



JABIL WITH WEBEX QUICK REFERENCE GUIDE

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JABIL WITH WEBEX QUICK REFERENCE GUIDE

WebEx is Cisco's online meeting and collaboration hub.

This guide provides a quick "how-to" guide for the end user regarding the use of Jabil with WebEx and BT Teleconferencing services.

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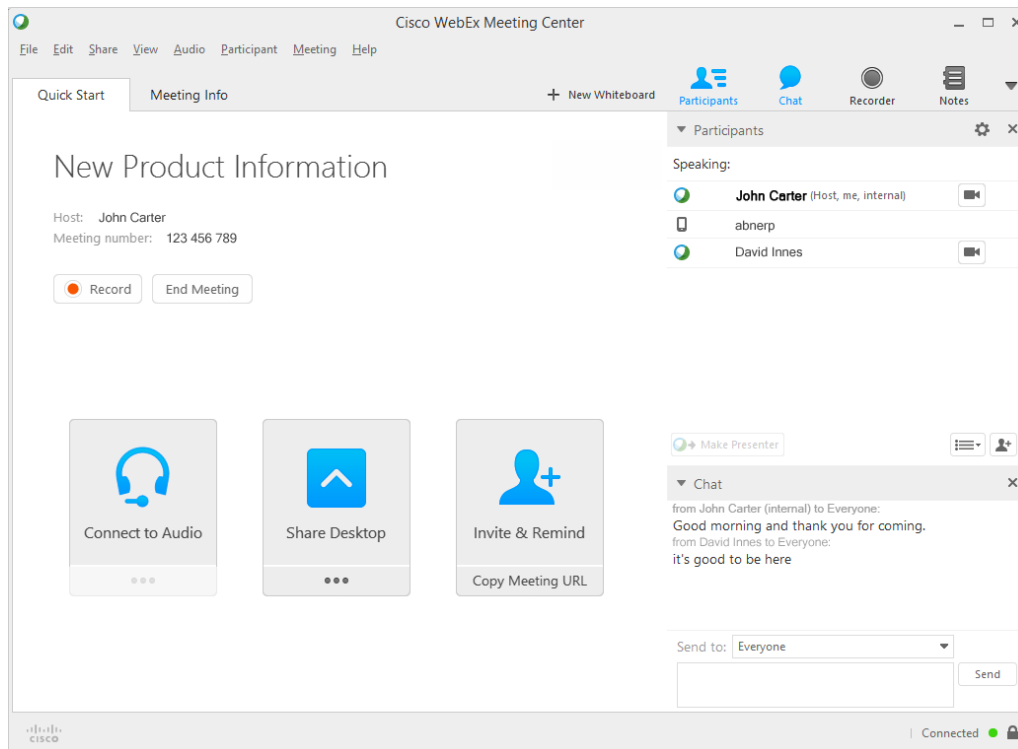
INSTALLATION AND CONFIGURATION

Introduction



WebEx is Cisco's online meeting and collaboration hub. Through WebEx, users can setup events that any contact with access to the Internet can attend. Use WebEx to host online events and webinars, offer training and eLearning programs, or to provide live technical support.

This document explains the WebEx extension for the Google Chrome web browser. Events can be created instantly through a contact's details. Schedule an event through a calendar and invite multiple attendees. Google Hangouts can also be used to create an event, and an icon in the Chrome browser can create a meeting event instantly. Protect the event with a Password to limit attendance to authorized contacts, or leave it open for all to participate.

