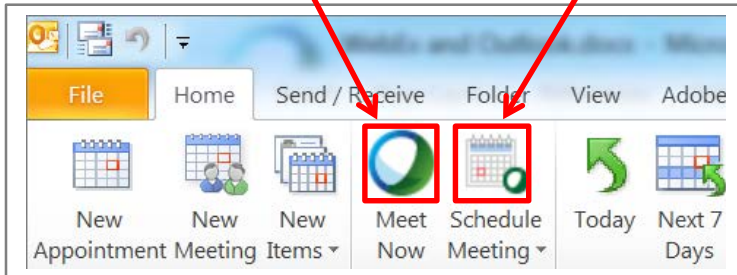


## Quick Reference Guide

### Outlook Calendar

**Meet Now** – used to start a WebEx meeting immediately (max 100 connections).

**Schedule Meeting** – used to schedule a WebEx meeting for a future date/time (max 100 connections).





### Important Notes

If the WebEx icons do not show in Outlook, then you need to install the Cisco WebEx ProductivityTools (instructions on reverse).

The WebEx icons can be used from either the **Mail** or **Calendar** ribbons in Outlook.

### Working with Scheduled Meetings

#### Scheduling a WebEx Meeting

1. Click the **Calendar**  icon in the WebEx group.
2. Schedule a meeting:
  - Add names or email addresses (max 100)
  - Add subject, location, date & time
3. Click the **Add WebEx Meeting**  icon.
4. In the WebEx Settings dialog box:
  - a. Enter a meeting password, if required.
  - b. Check the box if you do not want attendees to see the meeting password in their email invitation.
  - c. For the Audio Connection, select either WebEx Audio (default) or the Personal Conferencing account.
  - d. Click **OK**.
5. In the email message displayed, add your email content above the lines of text displayed, if required.
6. Click the **Insert** tab to add attachments.
7. Click **Send**. The meeting is posted in your Outlook calendar with all the WebEx details. External attendees will receive an email from you (the host) containing all the WebEx details. Internal attendees will have the meeting added to their Outlook calendars.

#### Making Changes to a WebEx Meeting (host)

1. Open the meeting entry in your calendar.
2. Add attendees, change the meeting details or add information to the message (above the lines of text **ONLY**).
3. Click **Send Update**. External attendees will receive an email from you (the host) with updated details. Internal attendees will have the meeting updated in their Outlook calendars.

#### Joining a Scheduled Meeting

1. If you are the host or an internal attendee, open the meeting entry in your Outlook Calendar. If you are an external attendee, open the meeting email.
2. Click the **link**. You will be redirected to WebEx Meetings.
3. If you are the host, click **Start**. Note: You may have to sign in first with your Humber email and Humber password and then click Sign In. If you are an attendee, click **Join**.
4. Click the **Call** icon to establish your Audio Connection. Click the ellipsis (...) underneath the icon to select an option (i.e. call in to the meeting using your phone or connect using your computer). Turn on video, if required.
5. A host (or designate) may click the **Invite & Remind** icon to send a reminder to attendees who have not yet joined the meeting.
6. A host or attendee may click the **Share Screen** icon to share a screen or other application.

## Working with Instant Meetings

### Scheduling a Meeting to Start Now

1. Click the **Meet Now** icon. The WebEx Meetings page displays.
2. Open the email received from Cisco WebEx.
3. In the Respond group, click the **Respond** drop down arrow.
4. Click **Forward**.
5. Enter the names of the attendees (max 100). Use your Address Book or enter email addresses.
6. Click **Send**.
7. Return to the WebEx Meeting page and select your audio connection. Turn on video, if required.

### Joining a Meeting That Starts Now

1. Open the email invitation.
2. Click the **Join the meeting** link. The meeting details are shown.
3. Click **Join**.
4. The WebEx Sign In page displays.
  - a. Enter your password associated with your Humber username.
  - b. Click **Sign In**.
5. The WebEx screen is displayed. Select your audio connection. Turn on video, if required.

### Cancelling a WebEx Meeting

1. Open the meeting entry in your Outlook calendar.
2. Click the **Cancel WebEx Meeting** icon in the WebEx group.

#### To cancel the WebEx only

- Click **Send Update**.
- The meeting is still scheduled.

#### To cancel the meeting completely

- Click **Cancel Meeting**.
  - Click **Yes** to accept the change.
  - Click **Send Cancellation**.
- The meeting is removed from your calendar. Attendees will be advised via email.

### Leaving or Ending a WebEx Meeting

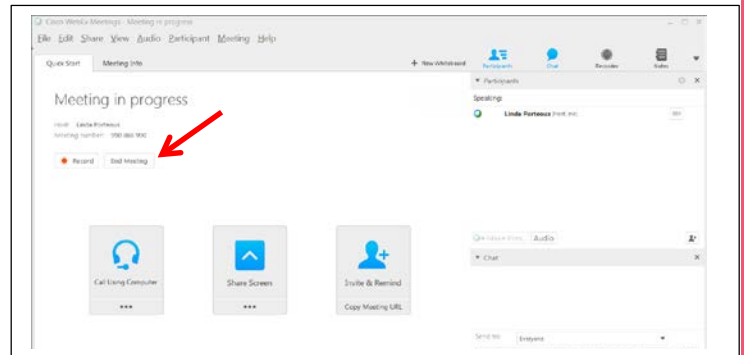
Leave or end the meeting from the WebEx Meetings page:

#### Attendee

Click the **Leave Meeting** button.

#### Host

Click the **End Meeting** button to end the meeting for all participants and click **OK**.



## Installing Cisco WebEx Productivity Tools

1. Open a web browser and type **mymeeting.humber.ca**
2. Press **Enter**.
3. Enter your **Humber email address** and **password**.
4. Click the **Sign In** button.
5. Click **Downloads** in the upper right corner.



6. Under Productivity Tools, click **Download**.
7. Click **Save File**.
8. Click **Sign Out** and close the browser.

9. Double-click **ptools.msi** in your Downloads directory.
10. Follow the installation wizard:
  - Click **Next**.
  - Click **I accept**.
  - Click **Next**. Click **Next** again.
  - Click **Finish**.
11. A WebEx Assistant window appears. Enter **mymeeting.humber.ca** in the URL field. Click **Next**.
12. Enter your **Humber email address** and **password**.
13. Click **Sign In**.
14. Click **OK**.
15. **Close** the WebEx Productivity Tools window.