



WebEx Productivity Tools Integration to Instant Messengers

User Guide

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Installing and Setting Up WebEx Productivity Tools

You can install WebEx Productivity Tools to start or join meetings instantly using One-Click, Microsoft Office, Web browsers, Microsoft Outlook, IBM Lotus Notes, and instant messengers; or to schedule meetings using Microsoft Outlook or IBM Lotus Notes, without going to your WebEx service site.

After you install WebEx Productivity Tools, you can log in and set options for your WebEx account, set meeting options for instant meetings and scheduled meetings, set preferences for the One-Click panel, and select which Productivity Tools you will use with WebEx.

The following list describes features for installing and setting up options for WebEx Productivity Tools:

- Install WebEx Productivity Tools [More...](#) (on page 4)
- Open the WebEx Settings dialog box [More...](#) (on page 3)
- Set options for WebEx Productivity Tools [More...](#) (on page 6)
- Uninstall WebEx Productivity Tools [More...](#) (on page 19)

Opening the WebEx Settings dialog box

To open the WebEx Settings dialog box from the Start menu:

Click **Start > Programs > WebEx > Productivity Tools > WebEx Settings**.

The WebEx Settings dialog box appears.

To open the WebEx Settings dialog box from the One-Click Panel:

- 1 If the One-Click Panel is not already open, do one of the following:

- Double-click the WebEx One-Click icon on your desktop.



- Go to **Start > Programs > WebEx > Productivity Tools > WebEx > One-Click**.

2 In the One-Click Panel, click **Edit WebEx Settings**.

The WebEx Settings dialog box appears.

To open the WebEx Settings dialog box from the One-Click taskbar icon:

- 1 Right-click the One-Click taskbar icon.
- 2 Choose **WebEx Settings** from the menu.

The WebEx Settings dialog box appears.

To open the WebEx Settings dialog box from Microsoft Outlook or IBM Lotus Notes:

In the WebEx menu, click **Account Settings**.

The WebEx Settings dialog box appears.

To open the WebEx Settings dialog box from Microsoft Office:

In Microsoft Word, Microsoft Excel, or Microsoft PowerPoint, click **WebEx Settings**.



The WebEx Settings dialog box appears.

To open the WebEx Settings dialog box from instant messengers:

Click **WebEx > WebEx Settings**.

The WebEx Settings dialog box appears.

Installing WebEx Productivity Tools

If your site administrator has turned on WebEx Productivity Tools options for your WebEx service site, all WebEx Productivity Tools are installed automatically on your site. In addition, whenever newer versions are available, WebEx Productivity Tools are updated automatically.

The installation process installs all available WebEx Productivity Tools; however, at any time, you can change your preferences about which applications to use with WebEx Productivity Tools, and you can also change other WebEx account and meeting preferences by setting options in the WebEx Settings dialog box. For details, see [Setting Up Productivity Tools](#) (on page 6).

If necessary, you can also download and install WebEx Productivity Tools manually. Before installing WebEx Productivity Tools, ensure that your computer meets the following minimum system requirements:

- Microsoft Windows 2000, XP, 2003, Vista
- Microsoft Internet Explorer 6.0 SP1 or 7.0, or Firefox 3.0 or later
- Intel x86 (Pentium 400MHZ +) or compatible processor
- JavaScript and cookies enabled in the browser

Note: The WebEx integration for IBM Lotus Notes is included in the WebEx Productivity Tools installation or download only if your site administrator has turned on the Lotus Notes option for the site.

To install WebEx Productivity Tools from the Productivity Tools Setup page:

- 1 Log in to your WebEx service Web site.
- 2 Click **My WebEx > Productivity Tools Setup** (on the left navigation bar).

The Productivity Tools Setup page appears.

- 3 Under **On Your Desktop**, click **Download Productivity Tools**.

The File Download dialog box appears.

- 4 Save the installation program to your computer.

The name of the installation file has an **.msi** extension.

- 5 Run the installation file and follow the instructions.

Once you complete installation, log in using your WebEx account information and then verify your settings in the WebEx Settings dialog box. For more information, see [Setting Up Productivity Tools](#) (on page 6).

To install WebEx Productivity Tools from the Downloads page:

- 1 Log in to your WebEx service Web site.
- 2 In the left navigation bar, under Support, click **Downloads**.
- 3 In the Downloads page, next to the WebEx Productivity Tools heading, click **Download Now**.

The File Download dialog box appears.

- 4 Save the installation program to your computer.

The name of the installation file has an **.msi** extension.

- 5 Run the installation file and follow the instructions.

Once you complete installation, you can log in with your WebEx account information and then verify your settings in the WebEx Settings dialog box. For more information, see [Setting Up Productivity Tools](#) (on page 6).

