جامعة قطر
QATAR UNIVERSITY

WebEx Service

FOR FACULTY & STAFF USE

Cisco WebEx Service

Configuration of Cisco WebEx Service on Laptop / Desktop

Network and Telecommunication section

Information Technology Services

Version: 2.0

Laptop & Desktop

1. ITS Helpdesk already configured all University provided Laptops and Desktops to Faculty and Staff with WebEx Application. Please check / confirm it if Faculty laptop / desktop, MS Outlook is Pre-Configured with **WebEx Productivity Tool**.
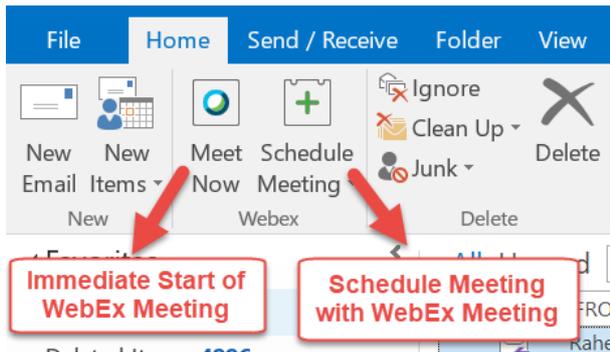
2. If **Not**, Please download the **WebEx Desktop Application** and **WebEx Productivity Tool** for Mac & Windows OS from **https://qu-edu.webex.com**, using QU **UserID@qu.edu.qa** and Credentials
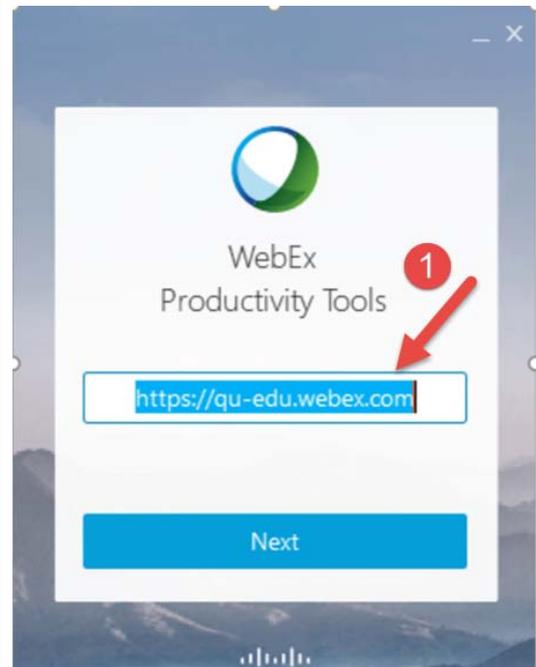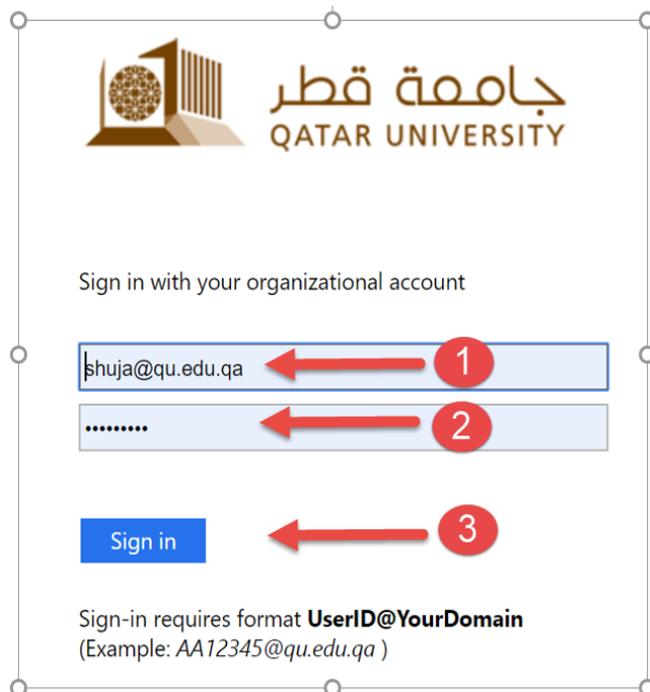
Cisco Webex Meetings Desktop App
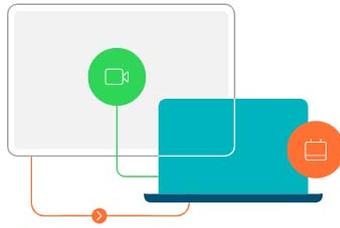
The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can start and join meetings from desktop app or click a button to schedule a meeting from your calendar application. Starting with version 39.10, the Webex Meetings desktop app no longer includes integrations with Microsoft Outlook, Microsoft Office, IBM Lotus Notes, or other applications. When you install the latest version of the Webex Meetings desktop app, any previous versions of those integrations will be uninstalled. To install those integrations, download Cisco Webex Productivity Tools.

