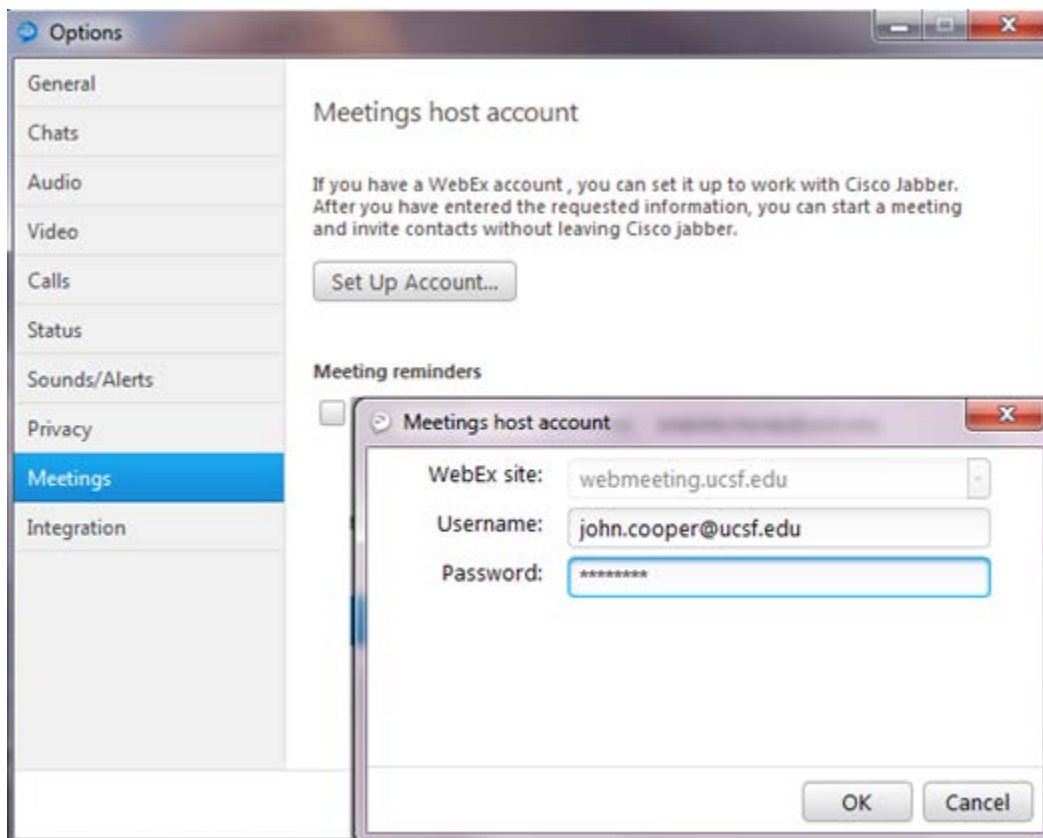


Integrate WebEx into Cisco Jabber for Windows Client

You can add UCSF on-premise Cisco WebEx site to Cisco Jabber for Windows to quickly start, join, and manage online WebEx meetings.

