

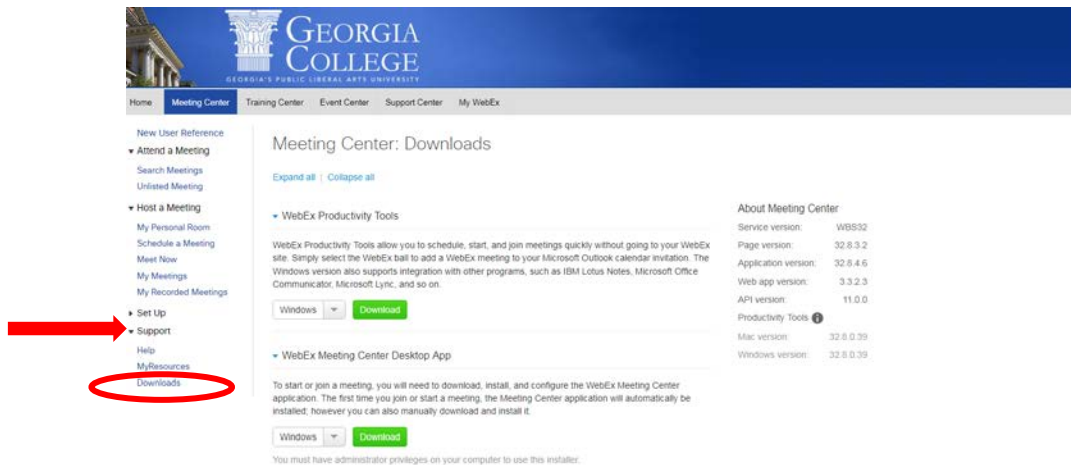


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Purpose: To demonstrate the addition of productivity tools in WebEx. Productivity tools assist in scheduling your WebEx meetings directly from Microsoft Outlook.

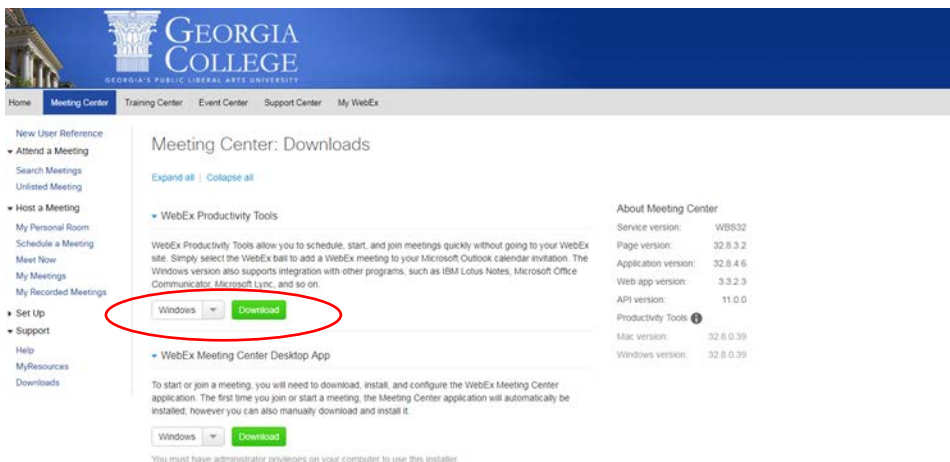
 **Step 1:** If you did not install the Productivity tool during the WebEx account setup, you can easily add it.

Download WebEx Productivity Tools from the Meeting Center by navigating to support and clicking the Downloads button.



The screenshot shows the 'Meeting Center: Downloads' page. The left sidebar contains a navigation menu with 'Downloads' circled in red. A red arrow points to this link. The main content area has two sections: 'WebEx Productivity Tools' and 'WebEx Meeting Center Desktop App'. Each section includes a 'Download' button. The 'WebEx Productivity Tools' section also includes a dropdown menu for operating systems (Windows, Mac, Linux).

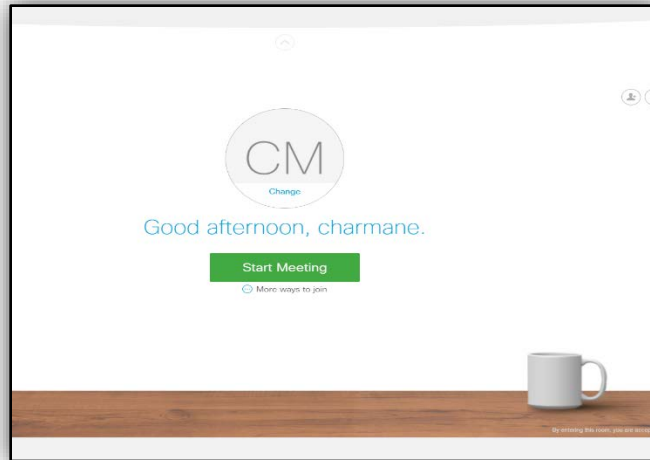
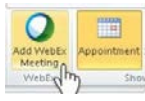
 **Step 2:** Select your Operating System. Then click the green download  button.



This screenshot is similar to the previous one but highlights the 'Download' button for the 'WebEx Productivity Tools' section with a red circle and a red arrow. The 'Downloads' link in the sidebar is also circled in red.



Step 3: The **Add WebEx Meeting** will appear on the Microsoft Outlook ribbon next to the **Appointment** button. You should now be able to log into WebEx and start a meeting.



Additional Support:

WebEx Productivity Tools Video: <https://www.youtube.com/watch?v=Aov3pBAwRpo>

For further assistance contact Support:

(Available 24 hours a day, 7 days a week)

Website: <https://support.webex.com/support/manage-ticket.html>

Phone: U.S. and Canada Toll-Free 1-866-229-3239

International Toll +1 408-906-1155