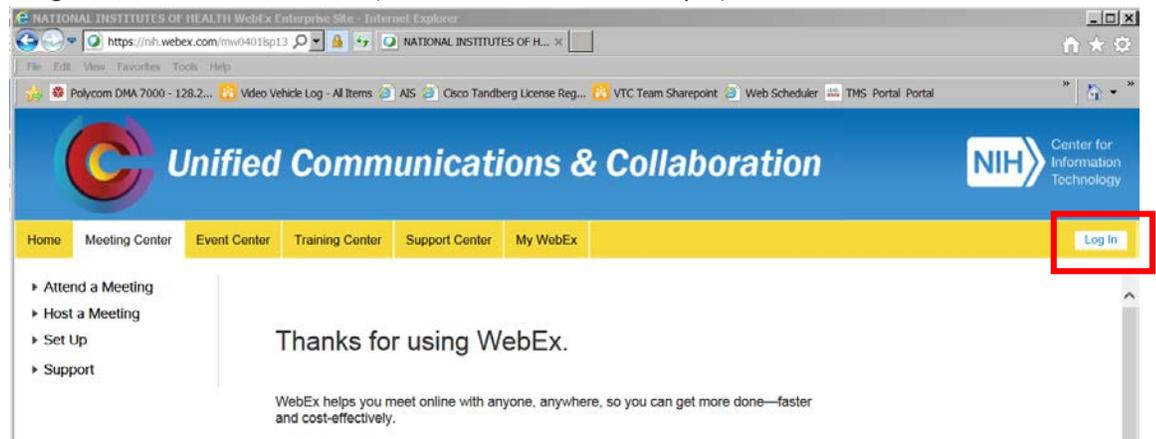


Downloading and Installing the WebEx Productivity Tools for Outlook Plugin

Download the Outlook Plugin

***Note you will need administrative privileges on your computer to complete this task.**

1. Open a web browser and go to *nih.webex.com*
2. Log in to the website using your NIH credentials. The *Log In* button is in the upper right corner of the window. (Circled in red in the example)



3. Click the *Meeting Center* Tab
4. Click the *Support* link to expand the sub-menu
5. Click *Downloads*

6. Under Productivity Tools, Select your operating system and Click *Download*.

NATIONAL INSTITUTES OF HEALTH WebEx Enterprise Site - Internet Explorer
https://nih.webex.com/mw0401sp13

File Edit View Favorites Tools Help

Polycom DMA 7000 - 128.2... Video Vehicle Log - All Items AIS Cisco Tandberg License Reg... VTC Team Sharepoint

Unified Communications & Collabor

Home Meeting Center Event Center Training Center Support Center My WebEx

- ▶ Attend a Meeting
- ▶ Host a Meeting
- ▶ Set Up
- ▼ Support
 - User Guides
 - Downloads
 - Training
 - Contact Us

Meeting Center: Downloads

Productivity Tools

WebEx Productivity Tools allow you to schedule, start, and join meetings quickly without going to your WebEx site. Simply select the WebEx ball to add a WebEx meeting to your Microsoft Outlook calendar invitation. The Windows version also supports integration with other programs, such as IBM Lotus Notes, Microsoft Office Communicator, Microsoft Lync, and so on.