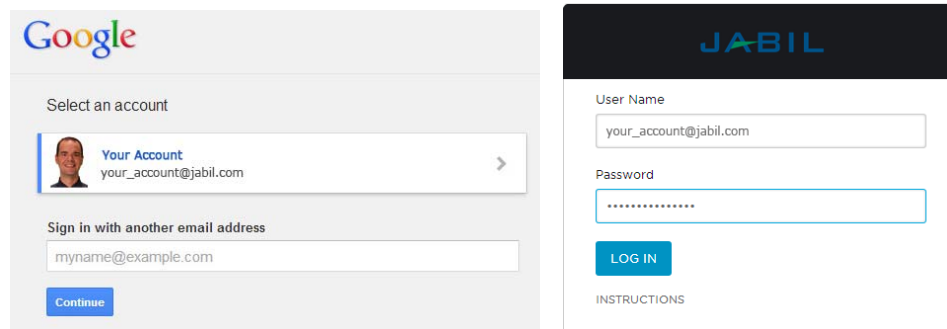


Warning: This document covers the steps necessary to install and access Cisco's WebEx meeting and collaboration hub through the Google Chrome web browser. It is not intended to be a WebEx user manual. For details and training on using WebEx, refer to www.webex.com.

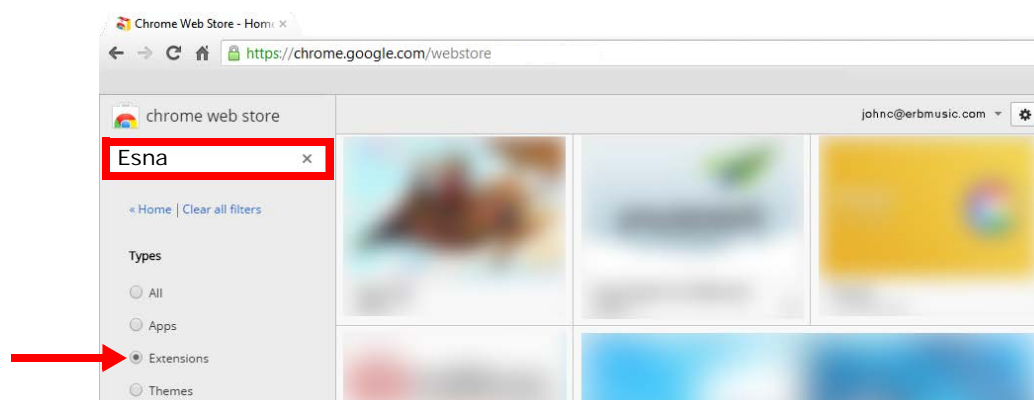
Installing the WebEx Extension

The WebEx Chrome Extension can be installed from the Chrome Web Store.

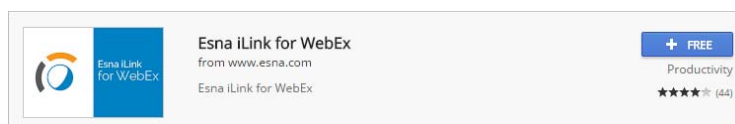
1. Open the Chrome web browser and login to your email account.



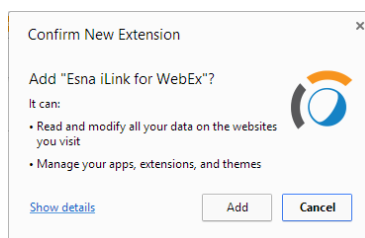
2. On a new tab, go to the Chrome Web Store at <https://chrome.google.com/webstore>.
1. Open the Chrome web browser and go to the Chrome Web Store at <https://chrome.google.com/webstore>.
2. In **Search the store**, type **Esna** and hit enter.




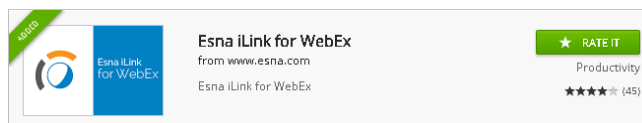
3. Select the **Extensions** radio button.
4. Click **+ FREE** beside **Esna iLink for WebEx** to launch the installer.



