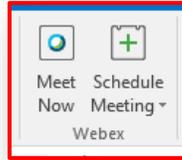


Webex Meetings

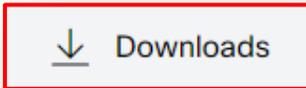
Outlook Plugin Download Instructions

If the below Webex Meeting plugin does not appear on your Outlook toolbar, follow the instructions to download and install it in Outlook.

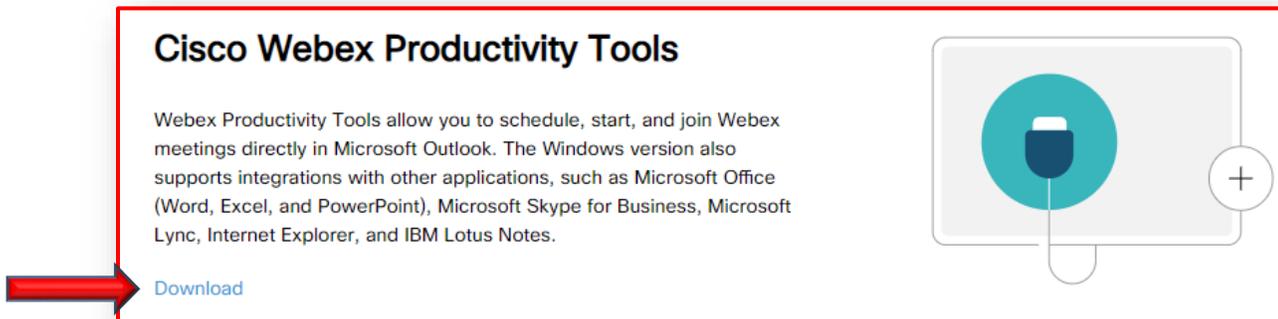


To install the Webex Meeting plugin:

- Close Microsoft Outlook
- Go to <http://utsa.webex.com/>
- On the upper right-hand side, click on the blue Sign In button
- Use your firstname.lastname@utsa.edu email to sign in to the next three screens (if asked to continue logging in).
- On the left-hand side, click on



- Click on Download beneath the Cisco Webex Productivity Tools

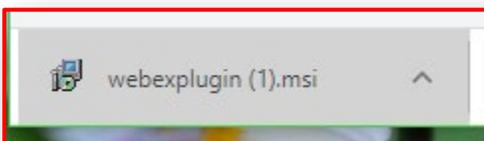
A screenshot of the Cisco Webex Productivity Tools section. The title 'Cisco Webex Productivity Tools' is at the top. Below it, a paragraph describes the tools. To the right is an icon of a headset with a plus sign. At the bottom left, a blue 'Download' link is highlighted with a red arrow pointing to it from the left.

Cisco Webex Productivity Tools

Webex Productivity Tools allow you to schedule, start, and join Webex meetings directly in Microsoft Outlook. The Windows version also supports integrations with other applications, such as Microsoft Office (Word, Excel, and PowerPoint), Microsoft Skype for Business, Microsoft Lync, Internet Explorer, and IBM Lotus Notes.

[Download](#)

- Look for the download link to double click on



- Follow the prompts by hitting, NEXT >, then “I accept the terms in the license agreement” and NEXT > again, and finally hit “Install”
- After the InstallShield Wizard completes, hit FINISH
- Open Microsoft Outlook
- The icon to add a Webex Meeting should now appear on your toolbar

