Install WebEx Productivity Tools – Mac
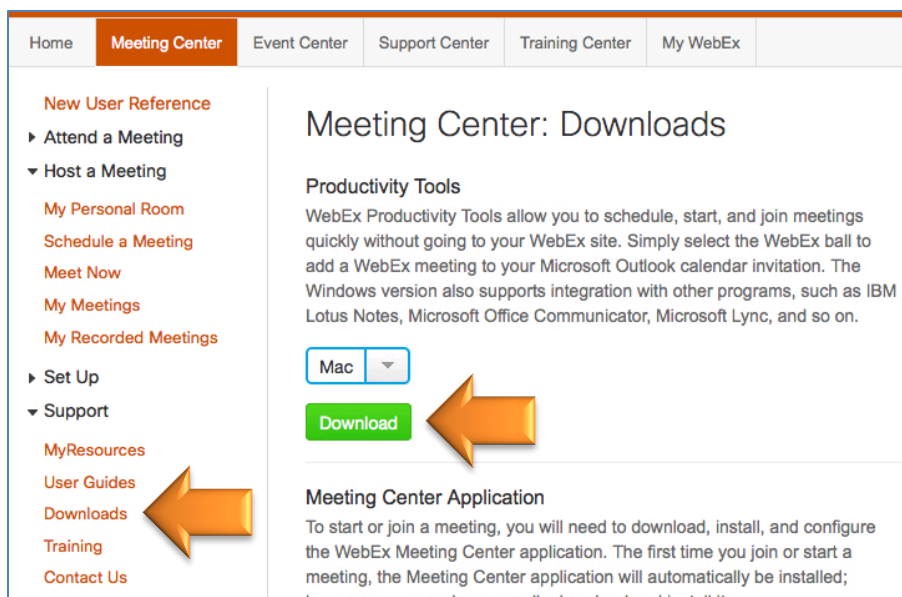
1. Visit https://mercer.webex.com

2. Click the **Log In** link, located in the upper-right corner of the page.
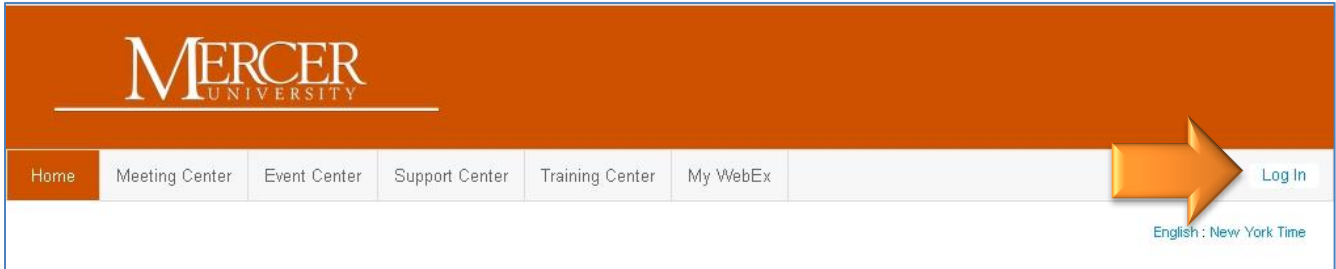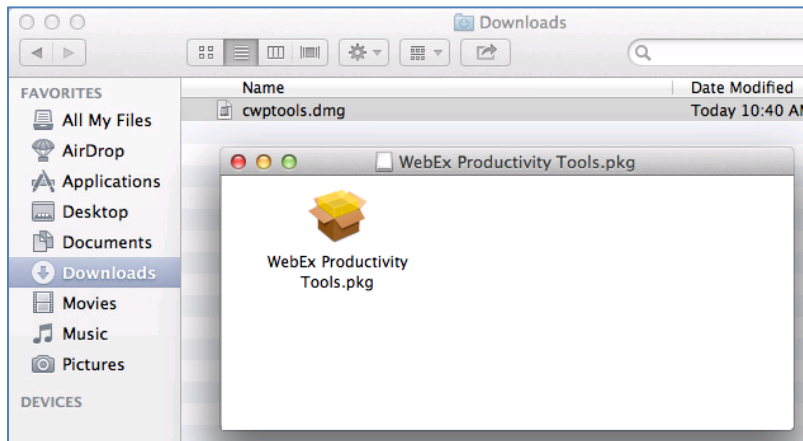

