

Productivity Tools can be installed automatically from your WebEx service site, if your site administrator has enabled this option. When you log into your site with your host account information, the installation begins. If your site is not enabled for automatic installation, follow the instructions below for *Downloading Productivity Tools*.

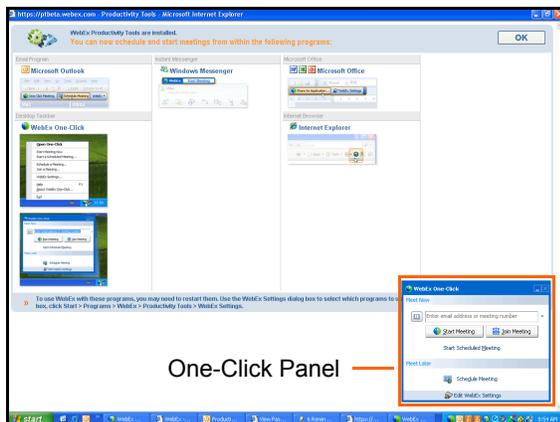
Once installed, you can start meetings instantly from your One-Click panel or from other applications on your desktop, such as Microsoft Office, Web browsers, Microsoft Outlook, IBM Lotus Notes, and instant messengers. All Productivity Tools preferences are managed from a single WebEx Settings account.

Downloading Productivity Tools

1. Log in to your WebEx service site.
2. Select a method for installing.

If you select...	Then...
My WebEx	<ul style="list-style-type: none"> • Click Productivity Tools Setup (on the left navigation bar). <i>The Productivity Tools Setup Page appears.</i> • Under On Your Desktop, click Install Productivity Tools. <i>The File Download dialog box appears.</i>
Support > Downloads	<ul style="list-style-type: none"> • On the Downloads page, next to the WebEx Productivity Tools heading, click Download Now. <i>The File Download dialog box appears.</i>

3. Click **Run** and follow the prompts in the installation wizard.
4. Click **Finish** to complete the installation. *The WebEx Productivity Tools are installed page appears; it displays all programs where you can start and schedule meetings.*



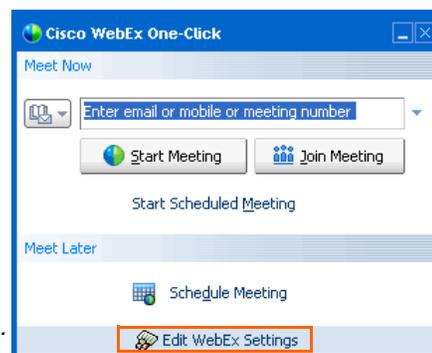
You will also see the One-Click panel.

5. Click **OK** to close the *Productivity Tools are installed* page.

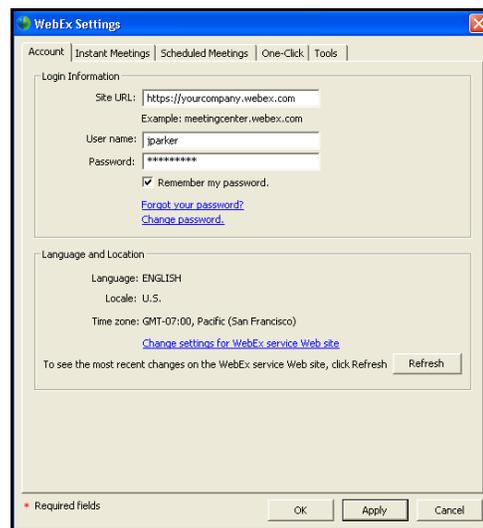
Configuring Productivity Tools

From WebEx Settings you can verify your account information, specify which programs use Productivity Tools, select preferences for instant and scheduled meetings, and choose One-Click settings. You can access the WebEx Settings from most programs in which the Productivity Tools were installed.

1. Select **Edit WebEx Settings** from the Cisco WebEx One-Click panel. If the One-Click panel is not visible, right-click on the One-Click icon in the system tray and select Edit WebEx Settings.