Note: System administrators can also perform a mass installation for computers at their site. For more information, see the *IT Administrator Guide for Mass Deployment of WebEx Productivity Tools* at http://support.webex.com/US/PT/wx_pt_ag.pdf.

Setting Up WebEx Productivity Tools

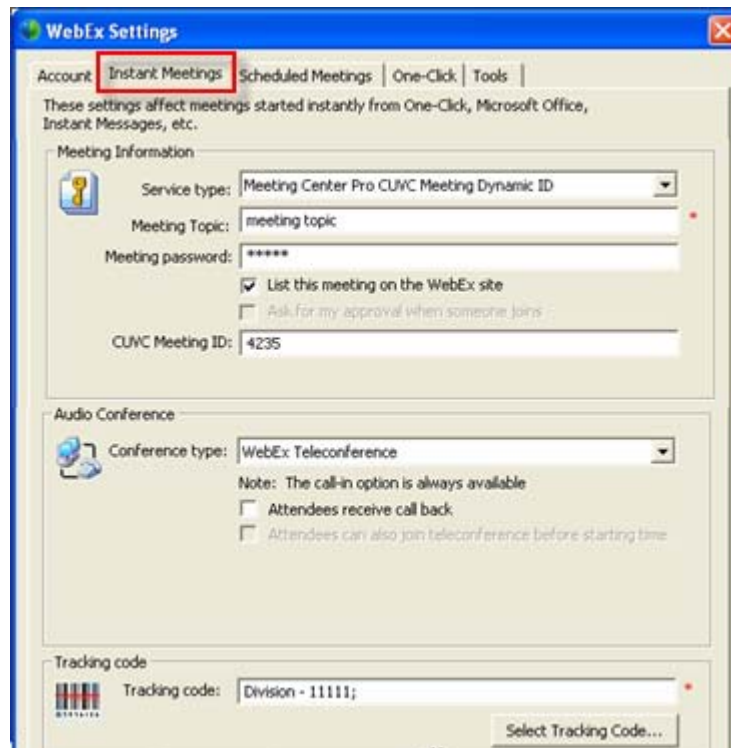
To set WebEx Productivity Tool options:

- 1 Open the WebEx Settings dialog box. For more details, see [Opening the WebEx Settings dialog box](#) (on page 3).

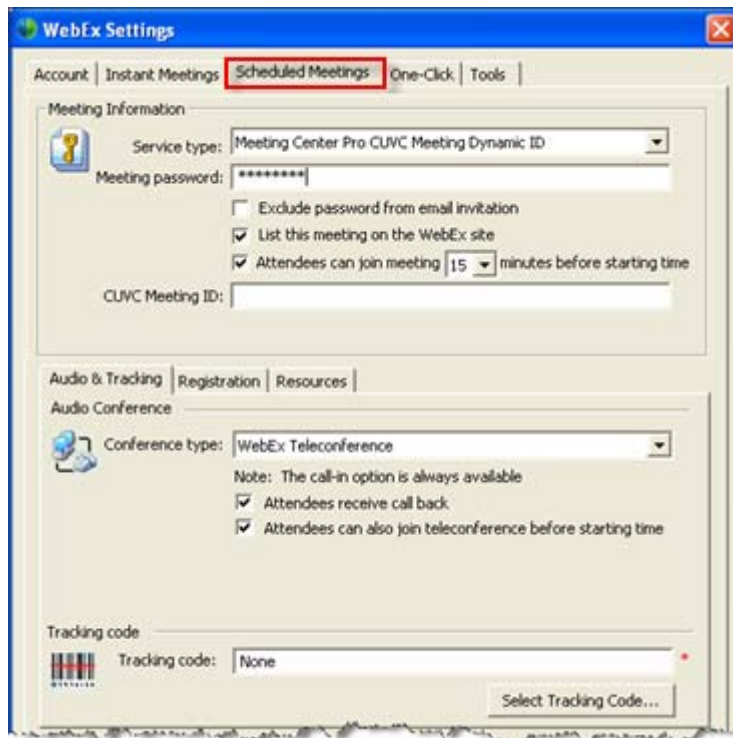


- 2 In the **Account** tab, log in to your account by specifying the URL for your WebEx service site and entering your username and password. For more details, see [About the Account tab](#) (on page 11).

