

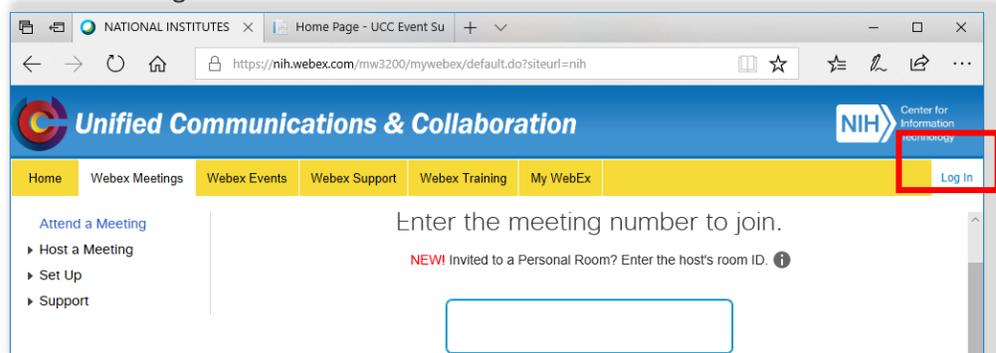
Downloading and Installing the WebEx Productivity Tools for Outlook Plugin

**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.