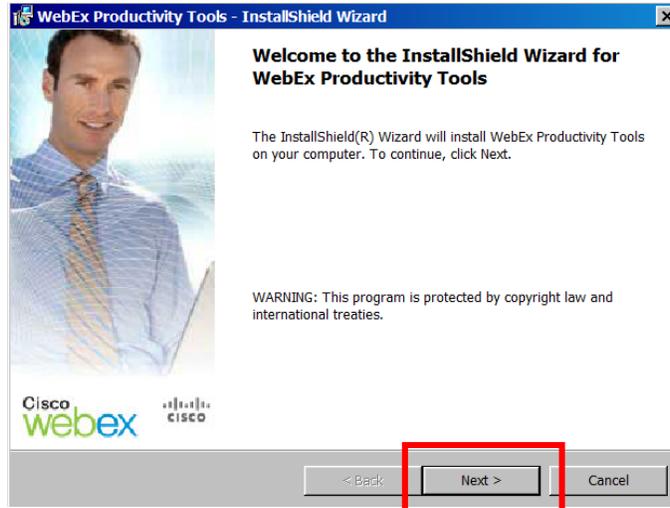
Windows ▼

Download

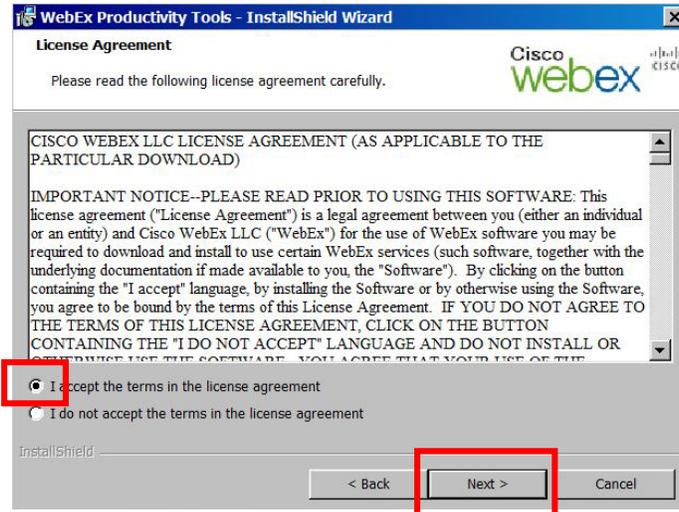
Meeting Center Application

Install the Outlook Plugin

1. The Download will be named *ptools.msi*. Double Click *ptools.msi* to begin the installation.
2. Click Next

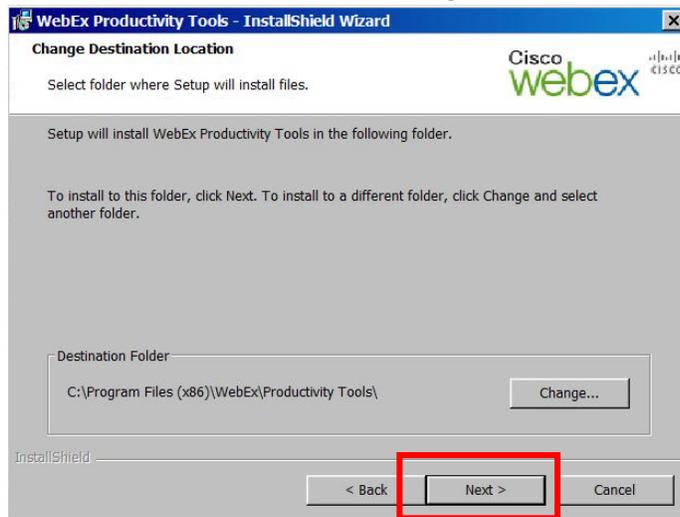


3. Select *I Accept the Terms in the License Agreement* and Click Next

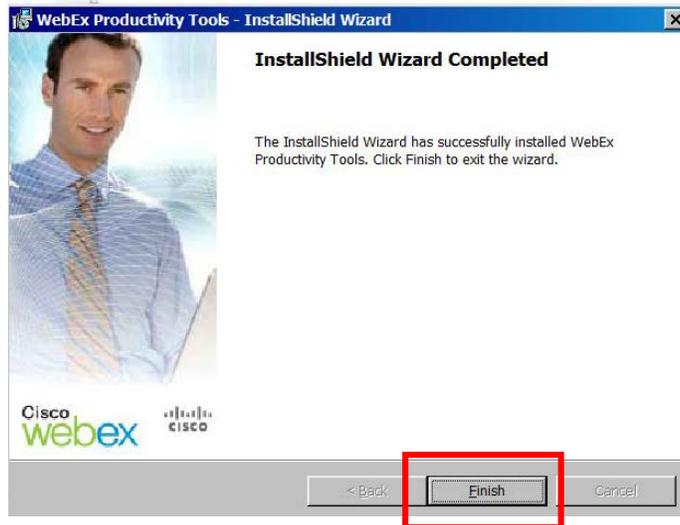


4. Click Next.

5. Click Next. (You do not need to change the installation location.)



6. Click Finish. Installation Is Complete.



7. You will be prompted to log into WebEx Productivity tools.
 - a. Site URL *https://nih.webex.com/nih*
 - b. User Name: *<your NIH login>@nih.gov*
 - c. Password will be your NIH Password.
 - d. Click *Login*



The image shows a screenshot of a Windows-style dialog box titled "WebEx Productivity Tools". The dialog box has a blue header bar with a close button (X) in the top right corner. The main content area is light gray and contains the following elements:

- A prompt: "Please enter your WebEx account information:"
- A "Site URL:" label followed by a text input field. Below the field is the text "Example: meetingcenter.webex.com".
- A "User Name:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A horizontal separator line.
- A checked checkbox labeled "Remember my password".
- A link labeled "Forgot your password?".
- Two buttons at the bottom: "Login" and "Cancel".

8. Your WebEx Productivity Tools are now configured. You will need to restart Microsoft Outlook to see the new plugin buttons.

If you have any questions or have encountered any problems, please contact nihvtadmin@mail.nih.gov or call for 301 594 8433, Option 4.