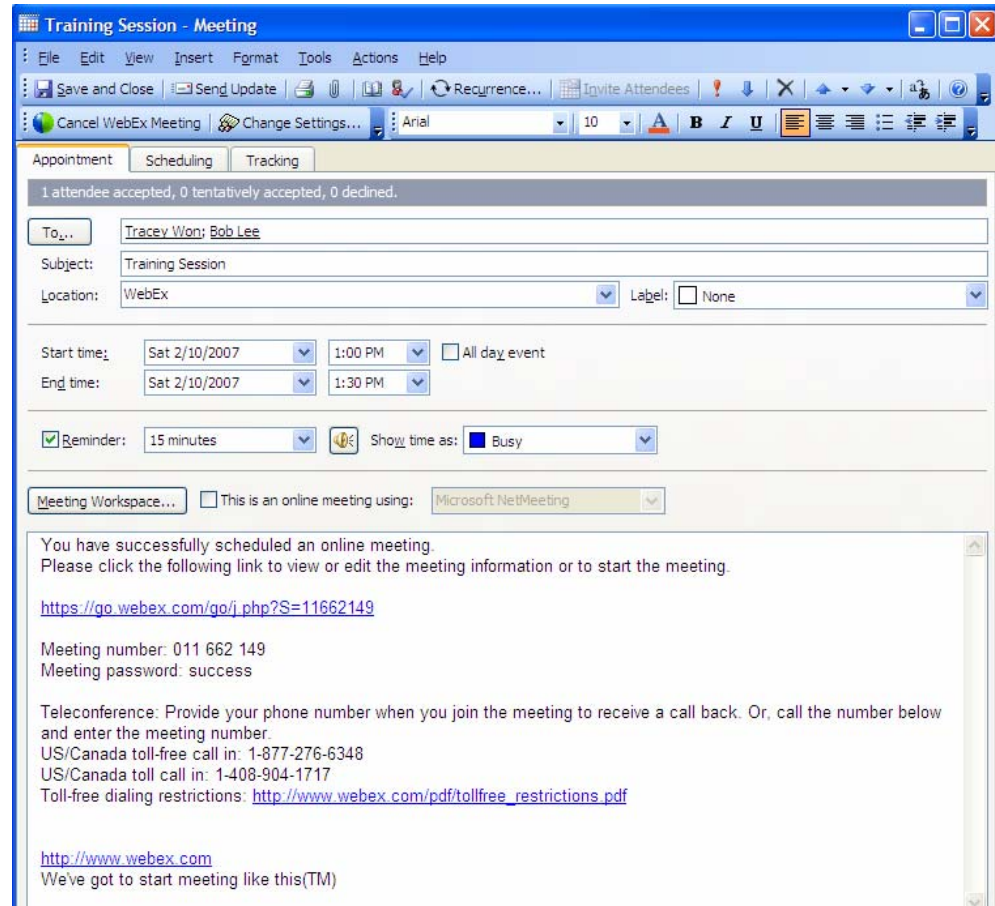
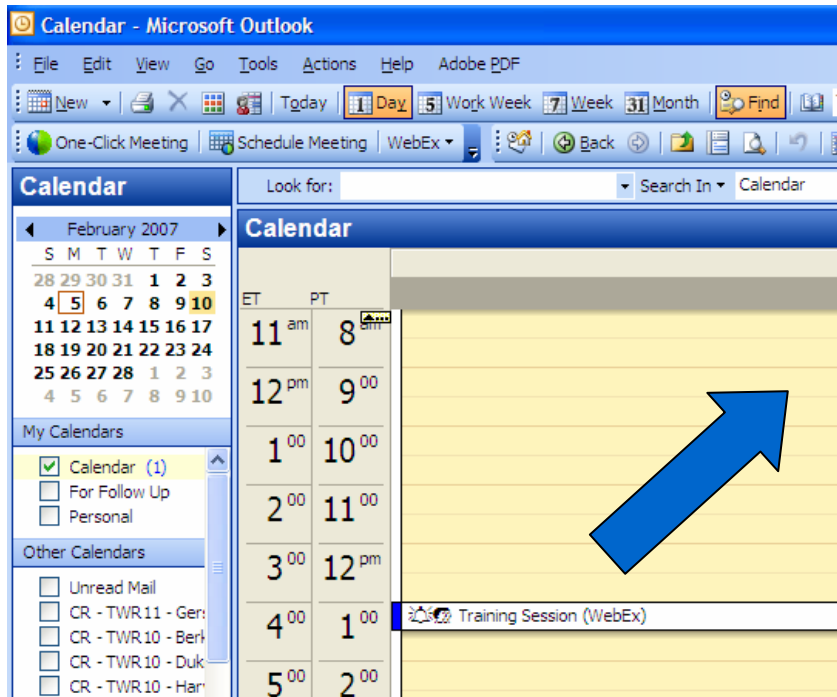
Inviting People to WebEx Meetings...