3. Enter the same user name and password used to log in to your computer, MercerConnect, or MyMercer.
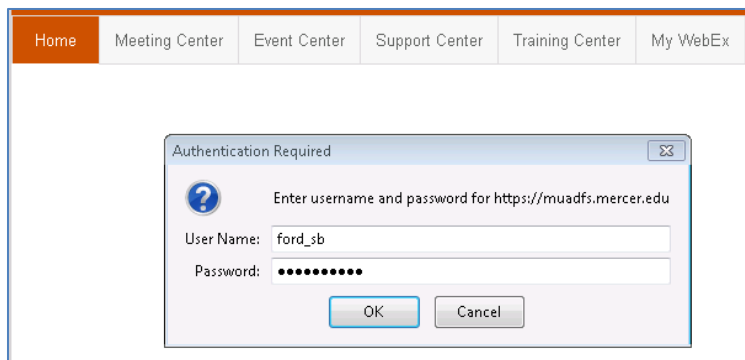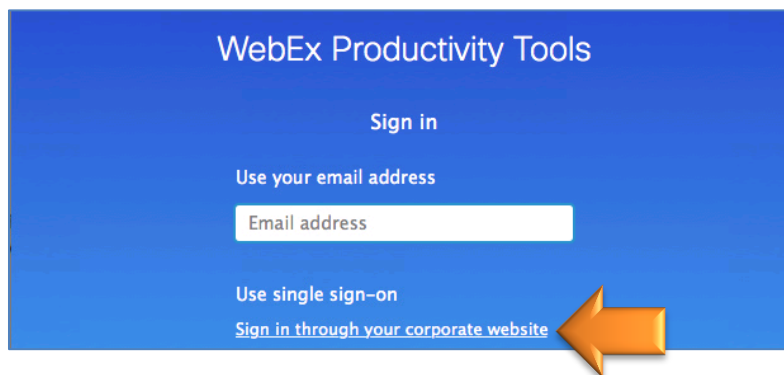

4. Under the **Support** menu on the left, click **Downloads**, and click the green **Download** button under the **Productivity Tools** heading.
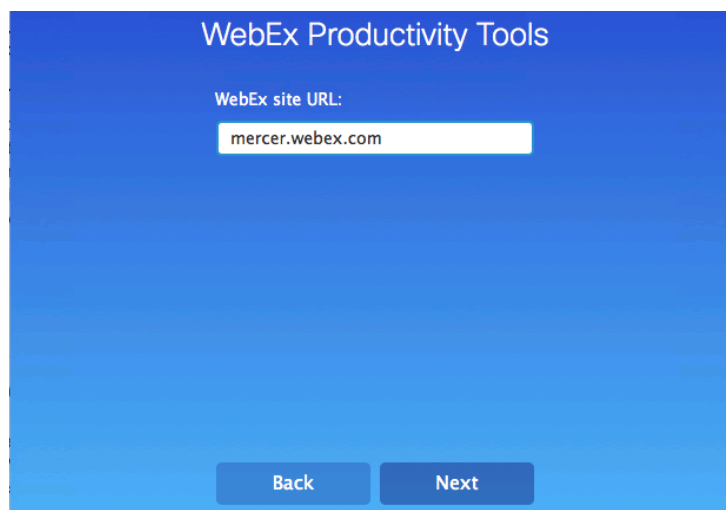
5. Download and open the **cwptools.dmg** file.

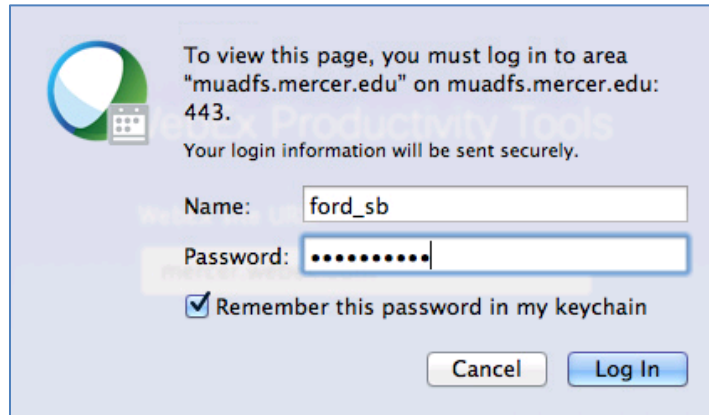6. Run the **WebEx Productivity Tool.pkg** file to launch the installer.