For Windos

For MAC

Download   **Download**

3. First time installation of "**Cisco WebEx Meeting Desktop App**" Application, Provide **Email Address** and URL **https://qu-edu.webex.com** (For Faculty & Staff)
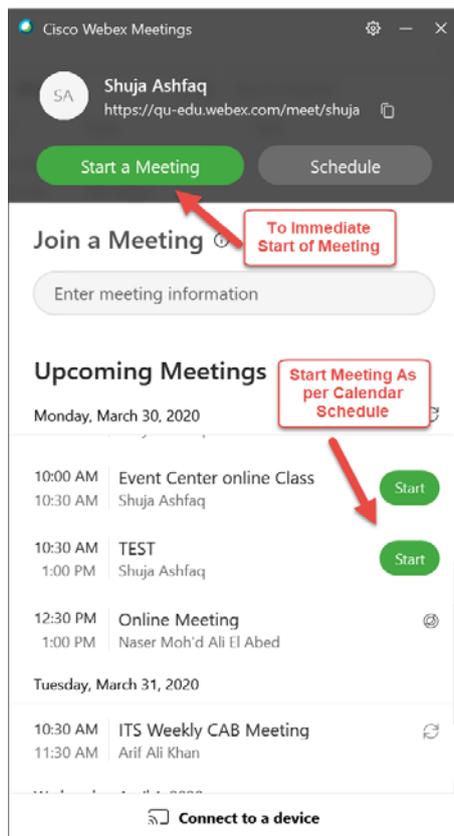
4. Close MS Outlook on laptop first and then install '**Cisco WebEx Productivity Tools'**, from **https://qu-edu.webex.com** site. It will provide WebEx Icon in MS Outlook.

Cisco Webex Productivity Tools

Webex Productivity Tools allow you to schedule, start, and join Webex meetings directly in Microsoft Outlook. The Windows version also supports integrations with other applications, such as Microsoft Office (Word, Excel, and PowerPoint), Microsoft Skype for Business, Microsoft Lync, Internet Explorer, and IBM Lotus Notes.

Download   **Download**
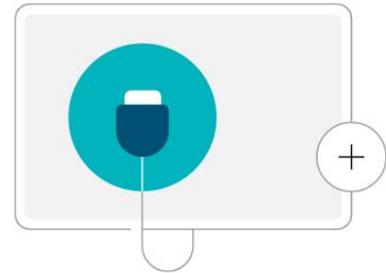
5. For First time, when users click **Add WebEx Meeting,** Users need to provide QU WebEx Link i.e., **https://qu-edu.webex.com**

   You ready to use WebEx as Outlook is setup with following WebEx Icons, **Schedule Meeting** as regular invitation and send to Students or Faculty / Staff.

Immediate Start of WebEx Meeting

Schedule Meeting with WebEx Meeting
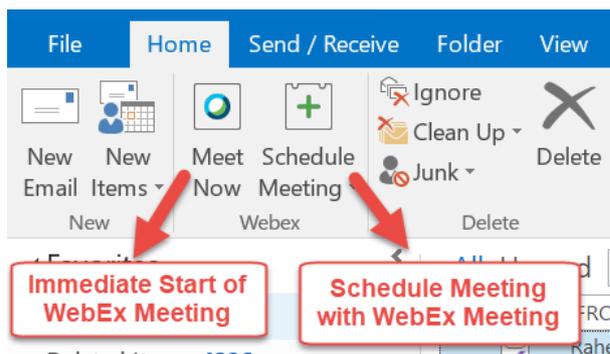
If Faculty / Staff are Not using MS Outlook, they can Schedule through **Web Based** using **https://qu-edu.webex.com** → **WebEx Meetings** → **Send Invitation** himself → **Paste to Black Board Course**

OR **Provide Personal Room URL** – Unique for Each Faculty / Staff and paste in BB course

https://qu-edu.webex.com/join/UserID

For Example
https://qu-edu.webex.com/join/shuja