

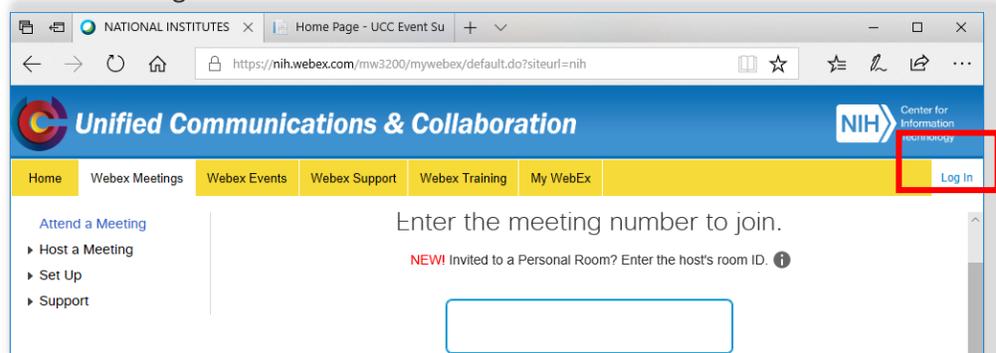
Downloading and Installing the WebEx Productivity Tools for Outlook Plugin

**Note you will need administrative privileges on your computer to complete this task.*

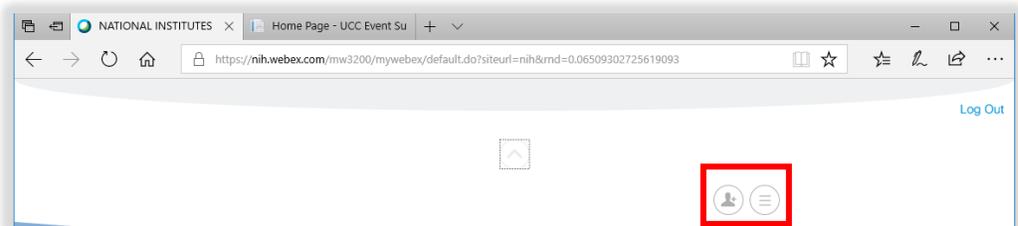
If you do not have administrative privileges for your computer or are not sure, place a Service Desk ticket to request installation for the WebEx Productivity Tools Plugin for Outlook at: <https://itservicedesk.nih.gov/Support/>.

Download the Outlook Plugin

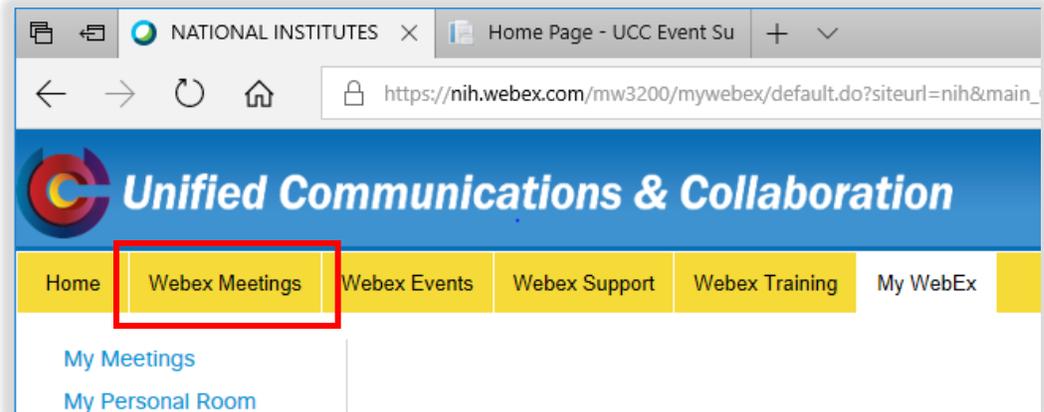
1. Open a web browser, and go to nih.webex.com.
2. Click **Log In** at the upper-right corner of the window. If prompted, use your NIH credentials to log in.



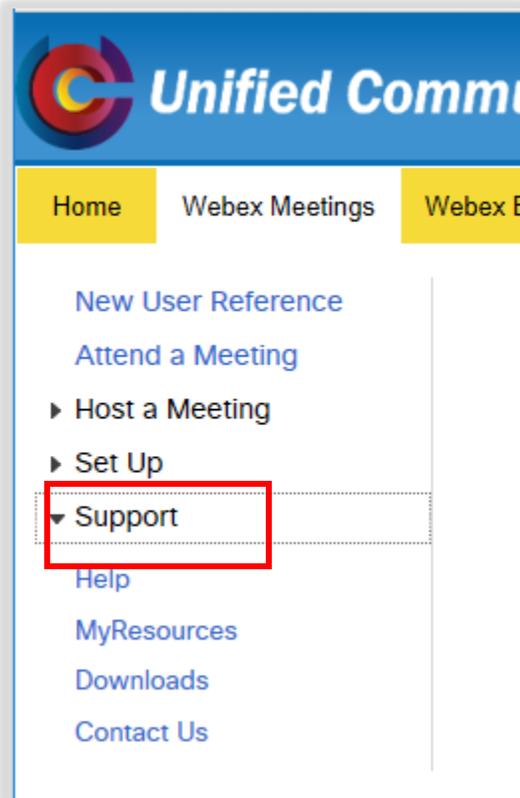
3. Click the WebEx site menus button. The button has a circle with 3 lines in it.



