If your WebEx Site administrator has enabled it, Productivity Tools are installed automatically. The installation begins when you log in to your site with your host account information.

If you are prompted to download productivity tools when you log in, click **Download**, then follow the prompts.

If Productivity Tools are not installed automatically, and you are not prompted to install them, follow the instructions below for *Downloading Productivity Tools*.

Once installed, Productivity Tools enable you to start meetings instantly from the One-Click panel or from other applications on your desktop.

Downloading Productivity Tools

1. Log in to your WebEx service site.
2. Select one of the following methods for installing, then continue with step 3.

Select…	Then…
My WebEx	▪ Click **Productivity Tools Setup** (on the left navigation panel). *The One-Click Setup page appears.* ▪ Complete the Meeting Options and Audio Conference information, then click **Save**. *The Productivity Tools Setup page appears.* ▪ Click **Install WebEx Productivity Tools**. *Your browser's file download message appears.*
Support > Downloads	▪ On the Downloads page, under Productivity Tools, click **Download**. *Your browser's file download message appears.*

3. In the Open File dialog, click **Run**.
4. Click **Finish** to complete the installation. *The WebEx Productivity Tools dialog appears.*
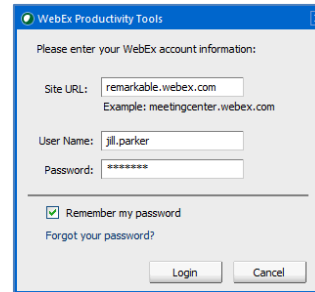
5. Enter your Site URL, User Name and Password, then click **Login**. *The WebEx Productivity Tools are installed page appears. This page lists all programs from which you can start and schedule meetings.*
6. Click **OK** to close the page.
7. Restart the applications to complete the installation.

Configuring Productivity Tools

From WebEx settings, you can verify your account information, specify which programs use Productivity Tools, select preferences for instant and scheduled meetings, and choose One-Click settings.

You can access One-Click settings from most programs in which Productivity Tools were installed.

To change WebEx settings:

1. Select **Edit WebEx Settings** on the Cisco WebEx One-Click Panel.
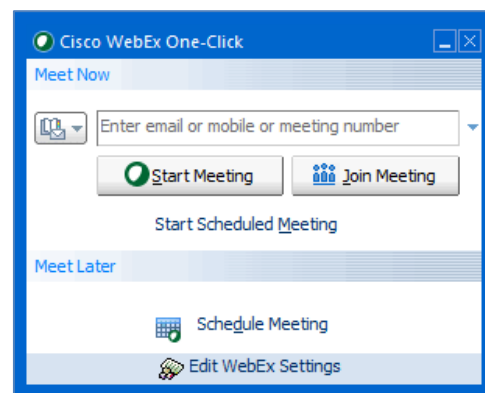
Note: If the One-Click panel is not visible, right-click the WebEx One-Click icon in the system tray, then select **WebEx Meetings**.

The WebEx Settings dialog appears.

2. Verify your WebEx site URL and user name, enter your password, then click **Apply**.
3. Select the appropriate tab to configure your WebEx Settings.

4. Make your changes, then choose one of the following options:
   - Click **Apply** to save your changes and keep the WebEx Settings dialog open.
   - Click **OK** to save your changes and close the WebEx Settings dialog.

Using WebEx One-Click

WebEx One-Click is a simple way to start and join meetings and invite attendees without logging into your WebEx service site. You can start a One-Click meeting from any application on your computer that has WebEx Productivity Tools enabled.

Outlook or Lotus Notes

Click…	To…
One-Click Meeting	Connect to your WebEx site to start and host a meeting.

Instant Messenger

Click…	To…
WebEx Start Meeting	Start a meeting from a chat window. If you are chatting with one person, that person receives a personalized meeting invitation. If you are in a multi-chat window, each person receives a generic meeting invitation.

Microsoft Office

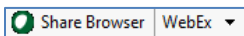| Click…	To…
Share This File	Start a meeting and share the item as an application, allowing attendees to work in the application in real time.

Web Browser

Click…	To…
Share Browser WebEx ▼	Connect to your WebEx site to start a meeting and share your Web browser. Or, click **WebEx**, to select from additional options.

Note: Right-click an application or file icon on your computer, then click **Share in WebEx Meeting** to start a meeting and share the application or file.

Configuring One-Click (Web version)

If you decide not to install Productivity Tools, you can still start One-Click meetings from your WebEx services site. The web version of One-Click requires separate setup.

To configure One-Click (web version):

1. Log in to your Meeting Center service site.
2. Select **My WebEx**, then click **Productivity Tools Setup** in the left navigation panel. *The One-Click Setup page appears*.

3. Specify your Meeting Options and Audio Conference features.

   Note: The settings on this page apply to both the Web and desktop versions of One-Click.

4. Click **Save** to save your settings, or click **Save and Start Meeting** to save the settings and start a meeting.

   Note: You can also start a One-Click Meeting from the home page of your WebEx site by clicking **Host a Meeting > One-Click Meeting** in the left navigation panel.