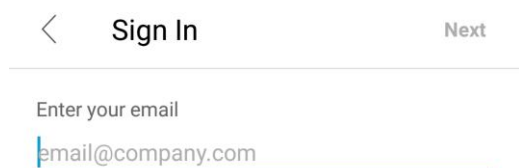


Webex Meetings Setup Guide

1. Cisco Webex Meetings is available on Windows, macOS, Android and iOS devices.
 - a. For **Windows** and **macOS** users, please visit <https://www.webex.com/downloads.html> to download the software.
 - b. For Android and iOS users, please visit the **Play or App store** and search for “Webex Meetings”, and install the app.



2. After installing Webex Meetings on your device, launch it. Enter your **primary CCL email address** and press *Next* or *Continue*.



Note: Your primary CCL email address is what appears on outgoing emails.

3. Select **chambers.webex.com** as the site and press *Next* or *Continue*.

Select the site

chambers.webex.com

4. Sign in using your **primary CCL email address** and **CCL network password**.

Sign in with your organizational account

Sign in

Log in using your email address and CCL Network password

5. You can now start or join a meeting.

START MEETING

JOIN MEETING

Please see the next section for instructions on how to install the productivity tool, which will allow you to schedule meetings directly from Outlook.

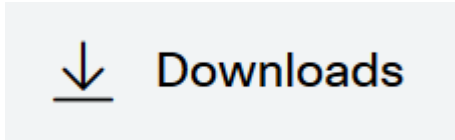
Note: It is recommended that members run a [Cisco Webex Network Test](#) and a [Cisco Webex Meeting Test](#). This test should be run prior to connecting into your first video conference as it will assist with identifying any hardware or network issues.

Below are useful links containing detailed instructions on how to install and operate Webex Meetings:

- <https://www.webex.com/webexremoteessentials.html>
- https://www.youtube.com/playlist?list=PL_YnWo4XhzTfhkcwB6M1a-wJ9dTlz58yz

Installing the Productivity Tool

1. Log into <https://chambers.webex.com> using your **primary email address** and **CCL network password**.
2. Go to **Downloads**.



3. Scroll down the page and click on the **Download** button under the **Cisco Webex Productivity Tools** heading.

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.



4. Run the setup file and proceed through the installation using the default values.
5. You can now schedule and start meetings directly from Outlook and other compatible software.

