

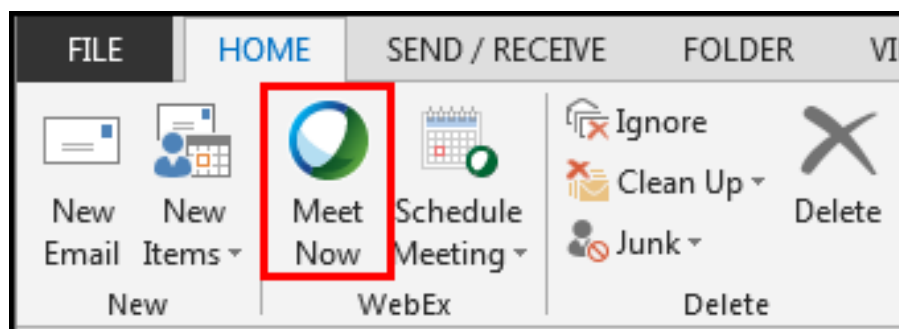
A Meet Now (or One-Click) meeting is an instant meeting that you can start at any time, without having to schedule the meeting in advance.

Prerequisites:

- You must have a WebEx account.
- You must have the WebEx Productivity Tools installed. View the [Getting Started Guide for WebEx Productivity Tools](#) for information on installing the WebEx Productivity Tool.

To Start an Instant Meeting

1. In Outlook, click on **Meet Now**.



2. Your web meeting starts.

Note: If this is your first time using this process, you may be prompted that you need to be logged in. When the WebEx Settings window opens, enter your WebEx account information and click **Apply** and then **Ok**. Then click on **Meet Now** again.

WebEx Settings

Account | Instant Meetings | Scheduled Meetings | Preferences | Tools

Login Information
Please enter your WebEx account information.

Site URL:
Example: meetingcenter.webex.com

User name:

Password:

Note: The site is using Identity Management System, so you cannot change account information.

Language and Location

Language: ENGLISH
Locale: U.S.
Time zone: New York (Eastern Daylight Time, GMT-04:00)

To see the most recent changes on the WebEx service Web site, click Refresh

Required fields