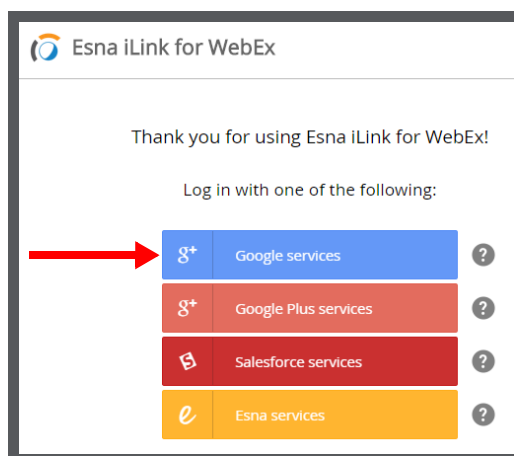
5. When prompted, click **Add** to confirm the installation of the extension.



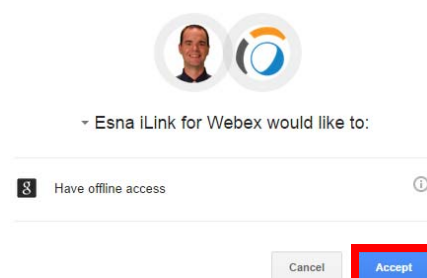
6. The Extension will be added to the Chrome browser. When finished, the WebEx icon  will appear to the right of the address bar. The program will automatically launch.



7. Select **Google services**.



8. When prompted, select **Accept** to give the extension the necessary permissions. Accept any license agreement requests.



Note: Steps 7 and 8 are only required the first time the extension is run. Chrome will use the same credentials each time the browser is started thereafter.

9. If prompted, enter your credentials at the login screen.

The installation is complete.

Setting the WebEx Server

Jabil has several WebEx servers that can be used to host events, but you will have access to only one of them. The email you have received contains the address / URL of your server.

Once the extension has been installed, you must provide the address for the WebEx meeting server:

1. At the **Esna iLink for WebEx** screen, replace the **Account/Site URL** value with the name of the server to use. This will be either **jabilmeetingcenter.webex.com** or **jabilenterprise.webex.com**.

Warning: Your login credentials only allow access to **one** of the meeting servers. Choosing the wrong server will cause the connection to fail. Refer to the email you received from your administrator to determine the correct server name to enter. Most users will connect through: **jabilmeetingcenter.webex.com**

2. Enter your **User** (email account) and **Password** details in the space provided.

Esna iLink for WebEx

Using Google services | your_account@jabil.com | Logout

WebEx Options

Account/Site URL:	jabilmeetingcenter.webex.com	?
User:	your_account@jabil.com	?
Password:	*****	?

Save

Hint: The password field will not appear until there is a change made to the server or account details. Enable **Save password** to have the extension remember your credentials for the next time you login.

Note: The system can remember your password. However, you will be prompted to update it whenever your password changes (i.e. every 90 days).

3. If prompted, enter your credentials at the login screen.

JABIL

User Name

your_account@jabil.com

Password

LOG IN

INSTRUCTIONS

4. Click **Save**.
5. Close and relaunch the browser to apply all of the changes.

The WebEx server setup is complete. The connection to the WebEx servers will be made automatically each time you open the browser.

