

**From:** [A&M System OIT Communications](#)  
**To:** [SO All Employees \(Except Student Workers\)](#)  
**Subject:** Webex and Slack Tips and Tricks and Where to find reference information  
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Thank you to everyone who joined Leslie Lenser and Stacey Rugh for the Webex and Slack Tips and Tricks webinar!

In case you missed it, the [Q&A](#) from the Tips and Tricks events is now available.

The **Webex Outlook plug-in** is now available in your Software Center.

- In your task bar, search for **Software Center** and click **Open**.
- Select Cisco **Webex Productivity Tools**. This will add the Webex icon to your Outlook calendar ribbon and allow you to schedule a Webex meeting directly into your Outlook calendar invitation.
- Once downloaded, select **Meet Now** to open your personal room and start a meeting on demand.
- Select **Schedule Meeting** to schedule a meeting in the future. **Tip:** Click “Change Settings” when your calendar meeting window opens to change the password, choose the audio connection type and choose the entry and exit tone.
- Note: The Outlook plug-in has all the basic settings you need. Schedule your meeting at the Webex website if you need advanced settings like turning off chat or setting up alternate hosts.

And, you can get [help](#) for tools like Webex, Slack, Remote Desktop Connection, Syncplicity and webmail at the Working Remotely website.