WEBEX ONE-CLICK QUICK REFERENCE

OPEN THE WEBEX ONE-CLICK PANEL
Use either method to open the panel:

- Double-click the WebEx One-Click icon on the desktop
- Go to Start > Programs > WebEx > Productivity Tools > WebEx One-Click

START A MEETING FROM THE ONE-CLICK PANEL
1. Open the WebEx One-Click panel.
2. Optional: Invite attendees by clicking the address book icon or directly enter email addresses in the “Enter email address or meeting number” box.
3. Click Start Meeting.

INVITE ATTENDEES TO A MEETING IN PROGRESS FROM THE ONE-CLICK PANEL
1. On the One-Click panel, either enter the contacts using the address book, or type the email address in the text box.
2. Click Invite to Meeting.

JOIN AN IN-PROGRESS MEETING FROM THE ONE-CLICK PANEL
1. Open the WebEx One-Click panel.
2. Enter either the host’s email address or the meeting number.
3. Click Join Meeting.
4. Depending on the host’s settings, either wait for the host’s approval or enter the password to join the meeting.
5. Once you join, the controls on the WebEx One-click panel become unavailable.

START AN INSTANT MEETING FROM THE ONE-CLICK TASKBAR
1. Right-click the One-Click icon in the Windows taskbar.
2. Select Start Meeting Now.
3. The meeting starts and the Meeting Manager window opens. Use the tools within Meeting Manager to invite attendees.

START A SCHEDULED MEETING FROM THE ONE-CLICK TASKBAR
1. Right-click the One-Click icon in the Windows taskbar.
2. Select Schedule a Meeting.
3. A list of meetings scheduled for the day appears.
4. Select the meeting you wish to start.

SCHEDULE A MEETING FROM THE ONE-CLICK TASKBAR
1. Right-click the One-Click icon in the Windows taskbar.
2. Select Schedule a Meeting.
3. Microsoft Outlook opens to a new appointment.
4. Click the Add WebEx Meeting button
5. Enter the details for the meeting.

JOIN A MEETING FROM THE ONE-CLICK TASKBAR
1. Right-click the One-Click icon in the Windows taskbar.
2. Select Join a Meeting.
3. A list of meetings you are invited to for the current day are displayed.
4. Optional: Select a different date to show meetings for that date or select Monthly or Weekly to show meetings for that month or week.
5. In the box below the list of meetings, enter your email address, mobile phone number, or meeting number.
6. Click Join.
WEBEX ONE-CLICK QUICK REFERENCE

START A ONE-CLICK MEETING FROM THE WEB
1. Navigate to http://uakron.webex.com
2. Click Host Login and enter your UANetID and password.
3. Click My WebEx.
4. Click Start a One-Click Meeting.

START A ONE-CLICK MEETING FROM MEETING CENTER
1. Navigate to http://uakron.webex.com
2. Click Host Login and enter your UANetID and password.
3. Click Meeting Center.
4. Select Host a Meeting > One-Click Meeting.