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

Start and Join WebEx Meetings from Outlook Calendar

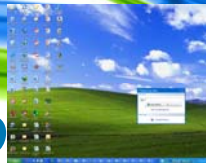
Start and join WebEx Meetings from your MS Outlook Calendar.



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:**

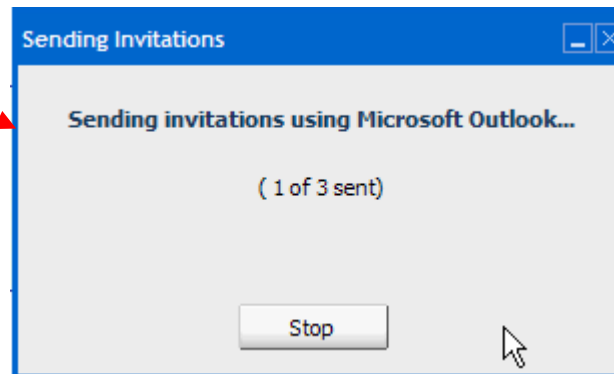
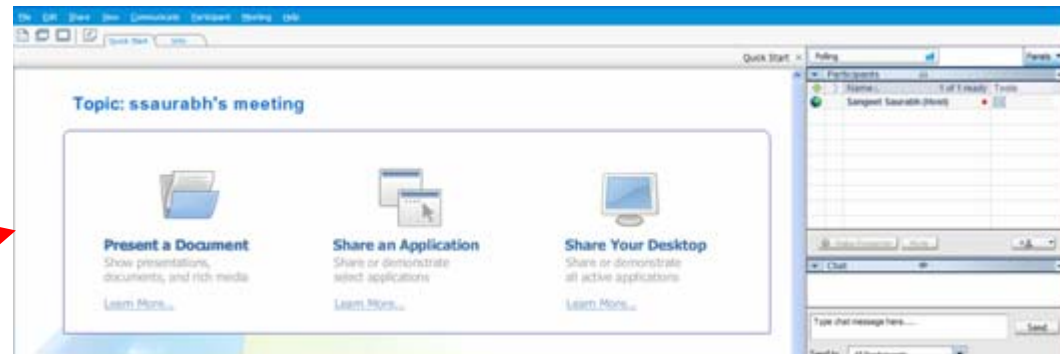
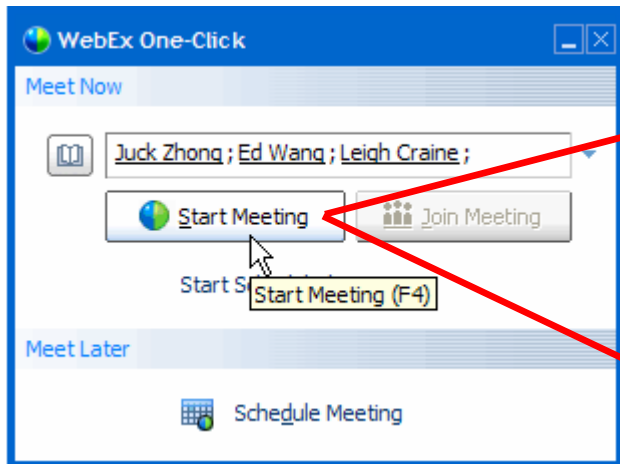
- Start an instant meeting directly from the desktop
- Join any meeting directly from the desktop
- MAPI integration with Microsoft
 - Outlook Global Address Book, Personal Contacts and send mail functions.
 - Outlook Express Contacts and send mail functions

