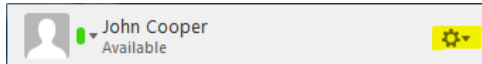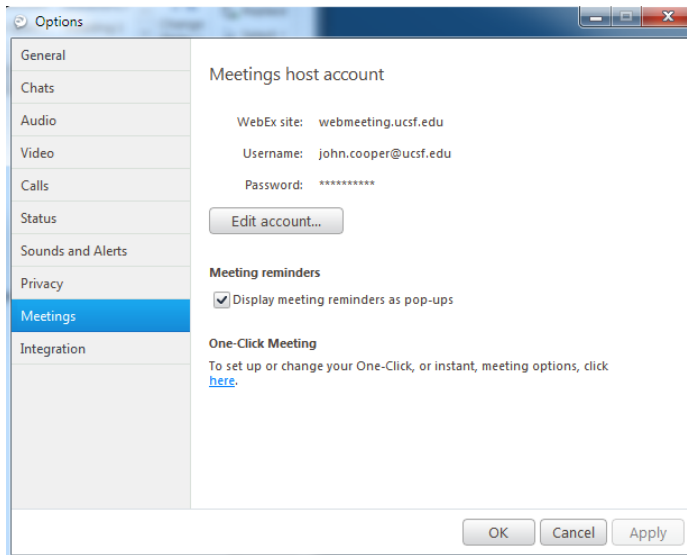## *Jabber WebEX & Outlook Setup Guide :*
See Advanced features guide for additional information
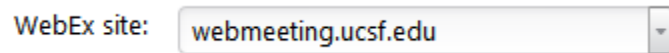
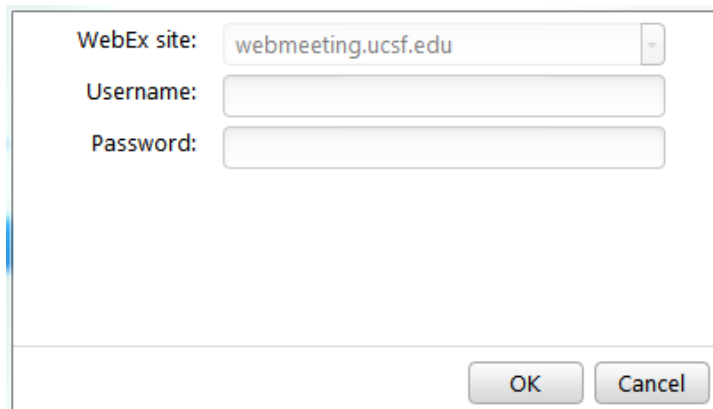**Step 1:**   Select File menu via the drop down menu highlighted in the image below and then select Options…

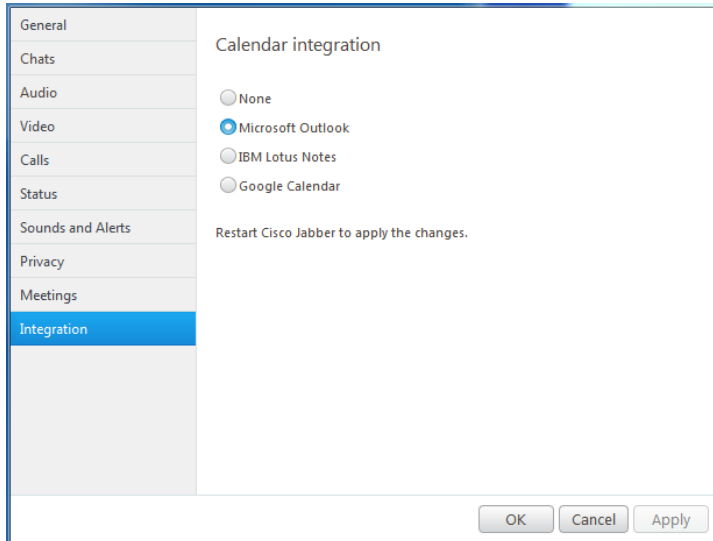**Step 2:**   Select the Meetings tab (see image below) and then Edit account…

Step 3:   The WebEx site should default to the same as the image below if not add the address shown below and then select Edit.

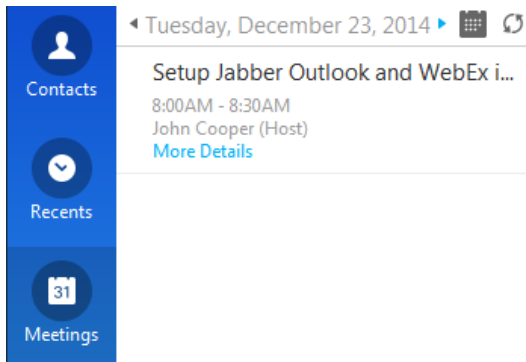**Step 4:**   Enter your *WebEx* username and password and click OK

Step 5:   From the options menu select the Integration tab and then Microsoft Outlook. Then click OK.

Outlook Calendar Items (current date):

From the Hub Window select the meetings tab. You should see your outlook calendar items listed.

Outlook Meeting Details:

Option 1: Click the More Details link.
Option 2: Right Click and select view more details.

With both options the Outlook Client Appointment window should open.

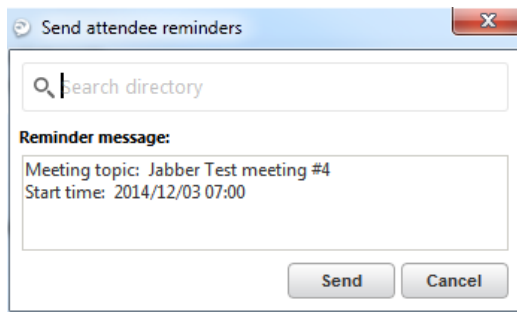## Outlook Calendar Items (past\future dates):

Select the desired arrow to go the past or future dates.   You can also access this functionality via the
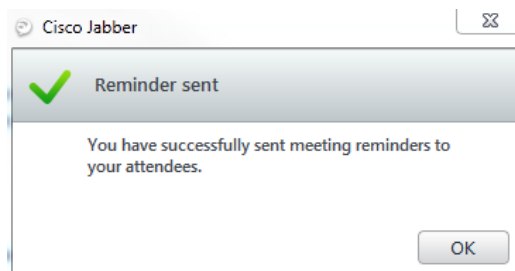
calendar icon.

You should be able to access both past, current, and future dates to review calendar items.

Outlook Calendar Reminders:

To send a meeting reminder right click the calendar item and select send reminder. Then select the recipient(s)

You should receive the following notification.

Outlook Calendar refresh:

Add a calendar item in Outlook and then refresh your Jabber meeting list in one of the following three ways:

Option 1: Refresh Meeting list Icon ⟳
Option 2: Right click any calendar item and select *Refresh meetings list*
**Option 3:** Right click within the meeting item display field and select *Refresh meetings list*

You should see any meeting updates or new meetings.

Outlook Send Mail function:

Right click a contact and select send mail and an untitled email message should open.

WebEX Integration:

Option 1: Left click the Instant WebEx meeting icon at the bottom of the window in the meeting tab.

Instant WebEx meeting
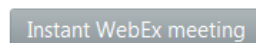
Option 2: Right click a contact and select **Instant WebEx meeting**.

Option 3: Left click the WebEx Icon ◐ in a chat window.

Option 4: Left click the **Start online** or **Join** icon for the desired meeting.

Start online   Join