4. Click the **WebEx Meetings** tab.



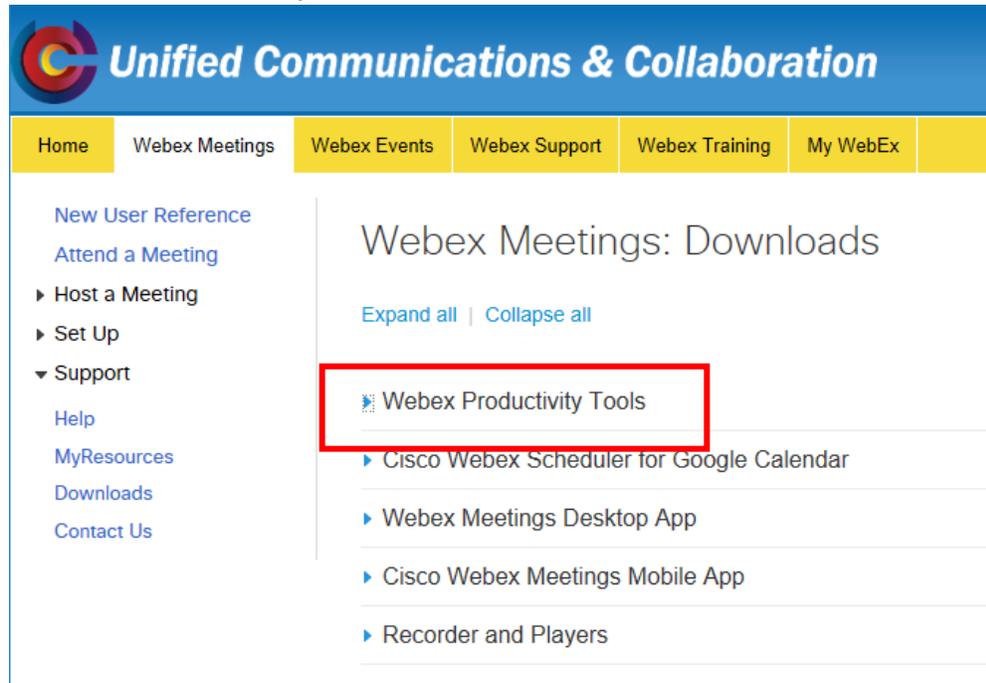
5. Click **Support**.



6. Click **Downloads**.

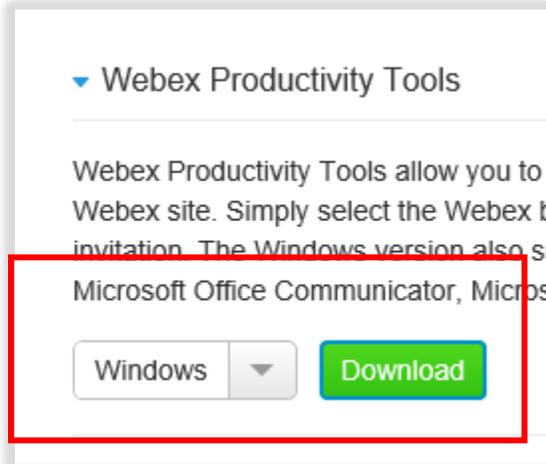
[Home](#)[Webex Meetings](#)[Webex E](#)[New User Reference](#)[Attend a Meeting](#)[▶ Host a Meeting](#)[▶ Set Up](#)[▼ Support](#)[Help](#)[MyResources](#)[Downloads](#)[Contact Us](#)

7. Click **WebEx Productivity Tools**.



The screenshot shows the Cisco Unified Communications & Collaboration website. The main navigation bar includes links for Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My WebEx. The left sidebar contains links for New User Reference, Attend a Meeting, Host a Meeting, Set Up, Support, Help, MyResources, Downloads, and Contact Us. The main content area is titled 'Webex Meetings: Downloads' and includes links for 'Expand all' and 'Collapse all'. A red box highlights the 'Webex Productivity Tools' link, which is expanded to show a list of tools: Cisco Webex Scheduler for Google Calendar, Webex Meetings Desktop App, Cisco Webex Meetings Mobile App, and Recorder and Players.

8. Select your operating system, and then click **Download**.



The screenshot shows the 'Webex Productivity Tools' section of the website. It includes a heading 'Webex Productivity Tools' and a paragraph of text: 'Webex Productivity Tools allow you to Webex site. Simply select the Webex b invitation. The Windows version also st'. Below the text is a dropdown menu with 'Windows' selected and a 'Download' button. A red box highlights the dropdown menu and the 'Download' button.

