Table of Contents

COURSE OVERVIEW ............................................................................................................................................... 2

LESSON 1: INSTALLING THE PRODUCTIVITY TOOLS .......................................................................................... 3

FIRST TIME LOG IN .................................................................................................................................................. 3
SETTING UP PRODUCTIVITY TOOL PROGRAMS .................................................................................................. 6

LESSON 2: SETTING UP WEBEX PRODUCTIVITY TOOLS .................................................................................. 7

ACCESS WEBEX SETTINGS FOR PRODUCTIVITY TOOLS .................................................................................. 7
ABOUT THE ACCOUNTS TAB ................................................................................................................................... 8
ABOUT THE INSTANT MEETINGS TAB .................................................................................................................. 9
ABOUT THE SCHEDULED MEETINGS TAB ............................................................................................................ 10
ABOUT THE ONE-CLICK TAB ................................................................................................................................ 14
ABOUT THE TOOLS TAB ......................................................................................................................................... 14

LESSON 3: USING WEBEX ONE-CLICK PANEL & PRODUCTIVITY TOOL SHORTCUTS .............................................. 16

OPEN THE WEBEX ONE-CLICK PANEL .................................................................................................................... 17
STARTING A MEETING FROM THE WEBEX ONE-CLICK PANEL ........................................................................ 18
INVITE ATTENDEES TO A MEETING IN PROGRESS ............................................................................................ 19
JOIN AN IN-PROGRESS MEETING FROM THE ONE-CLICK PANEL ................................................................ 19
START AN INSTANT MEETING FROM THE WEBEX ONE-CLICK TASKBAR MENU .............................................. 20
START A SCHEDULED MEETING FROM THE WEBEX ONE-CLICK TASKBAR ..................................................... 21
SCHEDULE A MEETING FROM THE WEBEX ONE-CLICK TASKBAR MENU .......................................................... 22
JOIN A MEETING FROM THE WEBEX ONE-CLICK TASKBAR MENU ................................................................... 23

LESSON 4: STARTING A ONE-CLICK MEETING ON THE WEB ........................................................................ 24

START A ONE-CLICK MEETING ON THE WEB ...................................................................................................... 24
START A ONE-CLICK MEETING FROM MEETING CENTER .................................................................................. 24
WebEx One-Click allows you to start, schedule and join meetings from your desktop (without logging in to the WebEx site). One-click also integrates with your Microsoft Outlook address book so you can send meeting invitations quickly. In order to use One-Click, you must first install the Productivity Tools.

After logging in to WebEx, you will be prompted to install the Productivity Tools. The tools allow you to start and schedule meetings from within the following programs:

- Microsoft Outlook
- Microsoft Office
- Internet Explorer
- Firefox
- WebEx One-Click

A plug-in is required to join a meeting using Google Chrome.

You will be prompted to download and install the plug-in the first time you join a meeting using Google Chrome.
Lesson 1: Installing the Productivity Tools

Upon first logging in to WebEx, you will be prompted to install the Productivity Tools.

First Time Log In

1. Open an Internet Browser and enter in the Address bar:
   http://uakron.webex.com
2. Enter your UAnetID and password.
3. You will be prompted to install the Productivity Tools – click Yes.
4. The Setup will begin.
5. You may receive a security prompt, if so, click **Allow**.

6. The installation wizard begins. Click the **Next** button to begin the installation.
7. Follow the on-screen prompts to install the software. Once the installation is complete, click the **Finish** button.

8. The Cisco WebEx One-Click dialog will display. This indicates the tool has been successfully installed.

**NOTE:** You must restart your applications (Outlook, Microsoft Office, Internet Explorer and FireFox) to use WebEx with these programs.
Setting Up Productivity Tool Programs

To select which programs to use with WebEx:

1. From your desktop click **Start >All Programs > WebEx >Productivity Tools > WebEx Settings**.

2. Click the **Tools** tab. Select the Email and Scheduling, Microsoft, and Firefox program options, as desired.

3. Click **OK**.

**NOTE:** By default, Outlook, all Microsoft Office programs, and Firefox will be selected.
Lesson 2: Setting Up WebEx Productivity Tools

Access WebEx Settings for Productivity Tools

To set the WebEx Productivity Tool options:

1. Click **Start > Programs > WebEx > Productivity Tools > WebEx Settings**.
2. The WebEx Settings dialog box displays.
About the Accounts tab

The Account Options allow you to log in to your WebEx account with your user name and password.

