WebEx Integration to Outlook provides a convenient way for you to schedule, start, or join WebEx meetings using Microsoft Outlook. Once WebEx Productivity Tools are installed, the WebEx toolbar appears in Microsoft Outlook, allowing you to quickly start or schedule online meetings.

Note: If WebEx Productivity Tools are not installed, navigate to your WebEx service site and select Downloads > Support > Productivity Tools. For further instructions, refer to the Productivity Tools: Installing and Configuring job aid.

With Integration to Outlook, you can invite attendees using any of your Outlook address lists. After you send the invitation, the meeting will automatically appear on your Outlook calendar. Attendees, however, do not need to use Integration to Outlook to join the meeting.

Scheduling a WebEx Meeting

1. On the WebEx Integration toolbar click Schedule Meeting.

A new appointment message appears.

Option: Click on the Standard toolbar.

2. Enter your meeting subject, date and time, and invite attendees as you normally would using Outlook.

Note: If this is a recurring meeting, Integration to Outlook supports the recurrence options available on your WebEx service site.

3. Click Add WebEx Meeting.

The WebEx Settings dialog box appears.

4. Enter a Meeting Password.

Note: Modify any additional settings, as necessary. Refer to the tables that follow for an explanation of each feature.

5. Click OK when you finish scheduling and setting your WebEx settings.

6. Click Send. Your attendees will receive an email invitation with a link to the meeting, and the meeting will be added to your Outlook calendar and the scheduled meetings list on your My WebEx page.

Meeting Information

<table>
<thead>
<tr>
<th>Use this option...</th>
<th>To...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting template</td>
<td>Select a template to use for the meeting. Templates are created on your WebEx service site and determine the basic settings that will be used for the meeting.</td>
</tr>
<tr>
<td>Service type</td>
<td>Select the type of WebEx session for which you want to schedule a meeting. This option lists only the session types available for your site and user account.</td>
</tr>
<tr>
<td>Exclude password from email invitation</td>
<td>Select to exclude the password from email invitations for added security. If you select this, you’ll need to communicate the password to attendees by another method.</td>
</tr>
<tr>
<td>List this meeting on the WebEx site</td>
<td>Select this option to list your meeting on the Browse Meetings page of your WebEx site. Unchecking this box makes your meeting &quot;unlisted&quot;.</td>
</tr>
<tr>
<td>Attendees can join the meeting [x] minutes before starting time</td>
<td>Select this option to allow attendees to join before the host. You will need to specify the number of minutes if you select this option.</td>
</tr>
</tbody>
</table>

Audio & 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 conference you would like to use:</td>
</tr>
<tr>
<td>WebEx Teleconference</td>
<td>Includes a WebEx integrated teleconference. Instructions for joining the teleconference appear on participants’ screens when they join the meeting.</td>
</tr>
<tr>
<td>Other Teleconference</td>
<td>Includes a teleconference that another service provides, such as a third-party teleconferencing service or internal teleconferencing system.</td>
</tr>
</tbody>
</table>
### Registration

**Note:** You can also access the above settings by right-clicking the One-Click system tray icon, and selecting **WebEx Settings > Scheduled Meetings**.

### Resources

**Note:** To specify options for One-Click meetings, right click the One-Click system tray icon, and select **WebEx Settings > Instant Meetings**.

### Cancelling a WebEx Meeting

1. Open the meeting on your Microsoft Outlook calendar.
2. Click **Cancel WebEx Meeting**.
   
   *The button changes to Add WebEx Meeting*
3. Click **Save and Close** on the Outlook toolbar. A prompt appears verifying that your meeting has been removed from the server.

**Note:** This does not delete your meeting from your calendar. It only deletes the online portion.

### Starting a Scheduled WebEx Meeting

1. Select one of the following options:
   - Open the meeting on your Microsoft Outlook calendar and click the meeting hyperlink.
   - From the **WebEx Integration toolbar**, select **WebEx > My WebEx**.

### Starting a One-Click Meeting

One-Click lets you start meetings instantly.

On the **WebEx Integration toolbar** click **One-Click Meeting**.

*A WebEx meeting is launched.*

### Use this option... To...

**None:** Does not include either teleconference or Integrated VoIP. Participants will only be able to communicate in the meeting via chat.

**Tracking code** *(Optional)*

Verify that the correct tracking code is displayed, or click **Select Tracking code** to select a new code.

**Require Attendee Registration**

Specify that all attendees must register to attend the meeting.

**Automatically accept all registration requests**

Accept all registration requests automatically, and let all registrants attend the meeting.

**Info tab templates**

Determine the meeting details displayed on the **Meeting Info** tab.

**Auto-play a presentation before host joins the meeting**

Upload a presentation or document in .ucf format to display while attendees are waiting for the meeting to start.