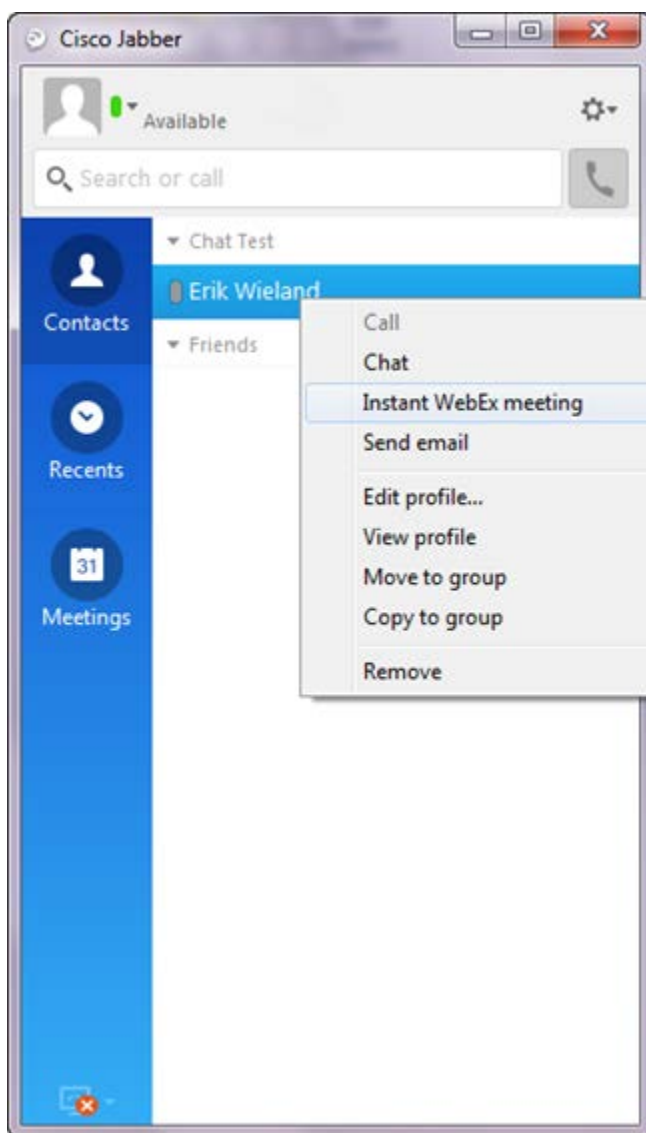
1. Launch Cisco Jabber for Windows from the Cisco Jabber shortcut on your desktop.
2. Select **File > Options**. The **Options** window opens
3. Select the **Meetings** tab and then select **Edit account**.
4. Select **New Site** from the **WebEx Site** drop-down list.
5. Enter the required settings in the following fields:
WebEx site: **webmeeting.ucsf.edu**
Username: **Email@ucsf.edu** example: **john.cooper@ucsf.edu**
Password: **Your Cisco WebEx password you set when signing up for the service**
6. Click **OK**
7. Click **OK**



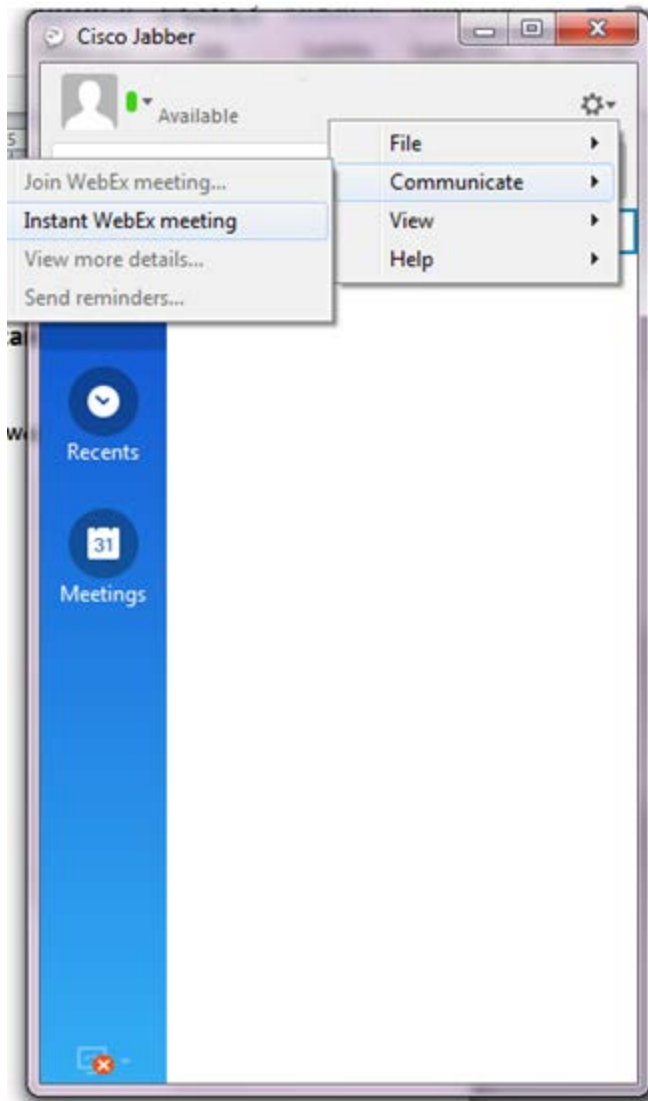
Once you have setup your WebEx account within Cisco Jabber for Window there are several ways to start an instant WebEx meeting.

- Right click on any contact within the Jabber client and select **Instant WebEx Meeting (Figure 1)**.
- Select the contact you will to meet with, click **Communicate > Instant WebEx Meeting** from the Jabber client menu **(Figure 2)**.
- Click the **Instant WebEx Meeting** icon in the main Jabber window and click the **Instant WebEx Meeting** button **(Figure 3)**.

(Figure 1)



(Figure 2)



(Figure 3)