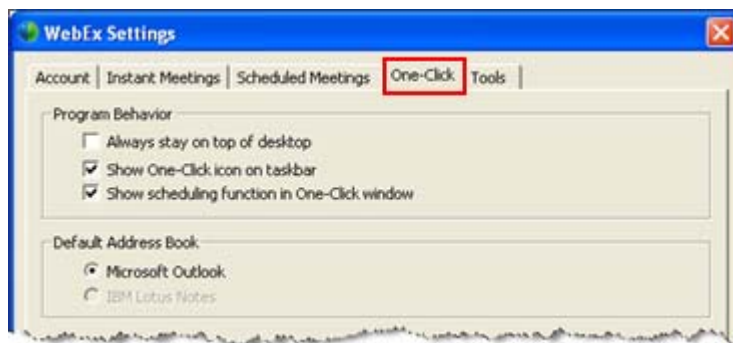
- 3 Click **Apply**.
- 4 Click the **Instant Meetings** tab.



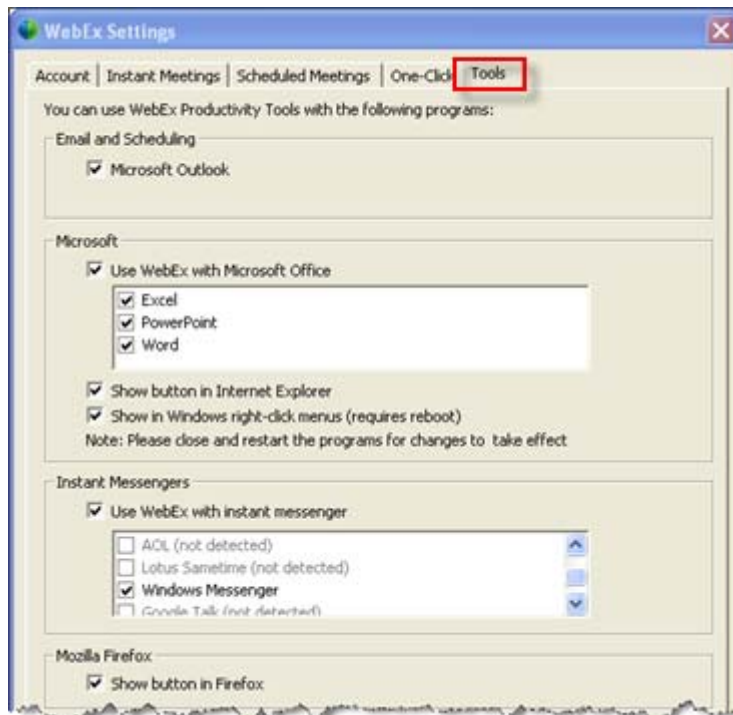
- 5 Specify options for meetings started instantly from the One-Click panel, Microsoft Office, browsers, instant messengers, right-click menus, and from Microsoft Outlook or IBM Lotus Notes. For more details, see [About the Instant Meetings tab](#) (on page 11).
- 6 Click the **Scheduled Meetings** tab.



- 7 Specify options for meetings scheduled from Microsoft Outlook or IBM Lotus Notes. For more details, see [About the Scheduled Meetings tab](#) (on page 14).
- 8 Click the **One-Click** tab.



- 9 Specify options for the One-Click panel. For more details, see [About the One-Click tab](#) (on page 17).
- 10 Click the **Tools** tab.



Select which applications to use WebEx integrations with. For more details, see [About the Tools tab](#) (on page 18).

About the WebEx Settings dialog box

How to access this dialog box

To access the WebEx Settings dialog box from the Start menu:

Click Start > Programs > WebEx > Productivity Tools > WebEx Settings.

The WebEx Settings dialog box appears.

To access the WebEx Settings dialog box from the One-Click Panel:

- 1 If the One-Click Panel is not already open, do one of the following:
 - Double-click the WebEx One-Click icon on your desktop.



- Go to **Start > Programs > WebEx > Productivity Tools > WebEx > One-Click**.

2 In the One-Click Panel, click **Edit WebEx Settings**.

The WebEx Settings dialog box appears.

To access the WebEx Settings dialog box from the One-Click taskbar icon:

- 1** Right-click the One-Click taskbar icon.
- 2** Choose **WebEx Settings** from the menu.

The WebEx Settings dialog box appears.

To access the WebEx Settings dialog box from Microsoft Outlook or IBM Lotus Notes:

In the WebEx menu, click **Account Settings**.

The WebEx Settings dialog box appears.

To access the WebEx Settings dialog box from Microsoft Office:

In Microsoft Word, Microsoft Excel, or Microsoft PowerPoint, click **WebEx Settings**.



The WebEx Settings dialog box appears.

To access the WebEx Settings dialog box from Instant Messengers:

Click **WebEx > WebEx Settings**.

The WebEx Settings dialog box appears.

Tabs in this dialog box

The WebEx Settings dialog box contains the following tabs:

- Account *More...* (on page 11)
- Instant Meeting *More...* (on page 11)
- Scheduled Meeting *More...* (on page 14)

- One-Click [More...](#) (on page 17)
- Tools [More...](#) (on page 18)

About the Account tab

Account options allow you to log in to your WebEx service site with your user name and password.

