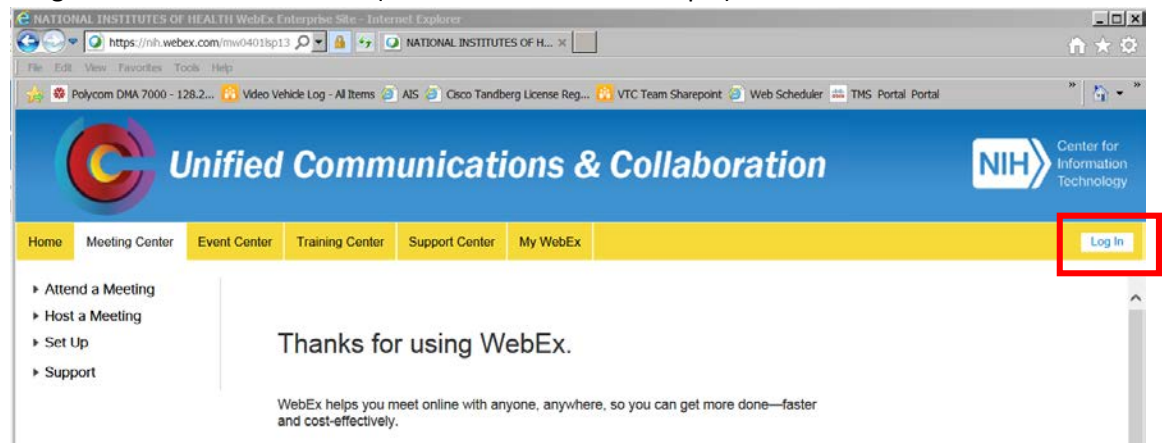


Downloading and Installing the WebEx Productivity Tools for Outlook Plugin

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*.

The screenshot shows the NIH WebEx Enterprise Site in Internet Explorer. The browser's address bar displays the URL <https://nih.webex.com/mw0401sp13>. The page features a blue header with the 'Unified Communications & Collaboration' logo. Below the header is a yellow navigation bar with links to Home, Meeting Center, Event Center, Training Center, Support Center, and My WebEx. The left sidebar contains a list of links: Attend a Meeting, Host a Meeting, Set Up, Support, User Guides, Downloads, Training, and Contact Us. The main content area is titled 'Meeting Center: Downloads' and includes a section for 'Productivity Tools'. This section explains that WebEx Productivity Tools allow users to schedule, start, and join meetings quickly without going to their WebEx site. It also mentions that the Windows version supports integration with other programs like IBM Lotus Notes, Microsoft Office Communicator, and Microsoft Lync. A red box highlights the 'Windows' dropdown menu and the 'Download' button. Below this section is the heading 'Meeting Center Application'.

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 & Collaboration

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

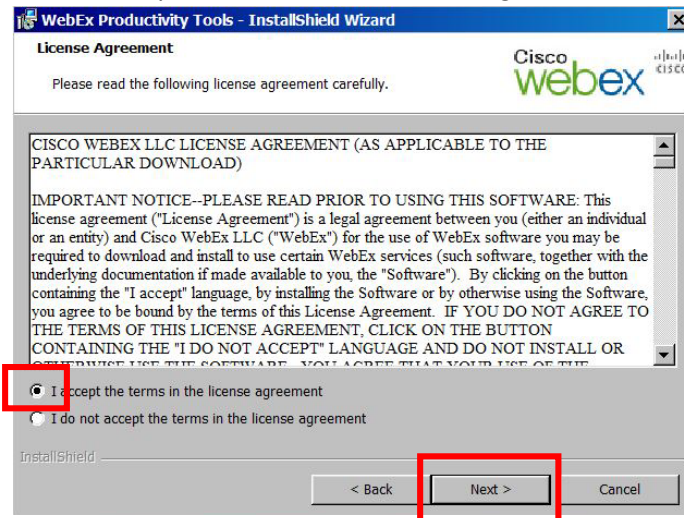
Meeting Center Application

Install the Outlook Plugin

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

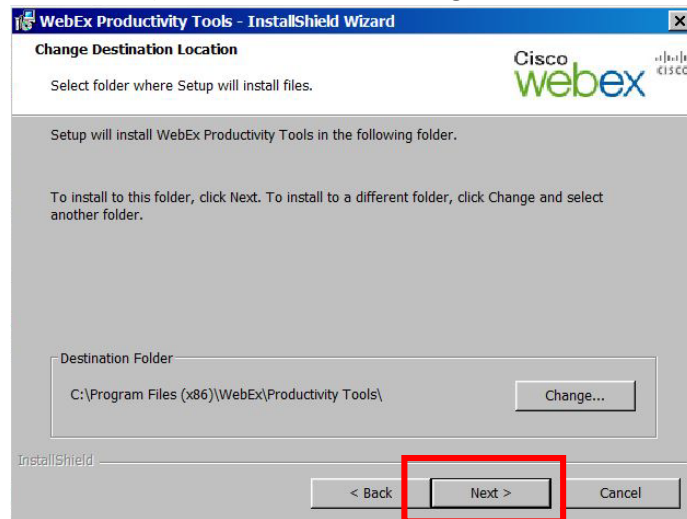


3. Select *I Accept the Terms in the License Agreement* and Click Next



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 Windows-style dialog box titled "WebEx Productivity Tools". Inside the dialog, the text "Please enter your WebEx account information:" is displayed. Below this text are three input fields: "Site URL:" with a text box and an example "Example: meetingcenter.webex.com" below it; "User Name:" with a text box; and "Password:" with a text box. Below the input fields is a horizontal line, followed by a checked checkbox labeled "Remember my password" and a link "Forgot your password?". At the bottom right are two buttons: "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.