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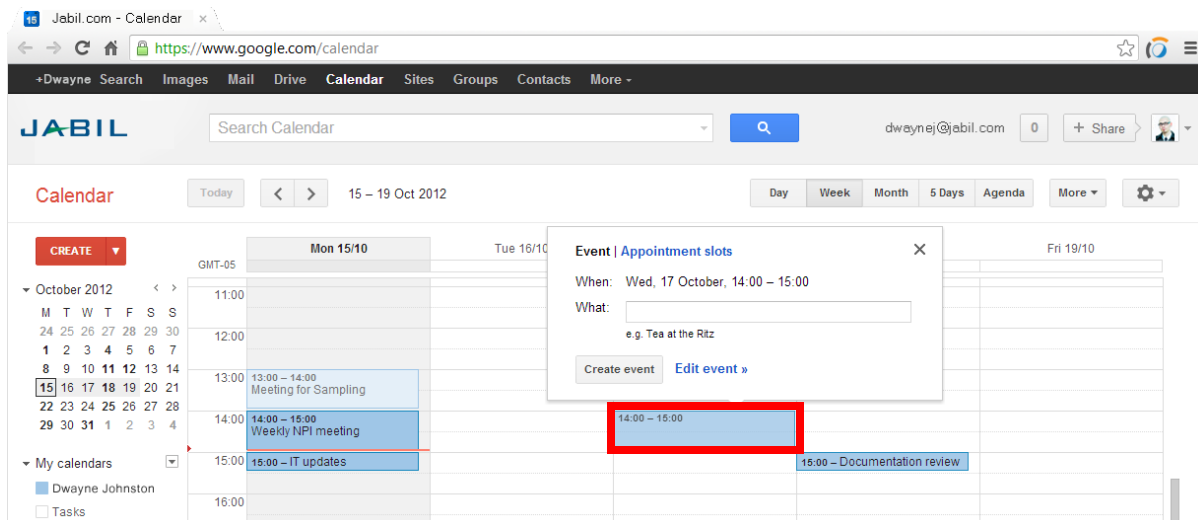
CREATING MEETINGS THROUGH THE CALENDAR

Google Calendar

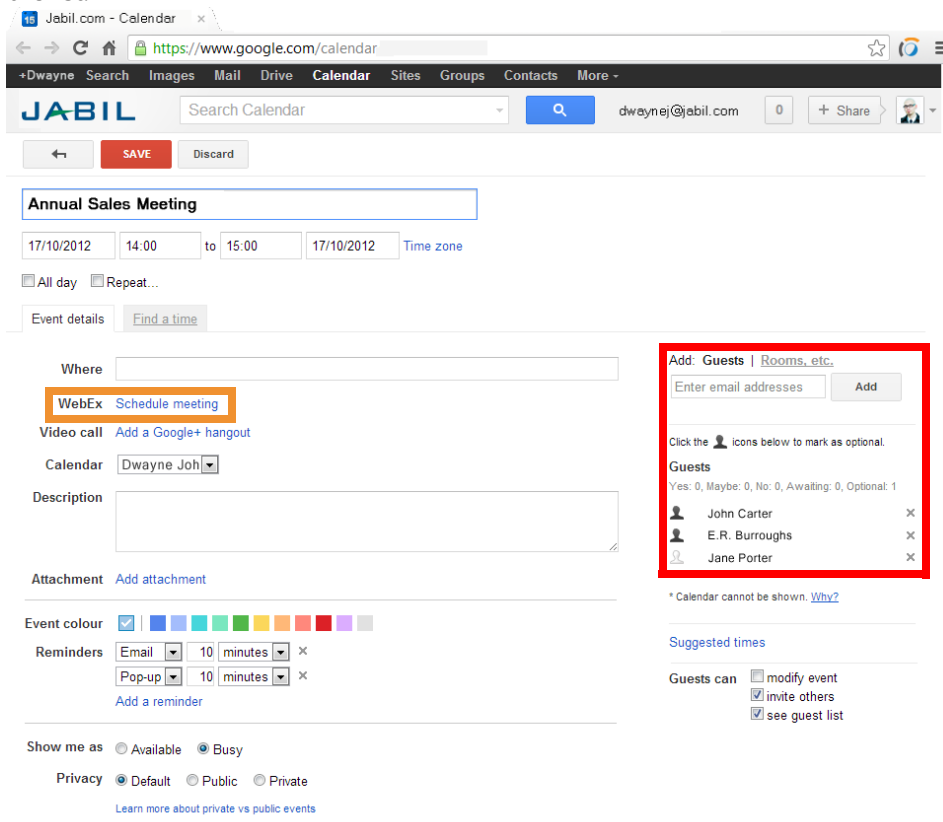
Meetings where any number of contacts can attend can be scheduled through the Google Calendar. These meetings can occur at a future date and time, with recipients receiving reminder notices shortly beforehand.