Install the Outlook Plugin

**Note you will need administrative privileges on your computer to complete this task.*

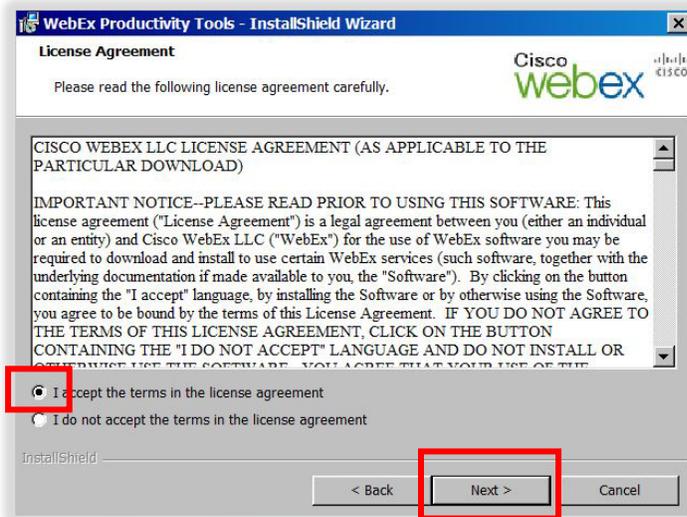
If you do not have administrative privileges for your computer or are not sure, place a Service Desk ticket to request installation for the WebEx Productivity Tools Plugin for Outlook at:

<https://itservicedesk.nih.gov/Support/>.

1. The downloaded plugin is named ptools.msi. Double-click **ptools.msi** to begin the installation.
2. Click **Next**.

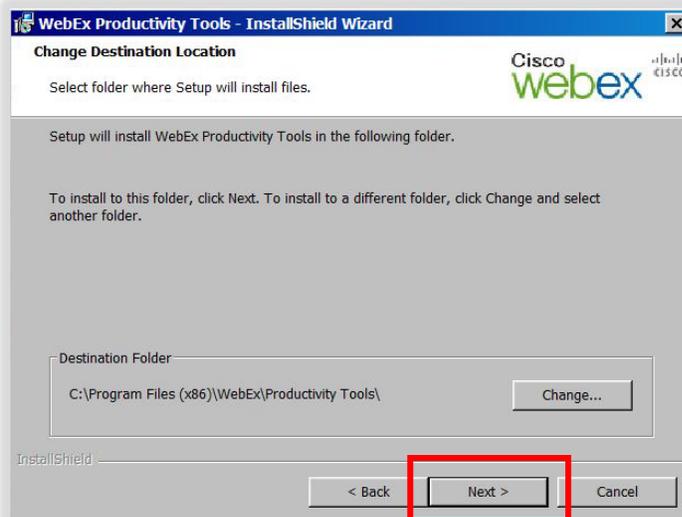


3. Select **I accept the terms in the license agreement**, and then click **Next**.

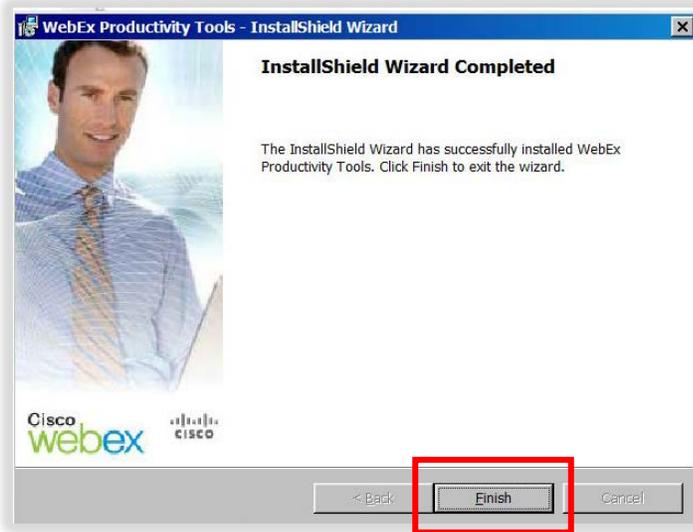


4. Click **Next**.

5. Click **Next**. (You do not need to change the installation location.)



6. Click **Finish** to complete the Installation.



7. You will be prompted to log into WebEx Productivity tools. Use the following information to log in:
 - a. Site URL: **https://nih.webex.com/nih**
 - b. User Name: **<your NIH login>@nih.gov**
 - c. Password: Your NIH Password.



The image shows a screenshot of a Windows-style dialog box titled "WebEx Productivity Tools". The dialog box has a blue header bar with the title and a close button (X) in the top right corner. The main content area is light gray and contains the following elements:

- A prompt: "Please enter your WebEx account information:"
- A "Site URL:" label followed by a text input field. Below the field is an example: "Example: meetingcenter.webex.com".
- A "User Name:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A horizontal separator line.
- A checked checkbox labeled "Remember my password".
- A link: "Forgot your password?".
- Two buttons at the bottom: "Login" and "Cancel".

8. After you've entered the login information, click **Login**.
9. Your WebEx Productivity Tools are now configured. To see the new plugin button, you must restart Microsoft Outlook.

If you have any questions or have encountered any problems, please contact webmeeting@mail.nih.gov for 301 594 8433, Option 3.