<table>
<thead>
<tr>
<th>Use this option…</th>
<th>To…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site URL</td>
<td>Enter <a href="http://uakron.webex.com">http://uakron.webex.com</a></td>
</tr>
<tr>
<td>User Name</td>
<td>Should default to your username. Cannot change this field.</td>
</tr>
<tr>
<td>Password</td>
<td>Leave this field blank. Cannot change this field.</td>
</tr>
</tbody>
</table>
About the Instant Meetings tab

Instant meeting options affect meetings started instantly.

<table>
<thead>
<tr>
<th>Use this option...</th>
<th>To...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service Type</strong></td>
<td>Select the type of WebEx session for which you want to start a meeting. Select either <strong>Meeting Center</strong> or <strong>Training Center</strong>.</td>
</tr>
<tr>
<td><strong>Meeting Topic</strong></td>
<td>Enter a topic or name for the meeting.</td>
</tr>
<tr>
<td><strong>Meeting Password</strong></td>
<td>Require participants to enter the password you set to join your meeting.</td>
</tr>
<tr>
<td><strong>List this meeting on the WebEx site</strong></td>
<td>This option may not be selected.</td>
</tr>
<tr>
<td><strong>Ask for my approval when someone joins</strong></td>
<td>This option may not be selected.</td>
</tr>
<tr>
<td><strong>Conference Type</strong></td>
<td>Defaults to <strong>Use VolP only</strong>. <strong>WebEx Audio</strong> may be selected; however, keep in mind this is a <strong>toll</strong> number, so long distance charges may apply to the participant.</td>
</tr>
</tbody>
</table>
About the Scheduled Meetings tab

Scheduled meeting options affect meetings scheduled from Microsoft Office.

<table>
<thead>
<tr>
<th>Use this option...</th>
<th>To...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service Type</strong></td>
<td>Select the type of WebEx session for which you want to start a meeting. Select either Meeting Center or Training Center.</td>
</tr>
<tr>
<td><strong>Meeting Password</strong></td>
<td>Require participants to enter the password you set to join your meeting.</td>
</tr>
<tr>
<td><strong>Exclude password from email invitation</strong></td>
<td>Check this box to exclude the meeting password from the email message that is sent to everyone who is invited to your meeting.</td>
</tr>
<tr>
<td><strong>List this meeting on the WebEx site</strong></td>
<td>This option may not be selected.</td>
</tr>
<tr>
<td><strong>Attendees can join the meeting [x] minutes before starting time</strong></td>
<td>Allow attendees to join the meeting within a set number of minutes before the meeting's start time.</td>
</tr>
</tbody>
</table>

**NOTE:** If this option is NOT checked or the minutes are set to 0, you must start the meeting before the attendees can join.
Audio and Tracking tab

The options on this tab affect audio conferencing and tracking.

<table>
<thead>
<tr>
<th>Use this option...</th>
<th>To...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Type</td>
<td>Select the type of teleconference you would like to use</td>
</tr>
<tr>
<td></td>
<td>• <strong>Use VoIP Only</strong>: This is the default.</td>
</tr>
<tr>
<td></td>
<td>• <strong>WebEx Audio</strong>: If this option is selected participants will use a number to dial into the meeting. <strong>NOTE</strong>: This is a toll number; so long distance charges may apply to the participant.</td>
</tr>
</tbody>
</table>

NOTE: This is a toll number; so long distance charges may apply to the participant.
Registration tab

The options on this tab affect how attendee registrations are approved.

<table>
<thead>
<tr>
<th>Use this option…</th>
<th>To…</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Require attendee registration</strong></td>
<td>Specify that all attendees must register to attend the meeting so you can accept or deny entry into your meeting. An attendee cannot attend the meeting until you accept his or her registration request.</td>
</tr>
<tr>
<td></td>
<td>This option is only available if the <strong>Attendees can join the meeting [x] minutes before starting time</strong> is cleared.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> <em>This option would rarely be used.</em> The only time this option might be selected is to track participation or if there was a charge for attending the webinar.</td>
</tr>
<tr>
<td><strong>Automatically accept all registrations</strong></td>
<td>Accept all registration requests automatically. If this option is not selected, you must accept registration requests manually by using the options on the Registered Attendees page on the WebEx site.</td>
</tr>
<tr>
<td></td>
<td>This option is only available if the <strong>Attendees can join the meeting [x] minutes before starting time</strong> is cleared and the <strong>Require attendee registration</strong> option is selected</td>
</tr>
</tbody>
</table>

Resources tab
The options on this tab control how resources are used in meetings. This tab is currently not being used.
About the One-Click tab

The One-click options affect the features on the One-Click panel.