Use this option...	To...
Site URL	Enter the URL to the WebEx service site from which the Productivity Tools were installed.
User name	Enter the user name for a host account on your WebEx service site.
Password	Enter the password for the host account on your WebEx service site.
Remember my password	Store the user name and password you entered so that you do not need to enter your user name and site URL next time you log in.
Forgot your password	Open the Login Assistance page on the WebEx service site, which sends you a reminder of your password.
Change password	Open a dialog box that allows you to specify a new password.
Language	Verify the language that is currently selected for your WebEx service site.
Locale	Verify the country or locale that is currently selected for your WebEx service site.
Time zone	Verify the time zone that is currently selected for your WebEx service site.
Change settings for WebEx service site	Open the My WebEx > My Profile page on your WebEx service site, and make changes to your profile.
Refresh	Refresh the WebEx Settings dialog box with the most recent settings from the WebEx service site.

About the Instant Meetings tab

Instant meeting options affect meetings started instantly from the One-Click panel, Microsoft Office, browsers, instant messengers, right-click menus, and from Microsoft Outlook or IBM Lotus Notes.

Use this option...	To...
Service type	Select the type of WebEx session for which you want to start a meeting. This option lists only the session types available for your site and user account.
Meeting topic	Enter the topic or name for the meeting.
Meeting password	Require participants to enter the password you set to join your meeting. Your site may require that all passwords comply with security criteria, such as a minimum length and a minimum number of letters, numbers or special characters.
List this meeting on the WebEx site	Include this meeting on the meeting calendars on the WebEx service site. Available for meetings, sales meetings, and training sessions only.
List Support Session on Personal Meeting Room	Includes this support session in your meetings list on your Personal Meeting Room on the WebEx service site. Available for support sessions only.
Ask for my approval when someone joins	Specify that the Request to Join dialog box appears on your screen when someone tries to join your meeting. Available for support sessions only.

Use this option...	To...
Conference type	<p>Select the type of teleconference you would like to use:</p> <p>None: Specifies that the meeting does not include a teleconference, or the meeting includes a teleconference for which you will provide information for participants using a method other than your meeting service.</p> <ul style="list-style-type: none"> ▪ WebEx Audio: Specifies that the meeting includes a WebEx audio conference, which allows you to use either your telephone or your computer as your audio device for participating in a meeting. If you select this option, choose one of the following options for WebEx Audio: <ul style="list-style-type: none"> <input type="checkbox"/> Display global call-in numbers: Select if you want to provide a list of numbers—such as toll-free or local numbers—that attendees in other countries can call to join the teleconference. <input type="checkbox"/> Attendees receive call back: Select if the meeting includes an integrated call-back teleconference, in which participants provide their phone numbers and receive a call back. <input type="checkbox"/> Attendees can also join teleconference before starting time: Allows attendees to call in to or join a the WebEx audio conference before starting time. <p>Note: After you start the meeting, participants have a choice of joining by can choose to use their computer as their audio device, using VoIP, or to use their phone as their audio device.</p> <ul style="list-style-type: none"> ▪ Cisco Unified MeetingPlace Audio Conferencing: Specifies that the meeting includes an integrated Cisco Unified MeetingPlace audio conference. If you select this option, the following options are also available: <ul style="list-style-type: none"> <input type="checkbox"/> Call-in numbers: Shows the available Cisco Unified MeetingPlace call-in numbers for your meeting. <input type="checkbox"/> MeetingPlace meeting ID: Shows the Cisco Unified MeetingPlace meeting ID number. <input type="checkbox"/> Attendees receive call back: Select if the meeting includes an integrated call-back Cisco Unified MeetingPlace audio conference, in which participants provide their phone numbers and receive a call back. <p>Note: The Cisco Unified MeetingPlace Audio Conferencing option is available only if you have a Cisco Unified MeetingPlace account.</p> <ul style="list-style-type: none"> ▪ Other teleconference: Specifies that the meeting includes a teleconference that another service provides. The instructions you type in the text box appear automatically on participants' screens once they join the meeting. <p>Tip: A participant must have a direct phone line to receive a call from the teleconferencing service. However, a participant without a direct phone line can join a teleconference by calling a call-in telephone number, which is always available in the Meeting window.</p>

Use this option...	To...
Tracking code	<p>Identify your department, project, or other information that your organization wants to associate with your meetings. Tracking codes can be optional or required, depending on how your site administrator set them up.</p> <p>If your site administrator requires you to select a code from a predefined list, select a code from the appropriate drop-down list.</p>
CUVC Meeting ID	<p>(CUVC Integration to Meeting Center only) Enter a custom URL to create a virtual meeting room in which you can use Cisco Unified Video (CUVC) in your meeting.</p> <p>If you leave this box empty, the WebEx Meeting ID is used by default.</p> <p>When you start your WebEx meeting, the CUVC Video panel displays automatically.</p>

About the Scheduled Meetings tab

Scheduled meeting options affect meetings scheduled from Microsoft Office or IBM Lotus Notes.

