



KDDI Audio Conference Service with WebEx Outlook Plug-in Quick Guide

Install Outlook Plug-in

You can schedule Web conferences directly from your Outlook calendar by installing the Outlook plug-in.

- Close Outlook.
- Go to Meeting Centre URL and enter your **User Name** and **Password** shown in the welcome e-mail. (Your User Name and Password are case sensitive, so enter them exactly as they appear on your welcome email.) Click **Log In**.
- In the left navigation bar, click **Support** then **Downloads**.
- Find **WebEx Productivity Tools** in the **Downloads** section.
- Click **Download now**.
- Click **Run** and follow the instructions.
- To complete the installation, click **Finish**.

How to schedule and invite participants

1. In Outlook, schedule a new appointment or meeting in your calendar as you usually would by opening the **Schedule Meeting** function in Outlook. Enter the meeting topic, agenda, time, etc.
2. Click **Invite Attendees** tab and enter attendees' e-mail addresses.
3. Click **Add WebEx Meeting** and enter information as necessary.
4. Click **Send** to finish. Outlook then sends meeting invites to all attendees, including a link to join the meeting. Outlook also adds the meeting to your calendar with a link to start/attend the meeting as the host.

Tip: Please advise your audio participants that if they enter the meeting before you, they will be placed on hold in the audio conference listening to music until you join. If you or your participants are travelling, remind them to print out the dial-in details to take with them.

How to join a conference with WebEx

Connecting to WebEx

1. In Outlook, simply open your calendar appointment item, and click the link. You will be asked to enter your name and then you will be taken into your WebEx console.
2. Participants can join the web conference by visiting the WebEx Meeting Centre URL or simply clicking on the URL in their invite, and then entering the meeting number.

Note: First-time users should allow 3-5 minutes to download the WebEx console plug-in before the meeting.