<table>
<thead>
<tr>
<th>Use this option…</th>
<th>To…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always stay on top of desktop</td>
<td>Have the WebEx one-click panel appear on top of every application or program that is open on your computer.</td>
</tr>
<tr>
<td>Start WebEx One-Click when Windows starts</td>
<td>Automatically start WebEx One-Click when Windows starts.</td>
</tr>
<tr>
<td>Show One-Click icon on taskbar</td>
<td>Show the One-Click icon in the taskbar.</td>
</tr>
<tr>
<td>Show scheduling function in One-Click window</td>
<td>Show the link Start Scheduled Meeting and Schedule Meeting on the panel. Clicking either one of these links takes you to the appropriate pages in WebEx.</td>
</tr>
<tr>
<td>Default Address Book</td>
<td>Defaults to Microsoft Outlook.</td>
</tr>
<tr>
<td>Allow me to change meeting topic when meeting starts</td>
<td>Allows you to change the meeting topic when the meeting starts.</td>
</tr>
<tr>
<td>Allow me to change meeting password when meeting starts</td>
<td>Allows you to change the meeting password when the meeting starts.</td>
</tr>
</tbody>
</table>

About the Tools tab

The Tools options determine which programs include WebEx integration and shortcuts.

<table>
<thead>
<tr>
<th>Use this option…</th>
<th>To…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email and Scheduling</td>
<td>Show WebEx buttons and commands for scheduling One-Click meetings with Microsoft Outlook using the contacts and calendars from Microsoft Outlook. This option will be checked by default.</td>
</tr>
</tbody>
</table>
| Use WebEx with Microsoft Office          | Show WebEx buttons for starting a One-Click meeting and automatically sharing a selected file or document from the following Microsoft Office applications:  
  - Excel  
  - PowerPoint |

Ver. 2014.06.12
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show toolbar in Internet Explorer</strong></td>
<td>Show a WebEx button that allows you to start One-click meetings from the Microsoft Internet Explorer toolbar.</td>
</tr>
<tr>
<td><strong>Show in Windows right-click menus</strong> (requires reboot)</td>
<td>Show a WebEx command that allows you to start a One-Click meeting and automatically share a selected file or document from the right-click shortcut windows available in Windows Explorer.</td>
</tr>
<tr>
<td><strong>Instant Messengers</strong></td>
<td>This option is not being used.</td>
</tr>
<tr>
<td><strong>Show toolbar in Firefox</strong></td>
<td>Shows a WebEx button that allows you to start instant meetings from the Firefox toolbar.</td>
</tr>
<tr>
<td><strong>Allow me to change meeting password when meeting starts</strong></td>
<td>Allows you to change the meeting password when the meeting starts.</td>
</tr>
</tbody>
</table>
Lesson 3: Using WebEx One-Click Panel & Productivity Tool Shortcuts

Once the WebEx Productivity Tools have been downloaded, the WebEx One-Click panel and Productivity Tool shortcuts are installed on your computer.

The WebEx One-Click Panel allows you to do the following:

- Start a One-Click Meeting and invite attendees to the meeting at the same time
- Join an in-progress meeting
- Edit the settings for your One-Click Meeting
- Quickly obtain your attendees’ or hosts’ email addresses
- Quickly go to WebEx to start a scheduled meeting or schedule a meeting
The **Productivity shortcuts** allow you to start a One-Click meeting from the following:

- Right-click menu for the One-Click taskbar icon
- Microsoft Outlook
- Web browser (Internet Explorer and Firefox only)
- Microsoft Office applications
- Right-click menu for applications or document files

**Open the WebEx One-Click panel**

There are several different methods to open the One-Click Panel. To open the panel, perform *one* of the following actions:

- Double-click the WebEx One-Click icon on the desktop.