Use this option...	To...
Service type	<p>Select the type of WebEx meeting you would like to schedule.</p> <p>The list includes the meeting types that are available for your service website.</p> <p>The list may also include Personal Conference, which allows you to schedule a meeting that begins with an audio portion and automatically includes an online portion you can join later. Personal Conference meetings use a Personal Conference number account.</p> <p>The Other Teleconference option allows you to schedule your meeting with another teleconference service.</p>
Meeting topic	<p>Enter the topic or name for the meeting.</p>
Meeting password	<p>Require participants to enter the password you set to join your meeting.</p> <p>Your site may require that all passwords comply with security criteria, such as a minimum length and a minimum number of letters, numbers or special characters.</p> <p>If you have selected Personal Conference as the meeting type, the default password is the attendee access code in your Personal Conference number account that is specified for the meeting.</p>
Exclude password from email invitation	<p>Exclude the meeting password from the email message that is sent to everyone who is invited to your meeting.</p>

Use this option...	To...
List this meeting on the WebEx site	<p>Include this meeting in the meeting calendars on the WebEx service site.</p> <p>Available for meetings, sales meetings, events, and training sessions only.</p>
Attendees can join the meeting [x] minutes before starting time	<p>Allow attendees to join the meeting within a set number of minutes before the meeting's starting time.</p> <p>Note If you clear this check box or set this option to 0 minutes, you must start the meeting before attendees can join it.</p>
Allow external attendees	<p>Allow attendees located on the public internet to join your meeting. If unchecked, only attendees within the same internal network can join.</p> <p>Note: This option is available for Cisco Unified MeetingPlace users only.</p>
CUVC Meeting ID	<p>(CUVC Integration to Meeting Center only) Enter a custom URL to create a virtual meeting room in which you can use Cisco Unified Video (CUVC) in your meeting.</p> <p>If you leave this box empty, the WebEx Meeting ID is used by default.</p> <p>When you start your WebEx meeting, the CUVC Video panel displays automatically.</p>

Audio & Tracking tab

Options that affect audio conferences and tracking.

Use this option...	To...
Conference type	<p>Select the type of teleconference you would like to use:</p> <ul style="list-style-type: none"> ▪ None: Specifies that the meeting does not include a teleconference, or the meeting includes a teleconference for which you will provide information for participants using a method other than your meeting service. ▪ WebEx teleconference: Specifies that the meeting includes an integrated teleconference. If you select this option, choose one of the following types of teleconferences: <ul style="list-style-type: none"> <input type="checkbox"/> Attendees receive call back: Select if the meeting includes an integrated call-back teleconference, in which participants provide their phone numbers and receive a call back. <input type="checkbox"/> Attendees can also join teleconference before starting time: Allows attendees to call in to or join a teleconference before starting time. ▪ Cisco Unified MeetingPlace Audio Conferencing: Specifies that

Use this option...	To...
	<p>the meeting includes an integrated Cisco Unified MeetingPlace audio conference. If you select this option, the following options are also available:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call-in numbers: Shows the available Cisco Unified MeetingPlace call-in numbers for your meeting. <input type="checkbox"/> MeetingPlace meeting ID: Shows the Cisco Unified MeetingPlace meeting ID number. <input type="checkbox"/> Attendees receive call back: Select if the meeting includes an integrated call-back Cisco Unified MeetingPlace audio conference, in which participants provide their phone numbers and receive a call back. <p>Note: The Cisco Unified MeetingPlace Audio Conferencing option is available only if you have a Cisco Unified MeetingPlace account.</p> <ul style="list-style-type: none"> ▪ Personal Conference number: Displays the personal audio conference accounts you have set up in the Personal Conferencing area of My WebEx. Select the account you want to use for your meeting. You can create up to three accounts. ▪ Other teleconference: Specifies that the meeting includes a teleconference that another service provides. The instructions you type in the text box appear automatically on participants' screens once they join the meeting. <p>Tip: A participant must have a direct phone line to receive a call from the teleconferencing service. However, a participant without a direct phone line can join a teleconference by calling a call-in telephone number, which is always available in the Meeting window.</p>
<p>Tracking code</p>	<p>Identify your department, project, or other information that your organization wants to associate with your meetings. Tracking codes can be optional or required, depending on how your site administrator set them up.</p> <p>If your site administrator requires you to select a code from a predefined list, select a code from the appropriate drop-down list.</p>

Registration tab

Options that affect how attendee registrations are approved.

