WebEx One-Click FAQs

General Questions

Q. What is WebEx One-Click?

A. WebEx One-Click is a simple way to start and join meetings and to send meeting invitations without logging in to the CSU WebEx service site (https://csu.webex.com) or navigating Web pages. One-Click lets you start meetings instantly from your desktop, Microsoft Office, or Microsoft Internet Explorer. It also integrates with your Microsoft Outlook address book so that you can send meeting invitations quickly. At this time, WebEx One-Click is only available for Windows-based computers. Mac clients will need to use the CSU WebEx service site (https://csu.webex.com) to send meeting invitations and start meetings.

Starting and Joining Meetings

Q. How do I start an instant meeting?

A. Double-click the One-Click icon on your taskbar or desktop. If you want to change meeting preferences, right-click the WebEx One-Click icon and then choose Preferences. Note: Any preferences changes you make will not apply to meetings that are already in progress.

From any Microsoft Office application (Word, Excel, PowerPoint), click on the WebEx button on the Home tab, then Start Meeting Now. Alternately, to start an instant meeting and immediately share the file you have open, click on the Share this File button.

Q. How do I invite someone to a meeting?

A. WebEx One-Click uses Microsoft Outlook to send meeting invitations. To invite attendees, simply start a meeting and then enter the email addresses for each attendee.

To invite someone from your Outlook address book, click the address book icon. WebEx One-Click sends invitations that include a link that your attendees can click to join your meeting.

Q. How many attendees can I invite at the same time?

A. You can invite up to 16 attendees at the same time.

Q. Can I invite someone to a meeting in progress?

A. Yes, just click the WebEx One-Click icon on your Windows taskbar. Then enter an email address or select an email address from your Microsoft Outlook address book, and then click Invite to Meeting.
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## Q. Can I invite attendees from a distribution list?

**A.** Yes. You can use Microsoft Outlook distribution lists to invite attendees. Just select the distribution list from your address book instead of selecting individual email addresses.

## Q. Can I invite someone to a meeting that I'm attending?

**A.** If you are the meeting host, you can invite attendees.

## Q. Can I start several meetings at the same time?

**A.** No.

## Q. Can people from outside my company use One-Click to join my meetings?

**A.** No. For security reasons, no one outside your company can use One-Click to join meetings; they can only join your meetings using the link in an email invitation.

## Q. How can I prevent other users from using One-Click to join my meetings?

**A.** If you are concerned about security, WebEx recommends that you require passwords for all your meetings. To require passwords for One-Click meetings:

1. On the taskbar at the bottom of your screen, right-click the WebEx One-Click icon and choose **Preferences**.
2. Click the **One-Click** tab and enter a meeting password.

## Q. I'm always asked to accept others into my meetings. Can I automatically accept these requests?

**A.** Yes. Simply enable the "auto-approval" feature in your One-Click preferences:

1. On the taskbar at the bottom of your screen, right-click the WebEx One-Click icon and then choose **Preferences**.
2. Click the **One-Click** tab.
3. Uncheck the **Ask for approval whenever someone joins** box.
4. Click **Apply**.

### Managing Meetings

## Q. What information does the meeting history provide?

**A.** The meeting history shows the email addresses of up to eight people whose meetings you've joined. Use the history to quickly access the email addresses of hosts that you meet with frequently. **Note:** The history doesn't show the email addresses of people that you invited to meetings.

## Q. How do I clear my meeting history?

**A.** To clear your history:

1. At the bottom of your screen on the Windows taskbar, right-click the WebEx One-Click icon and choose **Preferences**.
2. Click the **General** tab, and then click **Clear History**.