- Go to **Start > Programs > WebEx > Productivity Tools > WebEx One-Click**
Starting a Meeting from the WebEx One-Click Panel

1. Open the WebEx One-Click panel (refer to instructions on Page 17).

2. Optional: Invite attendees by clicking the address book icon and then selecting attendees. Email addresses may also be directly entered in the “Enter email address or meeting number” box. If manually entering email addresses, separate addresses with a semicolon.

3. Click **Start Meeting**.

   After a brief setup, you are in the meeting and invited attendees receive their invitation email messages.

   If you invited an attendee by manually entering their email address, the attendee must enter his or her name on the Join Meeting page before joining the meeting.

   If you invited the attendee using the address book, WebEx identifies the attendee, and the attendee can join the meeting immediately.

   **NOTE:** Depending upon your settings, the Request to Join dialog box may appear, asking for your approval for the joining requests. If this is the case, select one of the three options (Ask me for action, Auto-accept and do not ask again, Auto-reject and do not ask again). Then, select either **Accept** or **Reject**.
Invite Attendees to a Meeting in Progress

After you start a One-Click Meeting you can invite attendees using the One-Click panel. To invite attendees to a meeting already in progress:

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

You can use the WebEx One-click panel to join a meeting by following the steps below:

1. Open the WebEx Control Panel (refer to instructions on Page 17).

2. Enter either the host’s email address or the meeting number (found on the meeting email invitation), and then click Join Meeting.
3. Depending on the host’s settings, either wait for the host’s approval or enter the password to join the meeting.

4. Once you join the meeting, the controls on your WebEx One-Click panel become unavailable. *You cannot start a meeting or join another meeting from the panel.*

**Start an Instant Meeting from the WebEx One-Click taskbar menu**

You can use the WebEx One-Click taskbar menu to start an instant meeting.

1. Right-click the One-Click icon in your Windows taskbar.

2. The Web-Ex One-Click taskbar menu appears.

3. Choose **Start Meeting Now**.

4. The meeting starts and the Meeting Manager window opens. You can use the tools within the Meeting Manager to invite additional attendees to the meeting.
Start a Scheduled Meeting from the WebEx One-Click taskbar

You can use the WebEx One-Click taskbar menu to start a meeting that you had previously scheduled with Outlook.

1. Right-click the One-Click icon in your Windows taskbar.

2. The WebEx One-click taskbar menu appears.

3. Choose Start a Scheduled Meeting.

4. The Start Scheduled Meeting dialog box displays with a list of meetings you have previously scheduled for the day.
5. Select the meeting you wish to start and click **Start**.

Your meeting starts and the Meeting Manager window opens.

**Schedule a Meeting from the WebEx One-Click taskbar menu**

You can use the WebEx One-Click taskbar menu to schedule a meeting with Microsoft Outlook.

1. Right-click the One-Click icon ![One-Click icon](image) in your Windows taskbar.

2. The WebEx One-click taskbar menu appears.

3. Choose **Schedule a Meeting**.

4. Microsoft Outlook opens to a new appointment. Click the **Add WebEx Meeting** button and enter the appropriate information for the meeting.
Join a Meeting from the WebEx One-click taskbar menu

You can use the WebEx One-Click taskbar menu to start an instant meeting or to start a scheduled meeting.

1. Right-click the One-Click icon in your Windows taskbar.

2. The WebEx One-click taskbar menu appears.

3. Choose **Join a Meeting**.

4. The Join Meeting dialog box opens and shows a list of meetings you are invited to for the current day.

5. Optional: Select a different date to show the meetings for that date, or select Weekly or Monthly to show the meetings for that week or month.

6. Optional: To view all the meetings you are invited to, click **All Meetings**.

7. In the box below the list of meetings, enter your email address, mobile phone number, or meeting number.

8. Click **Join**.
Lesson 4: Starting a One-Click Meeting on the Web

In addition to starting a One-Click Meeting from your desktop, you can start one from your My WebEx page in the browser.

Before you start a One-Click Meeting for the first time, ensure that you set up the meeting options you want for your One-Click Meeting.

Start a One-Click Meeting on the Web

1. Open an Internet Browser and enter in the Address bar: 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.
5. The meeting starts.

Start a One-Click Meeting from Meeting Center

You can also start a One-Click meeting from Meeting Center.

1. Open an Internet Browser and enter in the Address bar: http://uakron.webex.com
2. Click Host Login and enter your UAnetID and password.
3. Click Meeting Center.
4. On the left navigation bar, select Host a Meeting > One-Click Meeting.
5. The meeting starts.