Use this option...	To...
<p>Require attendee registration</p>	<p>Specify that all attendees must register to attend the meeting so you can accept or deny entry into your meeting. An attendee cannot attend the meeting until you accept his or her registration request.</p> <p>This option is available only if the Attendees can join the meeting [x] minutes before starting time option is cleared.</p>

Use this option...	To...
Automatically accept all registration	Accept all registration requests automatically. If this option is not selected, you must accept registration requests manually by using the options on the Registered Attendees page on the WebEx service site. This option is available only if the Attendees can join the meeting [x] minutes before starting time option is cleared and the Require attendee registration option is selected.

Resources tab

Options that control how resources are used in meetings.

Use this option...	To...
Info tab templates	Choose a template for the Info tab, which appears in the content viewer during the meeting. The Info tab contains information about the meeting, including the meeting host, teleconference phone numbers, and host key (for the host only). Note: You can choose another template only if one or more customized Info tab templates are available for your meeting service. Your site administrator can add templates for your service.
Automatically play the presentation before the host joins	Automatically play a presentation that attendees can view before the host actually joins the meeting.

About the One-Click tab

One-Click options affect the features of the One-Click panel.

Use this option...	To...
Always stay on top of desktop	Have the WebEx One-Click panel appear on top of every application or program that is open on your computer.
Show One-Click icon on taskbar	Show the One-Click icon in the taskbar.
Show scheduling function in One-Click window	Show the links Start Scheduled Meeting and Schedule Meeting on the panel. Clicking either of the links takes you to the appropriate pages on your WebEx service site.

Use this option...	To...
Microsoft Outlook or IBM Lotus Notes	Select an email and scheduling program for a default address book. WebEx One-Click integrates with the email program you select, making it easy for you to obtain your contacts' email addresses. Clicking on the WebEx One-Click panel opens an address book from the email program you select here.

About the Tools tab

Tools options determine which programs include WebEx integrations and shortcuts.

Use this option...	To...
Microsoft Outlook	Show WebEx buttons and commands for scheduling meetings or starting One-Click meetings with Microsoft Outlook using the contacts and calendar from Microsoft Outlook.
IBM Lotus Notes	Show WebEx buttons and commands for scheduling meetings or starting One-Click meetings with IBM Lotus Notes using the contacts and calendar from Outlook.
Use WebEx with Microsoft Office	Show WebEx buttons for starting a One-Click meeting and automatically sharing a selected file or document from the following Microsoft Office applications: <ul style="list-style-type: none">▪ Excel▪ PowerPoint▪ Word
Show button in Internet Explorer	Show a WebEx button that allows you to start One-Click meetings from the Microsoft Internet Explorer toolbar.
Show in Windows right-click menus (requires reboot)	Show a WebEx command that allows you to start a One-Click meeting and automatically share a selected file or document from the right-click shortcut windows available in Windows Explorer.

Use WebEx with instant messenger	Shows WebEx buttons and commands that allow you to start a One-Click meeting from an instant messenger. You can select one or more of the following instant messengers: <ul style="list-style-type: none">▪ AOL▪ Google Talk▪ Lotus Sametime▪ Skype▪ Windows Messenger▪ Yahoo Messenger
Show button in Firefox	Shows a WebEx button that allows you to start instant meetings from the Firefox toolbar.

Uninstalling WebEx Productivity Tools

You can uninstall WebEx Productivity Tools at any time.

To uninstall WebEx Productivity Tools by using Start menu commands:

- 1 Click **Start > Programs > WebEx > Productivity Tools > Uninstall**
- 2 Click **Yes** to confirm that you want to uninstall WebEx Productivity Tools.

To uninstall WebEx Productivity Tools by using the Control Panel:

- 1 Click **Start > Settings > Control Panel**.
- 2 Double-click **Add/Remove Programs**.
- 3 Click **WebEx Productivity Tools**.
- 4 Click **Remove**.
- 5 Click **Yes** to confirm that you want to uninstall WebEx Productivity Tools.

Note: Uninstalling Productivity Tools removes all Productivity Tools and shortcuts from your computer. If you want to keep using some Productivity Tools but disable others, edit the options in the WebEx Settings dialog box. For details, see [Setting Up Productivity Tools](#) (on page 6).

Using WebEx Productivity Tools for Yahoo Messenger, AIM, Skype, or Google Talk

WebEx Productivity Tools allow you to start a WebEx instant meeting from your instant messenger (IM), without going to your Meeting Center Web site. You can invite any of your contacts who are online and available, and who use one of these instantmessengers:

- Yahoo Messenger
- AOL Instant Messenger (AIM)
- Skype
- Google Talk

The following table describes productivity tools integration features for starting an instant meeting and inviting contacts to the meeting. For detailed instructions on a particular task, click "More" by a task description.