- **Applications:**

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

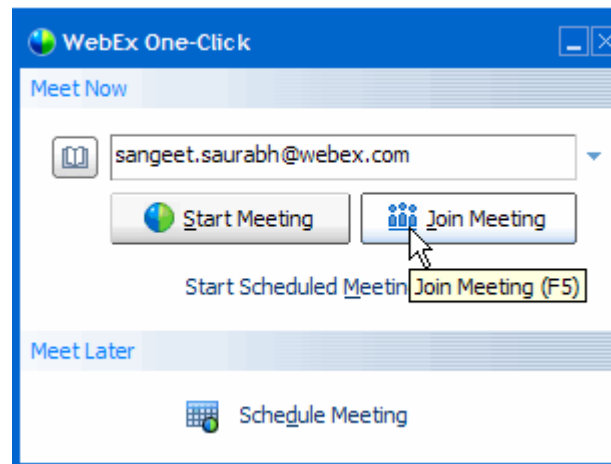
Use One Click in System tray to start a meeting

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



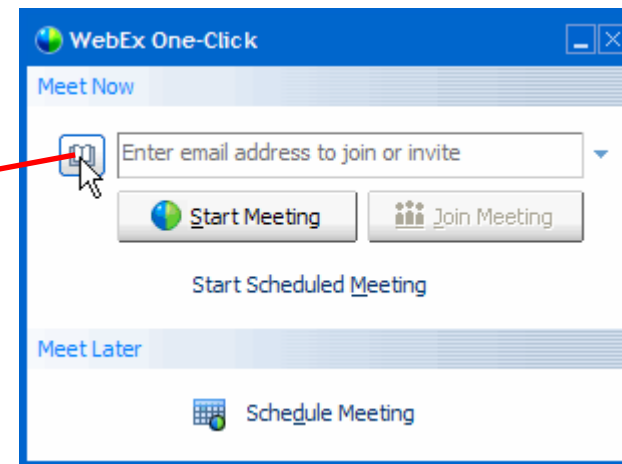
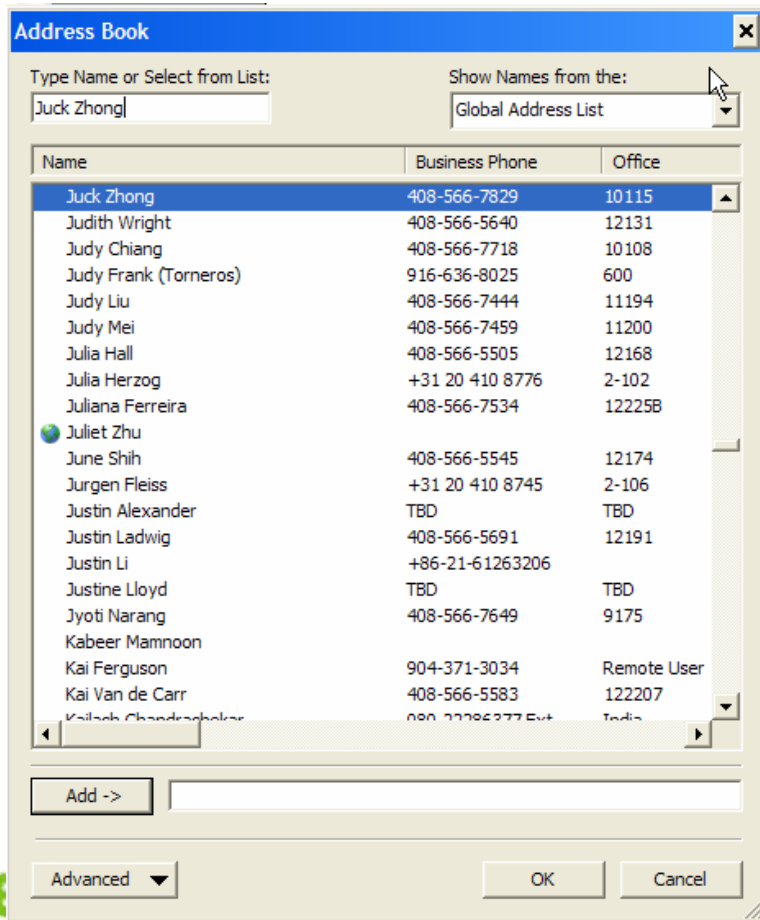
Use One Click to join a meeting

- 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