Install WebEx Productivity Tools – Windows

- 1. Visit https://mercer.webex.com
- 2. Click the **Log In** link, located in the upper-right corner of the page.

MERCER							
Home	Meeting Center	Event Center	Support Center	Training Center	My WebEx		Log In
							English : New York Time

3. Enter the same user name and password used to log in to your computer, MercerConnect, or MyMercer.

Home	Home Meeting Center		Support Center	Training Center	My WebEx			
Authentication Required								
	Enter username and password for https://muadfs.mercer.edu							
	User Nar	ne: ford_sb	ford_sb					
	Passwo	rd: •••••	•					
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 Under the Support menu on the left, click Downloads, and click the green Download button under the Productivity Tools heading.



- 5. Download and run the **ptools.msi** file. Click **Next** until the install completes.
- 6. When prompted, enter the **Site URL**: **mercer.webex.com**, enter the same user name and password used to log in to your computer, MercerConnect, or MyMercer, and click **Login**.

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Please enter your WebEx account information:							
Site URL:	mercer.webex.com						
	Example: meetingcenter.webex.com						
User Name:	ford_sb						
Password:	****						
Remen	Remember my password						
Forgot your password?							
	Login Cancel						

7. Enter the same user name and password used to log in to your computer, MercerConnect, or MyMercer, and click **OK**.

Connecting to	muadfs.mercer.edu.	×
	ford_sb ●●●●●●● Domain: MERCERU ✔ Remember my credentials	
	OK Cancel	

The WebEx Productivity Tools installation is complete. You can now schedule meetings via the **WebEx One-Click** program in the Start Menu, or via an Outlook meeting request.



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