WebEx Productivity Tools integration to instant messengers

What you can do



- start an instant meeting from a chat window [More...](#) (on page 22)
- Invite more contacts to the meeting [More...](#) (on page 23)
- Re-invite contacts to the meeting [More...](#) (on page 23)

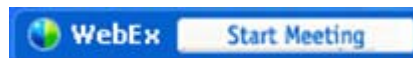
Note: The IM contacts who join your instant meeting do not need to install the WebEx integration.

Starting an instant meeting

You can start an instant meeting from a single or multi-chat window and automatically invite contacts participating in the chat to the meeting. After the meeting starts, an invitation message is sent to each participant via the chat window. To join the meeting, each contact simply clicks the link.

To start a meeting from a chat window:

- 1 Open a chat window with the contact.
- 2 In the chat window, click **Start Meeting** at the top of the open chat window.



- If you are chatting with just one buddy, a personalized invitation link is created for that buddy via the chat window. The **Start Meeting** button then changes to **Invite to Meeting**. A message asks you to confirm that it is okay to send the invitation to that contact.
- If you are in a multi-chat window, a generic invitation link is sent to each participant via the chat window.

To join the meeting, invited contacts simply click the link in the chat window.

The meeting starts and a dialog box opens in which you can confirm that you want to send the invitation to this contact. The **Start Meeting** button changes to **Send Invite Again**.

At any time during the meeting you can invite additional contacts. *More...* (on page 23)

Inviting more contacts to a meeting in progress

Once you start an instant meeting, you can invite additional contacts to join the meeting.

To invite another contact to join a meeting in progress:

- 1 Open a new chat window with the contact.

Notice that the WebEx button at the top of the chat window now appears as **Invite to Meeting**.

- 2 In the chat window, click **Invite to Meeting**.



A personalized invitation link is sent to that chat participant via the chat window. To join the meeting, the contact simply clicks the link.

Reissuing meeting invitations

When you start an instant meeting from a chat window, an invitation link is sent to each chat participant. If a contact does not respond by joining the meeting, you can reissue the invitation.

Notice that the WebEx button at the top of the chat window now appears as **Send Invite Again**.

To re-invite contacts to a meeting:

Click **Send Invite Again**.




A generic invitation link is reissued to each chat participant.

Using WebEx Productivity Tools for IBM Lotus Sametime

WebEx Productivity tools allow you to start an instant meeting from your IBM Lotus Sametime instant messenger (IM), without going to your Meeting Center Web site. You can invite any of your IM contacts who are online and available.

The following table describes productivity tool features for starting an instant meeting with Lotus Sametime and inviting contacts to the meeting. For detailed instructions on a particular task, click "More" by a task description.

Productivity Tool integration to IBM Lotus SameTime	What you can do
	<ul style="list-style-type: none"> ▪ start a meeting from the main panel of your IM More... (on page 25) ▪ start a meeting from a chat window More... (on page 26) ▪ Invite contacts to a meeting in progress More... (on page 26) ▪ Re-invite contacts More... (on page 27)

Note: The instant messenger contacts who join your instant meeting do not need to install the WebEx integration.

Starting an instant meeting from the main window

You can use the main window of Sametime to start an instant meeting and invite a single contact or a group of contacts to the meeting.

To start an instant meeting from the main window of Sametime, do either of the following:

- Right click on a contact or group name and choose **Start Meeting** from the resulting menu.

The meeting is started. The chat window opens and the invitation link is sent via the chat window to the selected contact or group of contacts.

- Click the **WebEx** icon on the tools menu, or choose **Start WebEx Meeting** from the menu at the top of the window.

The meeting is started. Now you can invite your IM contacts to the meeting

In the main window of Sametime, click on a contact or group name and choose **Invite to Meeting** from the resulting menu.

You can invite additional contacts to the meeting, as required. *More...* (on page 26)

Starting an instant meeting from a chat window

Starting an instant meeting from an existing chat window allows you to invite contacts already in the chat window to the meeting.

To start a meeting from an existing chat window, do one of the following:

- Click the **WebEx** icon on the tool bar.
- Click **WebEx** at the top of the chat window and choose **Start WebEx Meeting**.

The meeting starts and the **WebEx** button changes from **Start Meeting** to **Invite to Meeting**. After you send an invitation, it changes to **Send Invite Again**.

At any time during the meeting you can invite additional contacts. *More...* (on page 26)

Inviting more contacts to a meeting in progress

Once you start an instant meeting with a contact, you can invite more contacts to the meeting.

