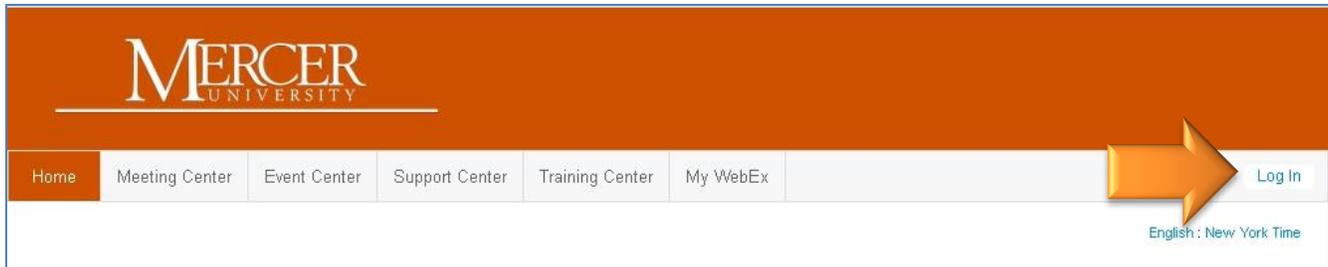
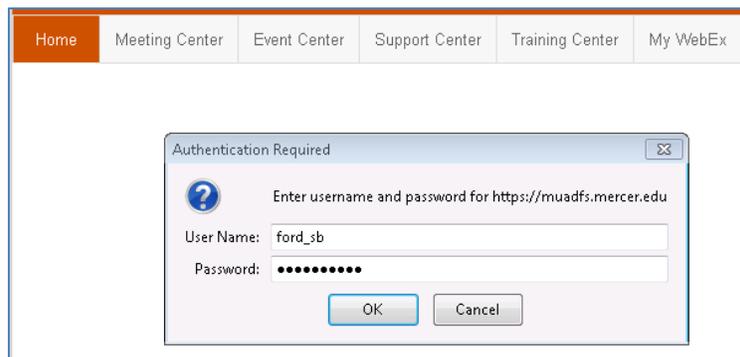


Install WebEx Productivity Tools – Windows

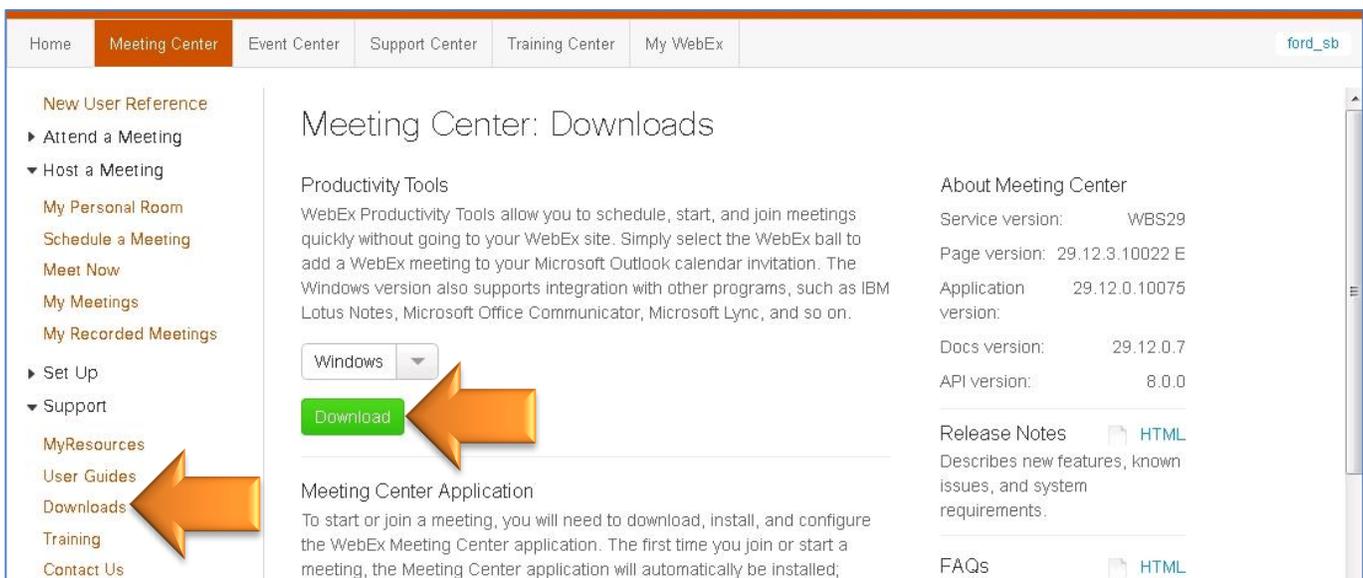
1. Visit <https://mercer.webex.com>
2. Click the **Log In** link, located in the upper-right corner of the page.



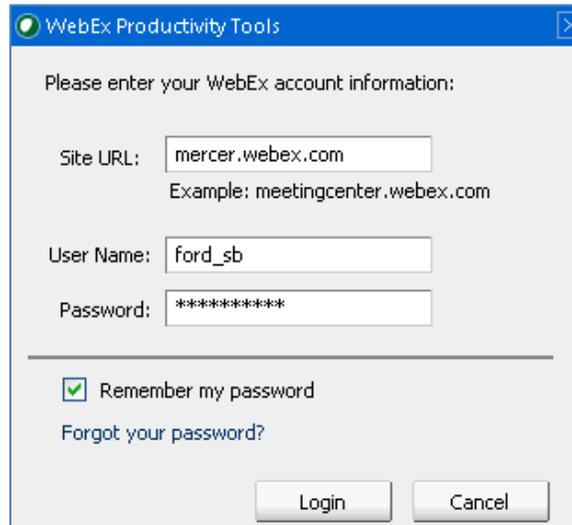
3. Enter the same user name and password used to log in to your computer, MercerConnect, or MyMercer.



4. Under the **Support** menu on the left, click **Downloads**, and click the green **Download** button under the **Productivity Tools** heading.



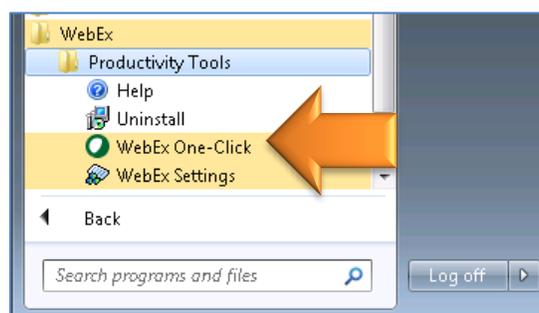
5. Download and run the **ptools.msi** file. Click **Next** until the install completes.
6. When prompted, enter the **Site URL: mercer.webex.com**, enter the same user name and password used to log in to your computer, MercerConnect, or MyMercer, and click **Login**.



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



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.



Untitled - Meeting

File Meeting Insert Format Text Review

Delete Add WebEx Meeting Appointment Scheduling Assistant Busy Recurrence Time Zones Tags Zoom

WebEx Show Attendees 15 minutes Options Room Finder Zoom

Invitations have been sent for this meeting.

To: _____

Subject: _____

Location: _____ Rooms...

Start time: Thu 4/9/2015 8:00 AM All day event

End time: Thu 4/9/2015 8:30 AM

