

Cisco Webex Meetings

Install and Set Up Webex Productivity Tools for Windows

Install Webex Productivity Tools

If your site administrator has turned on Webex Productivity Tools options for your Webex site, all Webex Productivity Tools are installed automatically on your site. In addition, whenever newer versions are available, Webex Productivity Tools are updated automatically.

If necessary, you can also download and install Webex Productivity Tools manually.

Note If you have a previous version of the Productivity Tools you have to uninstall that version before installing the new version.

You may also have to close applications such as Microsoft Outlook and any browsers before installing the new version of Productivity Tools. Those applications must be started up again and you may have to sign in before seeing the new interface.

System administrators can also perform a mass installation for computers at their site.

Before You Begin

Before installing Webex Productivity Tools, ensure that your computer meets the following minimum system requirements:

- You must have administrator privileges for your computer.
- Refer to the Webex cross-platform release notes for supported operating systems, browsers, and other minimum system requirements.
- Intel x86 (Pentium 400-MHz +) or compatible processor
- JavaScript and cookies enabled in the browser

1. Log in to your Webex site.
2. Select the Meeting Center tab.
3. In the left navigation bar, under Support, select Downloads.
4. On the Downloads page, under the Webex Productivity Tools heading, select Download.

The File Download dialog box appears.

5. Save the installation program to your computer.

The name of the installation file has a .msi extension.

6. Run the installation file and follow the instructions. The Webex Productivity Tools dialog box appears.
7. Enter your Webex site URL, username, and password.

What to Do Next

When the installation is complete, from the Preferences dialog box you can do the following:

- Verify or change your Account, Desktop, and "Meet Now" settings
- Select which applications will use Webex Productivity Tools

Set Up Webex Productivity Tools

1. To set up Webex Productivity Tools or to verify your settings, open the Preferences dialog box, using one of the following options:
 - Select Webex Productivity Tools > Preferences from the Start menu.
 - From the Webex Productivity Tools Panel, select the Settings icon or if the Webex Productivity Tools Panel is not already open, double-click the Webex Productivity Tools icon on your desktop and from the Webex Productivity Tools Panel, select the Settings icon.
 - In Microsoft Outlook, from the Schedule Meeting menu, select Preferences.

The Preferences dialog box appears.

2. Under the General tab make any necessary changes:
 - Account: Confirm the Webex site URL and your username. Select Change account to choose a different URL and account settings.
 - Desktop: Select which options you want enabled:
 - Always stay on top of desktop
 - Start Webex Productivity Tools panel when Windows starts
 - Show Productivity Tools icon on taskbar
 - Meetings: "Meet Now" settings: Select Edit to specify the meeting information details and the audio connection settings.
 - The My Webex tab of your Webex site appears
3. Under the Tools tab select which programs will use Webex Productivity Tools.
4. Select OK.