

Cisco Webex Meetings

Enable Webex Productivity Tools in Microsoft Outlook for Windows

If you've installed Webex Productivity Tools, but you're not seeing Webex options within Outlook, you can enable Productivity Tools.

1. Check your Webex Productivity Tools preferences:
 1. From the Windows Start menu, select Webex Productivity Tools
 2. Select the Settings icon.
 3. Choose Preferences from the menu.
 4. Select Tools.
 5. Make sure that the Microsoft Outlook option is checked.
2. Check your Microsoft Outlook options:
 1. In Microsoft Outlook, select File > Options > Add-Ins.
 2. Next to "Manage," select Disabled Items, and then select Go.
 3. In the Disabled Items dialog box, select Add-in: WebExOIAddin(ptolkadd.dll).
 4. Select Enable and then Close.