7. Click **Continue**, or **Next** until the install completes.
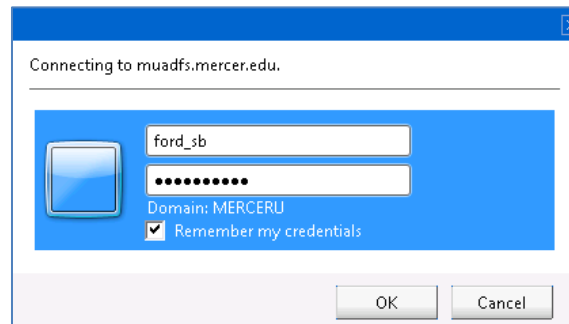
8. Click **Sign in through your corporate website.**

9. Enter the WebEx Site URL: **mercer.webex.com**, and click **Next**.

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


11. 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 Productivity Tools icon located in the menu bar at the top of the screen.
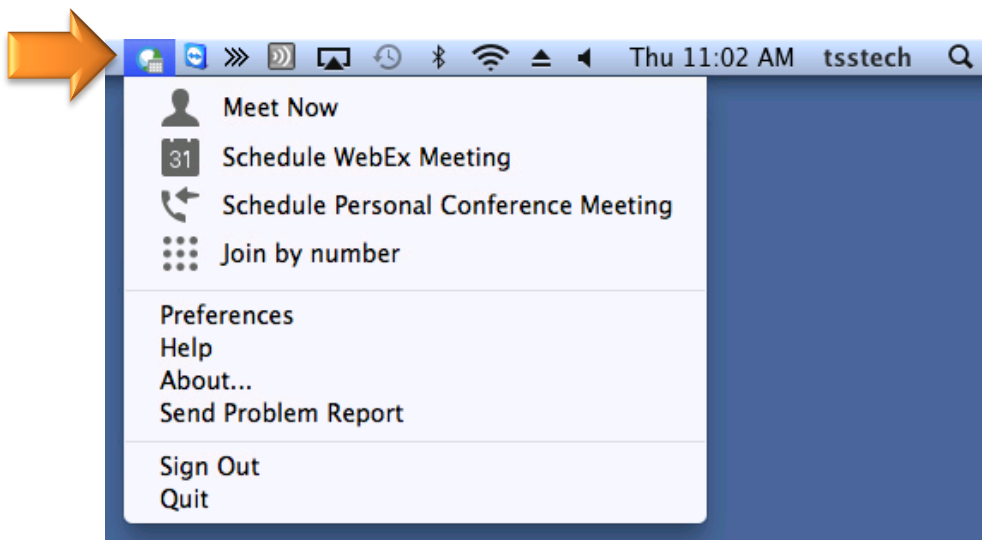
If the Productivity Tools icon does not appear in the menu bar, launch it from the **WebEx** folder in the list of applications.
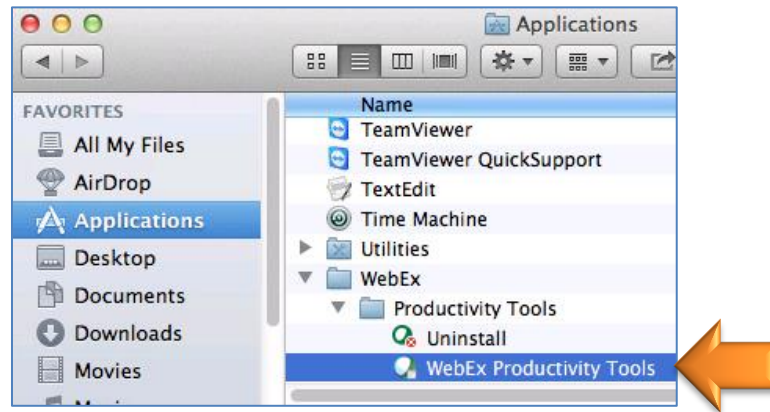
WebEx meetings can also be scheduled when creating a meeting request in Outlook.