2. Select the appropriate tab to configure your settings:



Account

Your WebEx account information is automatically configured during installation, use this tab to change your site's URL, host account user name, password, language or location.

Instant Meetings

Instant meeting options affect meetings started instantly from the One-Click panel, Microsoft Office, browsers, instant messengers, right-click menus, and from Microsoft Outlook or IBM Lotus Notes. Here you select your meeting template, service type, meeting topic, and password, in addition to your audio conference type.

Scheduled Meetings

Scheduled meeting options affect meetings scheduled from Microsoft Outlook or IBM Lotus Notes. Like instant meetings, you can choose basic meeting information and audio conference settings; however, you can also enable registration and set resources for your info tab and an opening presentation.

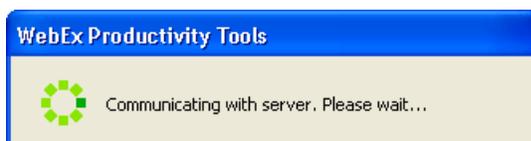
One-Click

One-Click options affect the display options of the One-Click panel. It also lists your default Address book (Microsoft Outlook or Lotus Notes) for scheduled meetings.

Tools

Tools options determine which programs include WebEx integrations and shortcuts. By default, all programs listed in Tools that are installed on your computer will have Productivity Tools installed.

3. Make desired changes, then click **Apply** to save your changes and keep the WebEx Settings dialog box open or click **OK** to save changes and close the dialog box. *The Communicating with server prompt will appear verifying your changes have been updated.*

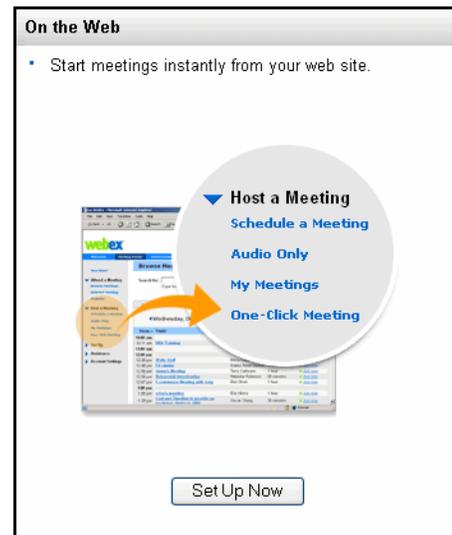


Configuring One-Click (Web version)

If you decide not to install the Productivity Tools, you can still use Cisco WebEx One-Click from your WebEx service site. The web version of One-Click requires a separate setup.

Note: For information on using the One-Click version on your desktop, refer to the *Productivity Tools: Using WebEx One-Click (Desktop Client)* job aid.

1. Log in to your WebEx service site.
2. Select **My WebEx** then click **Productivity Tools Setup** (on the left navigation bar). *The Productivity Tools Setup Page appears.*
3. Click **Set Up Now** in the On the Web section. *The One-Click Setup page appears.*



4. Specify your *Meeting Options* and *Audio Conference* features.

Note: These settings apply to both the Web and desktop versions of One-Click.

5. Click **Save** to save your settings, or click **Save and Start Meeting** to save the settings and start a meeting.

Note: You can also start a **One-Click Meeting** from the home page of your site by clicking *One-Click Meeting* under *Host a Meeting* on the left navigation bar.

Uninstalling Productivity Tools

1. Click **Start > Programs > WebEx > Productivity Tools > Uninstall**. *A prompt appears confirming you want to uninstall Productivity Tools.*
2. Click **Yes** to confirm.

Note: Uninstalling Productivity Tools removes all Productivity Tools and shortcuts from your computer. If you just want to disable Productivity Tools from specific programs, navigate to **Start>Programs>WebEx>Productivity Tools>WebEx Settings**. Select the **Tools** tab and make your selections.