Note: The Google and WebEx calendars are synchronized. If a meeting is added, deleted, or moved in the Google Calendar, either by drag-and-drop or from within the meeting details, the changes will also be made to the WebEx calendar. Changes to the WebEx calendar will **not** be reflected in Google.

1. Open the Google Calendar. Locate and click on the time period for the meeting. Click **Edit event**.



2. Give the meeting a name, and set all other scheduling and descriptive options accordingly. Under **Add: Guests**, enter the email address of a contact who should attend the meeting, then click **Add**. Repeat until all contacts have been added to the list.



- Under **WebEx**, click **Schedule meeting** to open the WebEx Booking window.

Apply template: Templates can be created to automatically fill-in of these fields. If you have a recurring meeting with a common format, create and Apply template a template to the meeting to use the same settings each time.

Alternate hosts: Enter the email address(es) of any invitees, beside yourself, that will be able to start the meeting at the chosen time. Separate each address with a semicolon. Alternate hosts must already be present in the WebEx database. Only one person can be the host of a meeting at one time.

Meeting type: Leave this value at **Default** unless you have the corresponding Cisco platform installed at your site.

Audio conference: If an audio component is required for this meeting, select the desired connection method from the dropdown list.

Call-In (Teleconference Service) - Select this option to enable audio feeds through the corporate teleconferencing service. Choose the account to use for the event. Invitees access audio through the teleconference service while attending the meeting.

Toll-free number - Enable this option to permit people to call in to the event using the corporate teleconference toll-free number.

Global call-in numbers - The extension supports the Global Call-in numbers feature of WebEx. Once configured through WebEx, those numbers will appear on the Audio Conference menu.

Entry/exit tone - Choose the audible alert to play when someone enters or leaves the meeting. **Beep** plays a tone. **Announce name** plays a recording of the person's name. **None** allows people to connect and disconnect without notification.

Other teleconference - Enter instructions for users to connect to the service. Include the telephone number and any access codes or PIN numbers here. Once the meeting has started, clicking the **Audio Conference** icon will display these instructions. The contact must connect to this service through conventional means (i.e. desktop telephone, cellphone).

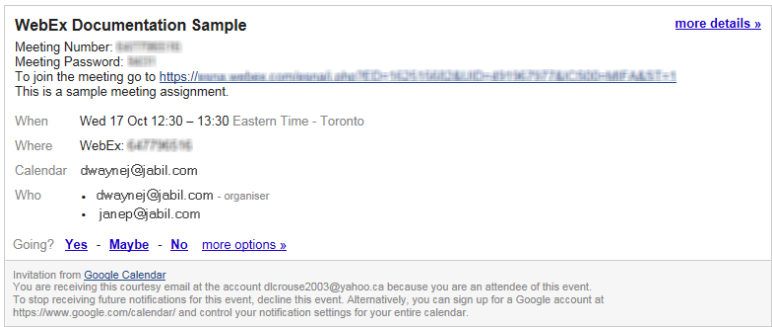
Password: Click **Generate** to create a random 4 digit combination to access the meeting. This is optional and is only required if the meeting is to be private. The password is embedded in the link in the invitation email, so contacts will not have to enter the number manually if they use the link to join the meeting.

Click **Done** when finished.

- When all of the meeting parameters have been configured, click **Save**. You may be prompted to confirm sending the invitation to contacts who are outside of your company. Click **Yes** to proceed.

Confirm the sending of the invitations to all contacts when asked.

An invitation email will be sent to all selected attendees. Each contact will also receive a reminder email shortly before the meeting is scheduled to start. Both emails contain a link to join the meeting room through a web browser, any voice connection information (e.g. teleconference numbers, access codes), and the password if assigned.



Calendar Considerations

- The extension will only synchronize data between the Google and WebEx calendars. Other calendar types and programs are not supported.
- Integration between the Google Calendar and WebEx will only occur with the primary account (user) calendar. Additional or custom calendars in Google will not provide the option to create a WebEx event.