To invite additional contacts to a meeting in progress:

- 1 Open a new chat window with another contact.
- 2 Do one of the following:
 - Click the **WebEx** icon on the tool bar.
 - Click **WebEx** at the top of the chat window and choose **Invite to Meeting**.

A customized invitation link is sent to the contact. To join the meeting, the contact simply clicks the link.

- 3 Repeat the above steps to invite additional contacts to the meeting.

Reissuing instant meeting invitations

After you start an instant meeting from Sametime, an invitation link is sent to the chat participants via the chat window. If a contact you invited does not respond by joining the meeting, you can reissue the invitation.

To re-invite contacts to an instant meeting:


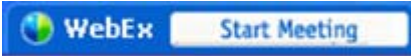


- 1 Do one of the following:
 - Click the WebEx icon on the tool bar.
 - Click **WebEx** on the menu bar at the top of the chat window and choose **Send Invite Again**.

An invitation link is reissued to all chat participants via the chat window.

Using WebEx Productivity Tools for MS Windows Messenger

WebEx Productivity tools allow you to start a WebEx instant meeting from your MS Windows Messenger, without going to your Meeting Center Web site. You can start a meeting with any of your instant messenger (IM) contacts who are online and available.

The following table describes productivity tools integration features for starting an instant meeting and inviting contacts to the meeting. For detailed instructions on a particular task, click "More" by a task description.

Integration to Windows Messenger	What you can do
   	<ul style="list-style-type: none"> start an instant meeting from the main panel of your IM More... (on page 30) start an instant meeting from a chat window More... (on page 31) Invite contacts to a meeting in progress More... (on page 31) Re-invite contacts More... (on page 32)

Note: The IM contacts who join your instant meeting do not need to install the WebEx integration.

Starting an instant meeting from the main window

You can start an instant meeting from the main window of Windows Messenger and invite a contact to the meeting.

To start a meeting from the main window of your IM:

- 1 Click **WebEx** on the menu bar and choose **Start WebEx Meeting**.

The **Start WebEx Meeting** dialog appears with a list of your contacts.



You can send an invitation to join the meeting to one contact on this list.

- 2 Select a contact, and click **OK**.

The meeting starts and a dialog box opens in which you can confirm that you want to send the invitation to this contact.

- 3 Click **Yes**.

A chat window opens and a personal invitation link is sent via the chat window to the selected contact.

Important: If you want to invite more contacts to the meeting, do not close the chat window with the contact you already invited.

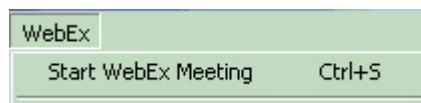
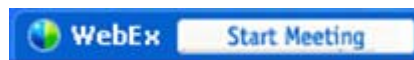
You can invite additional contacts to the meeting. [More...](#) (on page 31)

Starting a meeting from a chat window

Starting an instant meeting from an existing chat window allows you to invite any contact participating in the conversation to the meeting.

To start a meeting from an existing chat window:

- 1 Do one of the following:
 - Click **Start Meeting** at the top of the panel.
 - Choose **Start WebEx Meeting** from the WebEx menu.



- If you are chatting with just one contact, a personalized invitation link is created for that contact via the chat window. The **Start Meeting** button then changes to **Invite to Meeting**. A message asks you to confirm that it is okay to send the invitation to that contact.
- If you are in a multi-chat window, a generic invitation link is sent to each participant via the chat window.

To join the meeting, invited contacts simply click the link in the chat window.

The meeting starts and the WebEx button changes to **Send Invite Again**.

At any time during the meeting you can invite additional contacts. [More...](#) (on page 31)

Inviting more contacts to a meeting in progress

Once you start a meeting with a contact, you can invite more contacts to the meeting. You can invite one contact at a time.

Important: Keep the current chat window open. If you close the window, you cannot invite additional contacts.

To invite another contact to a meeting in progress:

- 1 In the current chat window, on the menu bar click **Actions>Invite Someone to this Conversation**.

- 2 In the invite dialog box that appears, select the contact you want to invite, and click OK.

A chat window opens briefly to allow a personalized invitation link to be sent to the recipient. The chat window closes within 7 seconds.

To join the meeting, the contact simply clicks the link.

- 3 Repeat the above steps to invite additional contacts.

Reissuing meeting invitations

After you start an instant meeting from Windows Messenger, an invitation URL link is sent to the conversation participants via the IM chat window. If a contact you invited does not respond by joining the meeting, you can reissue the invitation.

To re-invite contacts to a meeting:

At the top of the chat window, click **Send Invite Again**.

An invitation link is reissued to all conversation participants via the chat window.

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