

Transfer Meeting from WebEx to Zoom Enterprise

Transfer WebEx meeting to Zoom Enterprise

This job aid will guide you through the process of transferring future WebEx meetings to Zoom Enterprise.

Prerequisite:

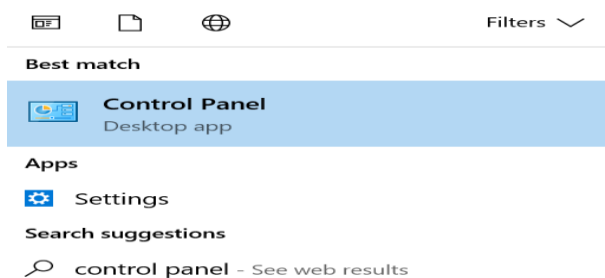
Before you host a meeting with Zoom, you must perform the following actions:

- Sign in with Zoom.
- Install the Zoom Desktop Client and Zoom outlook plug-in.

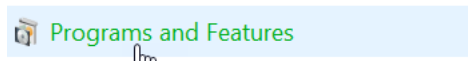
Steps to Transfer WebEx meeting to Zoom Enterprise

Task A: Remove WebEx plugin

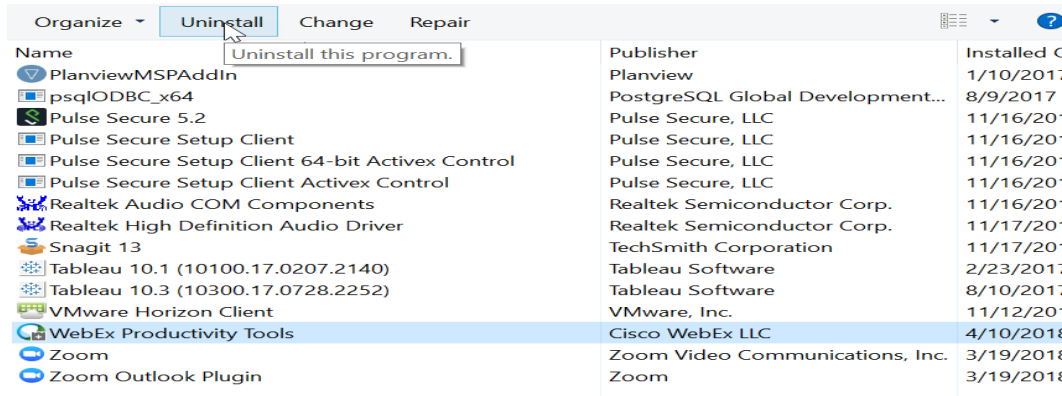
1. Close out Outlook.
2. Go to “Start Menu” and type “Control Panel” and “Click” Enter.



3. From the Control Menu Panel, select “Programs and Features”

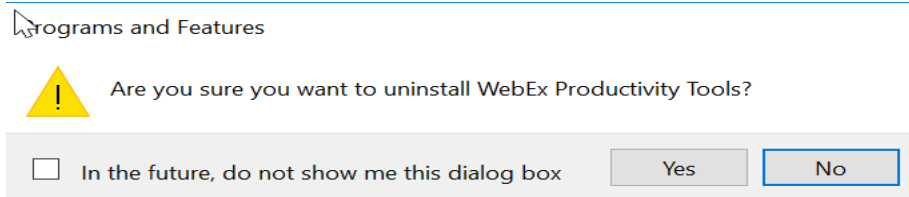


4. From “Programs and Features” menu, select “WebEx Productivity Tools” and click the “Uninstall” button.



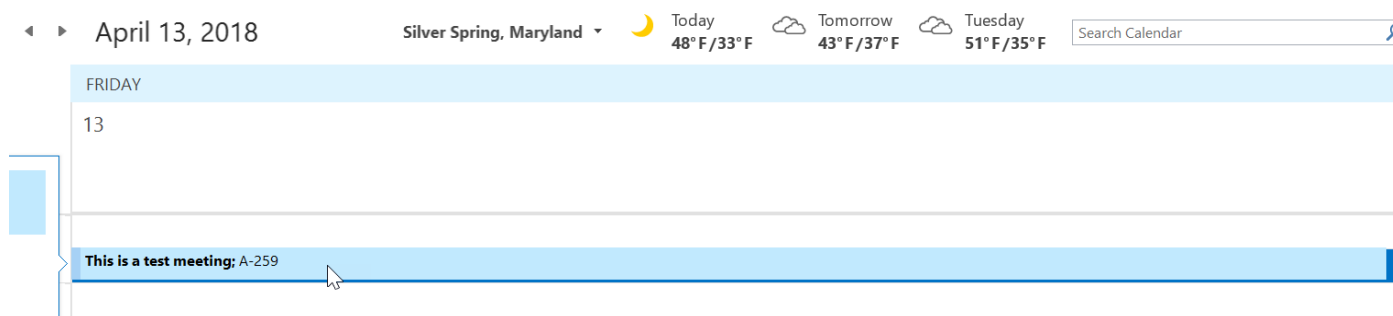
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5. Click the “Yes” Button (Please note you will be prompt with series of questions, Select “Yes” to all questions.)

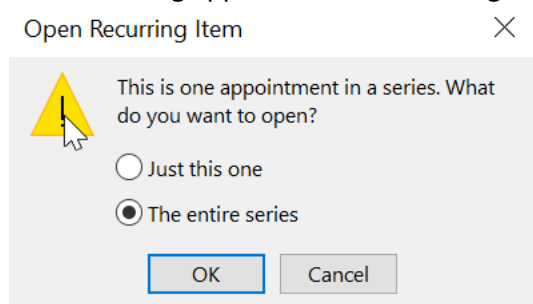


Task B: Update WebEx meeting text with Zoom text

6. Go to the meeting invite in the outlook calendar and click on the appointment.



7. If the meeting appointment is recurring invite, select the “The entire Series” radio button and click ok.

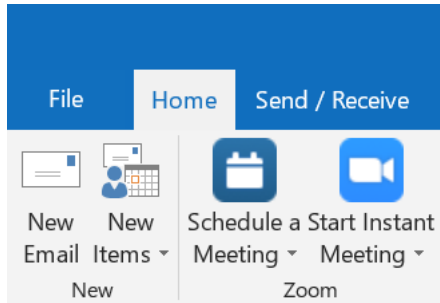


8. Highlight the WebEx text in the meeting and click the delete button on your keyboard



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9. Once the WebEx information is deleted, Click the “Schedule a Meeting Zoom” Button



Change the meeting settings if needed and click the “Continue” button.

A screenshot of the 'Zoom - Schedule a Meeting' dialog box. It contains several sections: 'Video (when joining a meeting)' with 'Host' set to 'On' and 'Participants' set to 'Off'; 'Audio Options' with 'Both' selected; and 'Meeting Options' with 'Enable join before host' checked. At the bottom, there is a 'Continue' button and a 'Cancel' button. A 'Save and do not show again' checkbox is also present.

Once Zoom meeting information appears in the invite, click the “Send Update” button.

A screenshot of an Outlook meeting invite. The 'To' field shows 'Neubrecht, Jacqueline'. The 'Subject' is 'This is a Test Meeting Invite'. The 'Location' is 'Send out Communication'. The 'Start time' is 'Fri 4/6/2018 10:00 AM' and the 'End time' is 'Fri 4/6/2018 10:30 AM'. The body of the invite contains Zoom meeting details, including a link to join the meeting and phone numbers for dialing in. A 'Send Update' button is visible in the top left corner of the invite area.

(Repeat steps 5 through 9 for all the “recurring” meetings that you would like to transfer)