

## Webex Quick Start Guide

All MSU-Northern faculty and staff may request a WebEx account by contacting the [ITS Help Desk](#). Once your account is enabled, you can log in with your NetID and password.

### Start a meeting in your personal room

1. Sign in to [webex.msun.edu](http://webex.msun.edu)
2. Click the green **Start Meeting** button

### Schedule a meeting

1. Sign in to [webex.msun.edu](http://webex.msun.edu)
2. Select the **Meetings** on the left navigation bar then click the **Schedule** button
3. Enter a meeting topic, the date and time for your meeting, and add your meeting invitees
4. Then click the **Schedule** button

## Productivity Tools for Microsoft Outlook

Webex Productivity Tools allow you to schedule, start, and join Webex meetings directly in Microsoft Outlook

### Install the Productivity Tools

1. Close Outlook if you have it open
2. Sign in to [webex.msun.edu](http://webex.msun.edu)
3. Select **Downloads** on the left navigation bar
4. Click **Download** under Cisco Webex Productivity Tools
5. Open the download and install the tools
6. Open Outlook. There will be a new section on your Home tab called **Webex**

### Start a Meeting Now Using Microsoft Outlook

1. Open your Outlook, click the **Meet Now** icon on your Home tab in the Webex section
2. In the Cisco Webex Meetings pop-up click the **Start a Meeting** button
3. In the Webex window, click **Participant** in the top left menu, then select **Invite & Remind** and enter the emails of your invitees, and click **Send**

### Schedule a Meeting Using Microsoft Outlook

1. Open your Outlook, click the **Schedule Meeting** icon on your Home tab in the Webex section.
2. The first time you click the icon a Webex Settings window will open. You can change settings you need to (ex: when can attendees join, turn of the entry and exit tone, etc). There is a "Don't show me these settings again" check box so you won't have pop up again.
3. In the Outlook Appointment window, add your invitees to your meeting and fill in your meeting details: meeting subject, start date and time, and end date and time.
4. Click **Send** to schedule and send your meeting invitation. The Webex tool will add the meeting info and the **Join Meeting** button automatically.

### Quick Tips

- Mute all participants when they join a meeting by clicking **Participant** in the top left menu, then selecting **Mute on Entry**.
- Mute everyone during a meeting by clicking **Mute All** button at the bottom of the participant list.
- Mute an individual by right clicking them in the **Participants** panel and selecting **Mute**. You can also **Mute All** from here.
- Webex has a "press to talk" feature - muted meeting participants can temporarily unmute by holding down the space bar.