## **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"

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

Organize 🝷	Uninstall	Change	Repair	800	• ?
Name	Unin	stall this pro	gram.	Publisher	Installed C
PlanviewMS	SPAddIn			Planview	1/10/2017
psqlODBC_	x64			PostgreSQL Global Development	8/9/2017
S Pulse Secur	e 5.2			Pulse Secure, LLC	11/16/20
Pulse Secur	e Setup Clier	nt		Pulse Secure, LLC	11/16/20
📧 Pulse Secur	e Setup Clier	nt 64-bit Ac	tivex Control	Pulse Secure, LLC	11/16/20
Pulse Secur	e Setup Clier	nt Activex Co	ontrol	Pulse Secure, LLC	11/16/20
👬 Realtek Aud	dio COM Coi	mponents		Realtek Semiconductor Corp.	11/16/20
🚟 Realtek Hig	h Definition	Audio Drive	er	Realtek Semiconductor Corp.	11/17/20
諅 Snagit 13				TechSmith Corporation	11/17/20
🎂 Tableau 10.	1 (10100.17.	0207.2140)		Tableau Software	2/23/2017
🕸 Tableau 10.	3 (10300.17.	0728.2252)		Tableau Software	8/10/201
📟 VMware Ho	orizon Client			VMware, Inc.	11/12/20
G WebEx Prod	ductivity Too	ls		Cisco WebEx LLC	4/10/2018
🗢 Zoom				Zoom Video Communications, Inc.	3/19/2018
🙄 Zoom Outl	ook Plugin			Zoom	3/19/2018

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



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

•		April 13, 2018	Silver Spring, Maryland 🔹	)	Today <b>48° F/33° F</b>	Č۵	Tomorrow 43° F/37° F	¢ک	Tuesday 51°F/35°F	Search Calendar	2
		FRIDAY									
		13									
	>	This is a test meeting; A-259									
		hs									

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



 ${\bf 8.}\,$  Highlight the WebEx text in the meeting and click the delete button on your keyboard

This is a test Invite Salam Khan invites you to an online meeting using WebEx.
Meeting Number: 648 723 690 Meeting Password: This meeting does not require a password.
US TOLL IFREE +1 855 282 4830 US TOLL 1 + 145 656-0003 Dominant 145 665-0003 Dominant 145 665-0003
To join this meeting (Now from mobile devices)) 1. Go to https://htma.webex.com/htma/phi/2M110_ma/15480904ac31c68411a60bec58d993 2. If requested, enter your meeting and email address. 3. If a password is required, enter the meeting password. This meeting does not require a password. 4. Click 'Uoin' 5. Follow the instructions that appear on your screen.
Audio conference information To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code. US TOLL FEEE: +1455-6230 US TOLL: +1-415-655-0003
Access code 648 723 690 Toll-free dialing restrictions: https://www.webex.com/pdf/tollfree_restrictions.pdf
https://www.webex.com
IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, discuss your concerns with the meeting host prior to the start of the recording or do not join the session. Please note that any such recordings may be subject to discovery in the event of litigation.

 ${f 9.}\,$  Once the WebEx information is deleted, Click the "Schedule a Meeting Zoom" Button



Change the meeting settings if needed and click the "Continue" button.

Zoom - Schedule a Meeting	×
Video (when joining a meeting)	
Host: On Off	
Participants: On 💿 Off	
Audio Options	
🔵 Telephony Only 💿 Voip Only 💿 Both 🛛 3rd Party Audio	
Dial in from United States Edit	
Meeting Options	
Require meeting password	
Enable join before host	
Mute participants upon entry	
Use Personal Meeting ID 876-601-7057	
Record the meeting automatically	
Force include Join URL in location field	
Alternative hosts:	
Example:john@company.com;peter@school.edu	
Save and do not show again	Cancel
	cuncer

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



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