

Cisco Webex Plugin for GSuite

For PRIVATE WEBEX MEETINGS

As most of you know, your WebEx Personal room link is a standard format which uses your network username at the end (<https://cooley.webex.com/meet/YOURNAME>). This format makes it easy for unintended guests to join ANY meeting you may be hosting.

For some time, we have been testing a more secure option for establishing meeting links, and are ready for you to utilize this method to create secure meeting links. (This method is for WebEx meetings, and NOT for Classes - you will continue to create class links in Canvas)

Below are the instructions for doing this ONE time installation on your computer. Afterwards, when scheduling a meeting in your Google Calendar, simply click the drop down button and pick 'WebEx Meeting' to create a private meeting link.

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### Installing the Chrome Plug-in:

Installing this plugin allows you to create PRIVATE Webex rooms. Make sure this is on your PHYSICAL computer (NOT on your Cooley VM (Virtual)).

**Click this link, then click Install:**

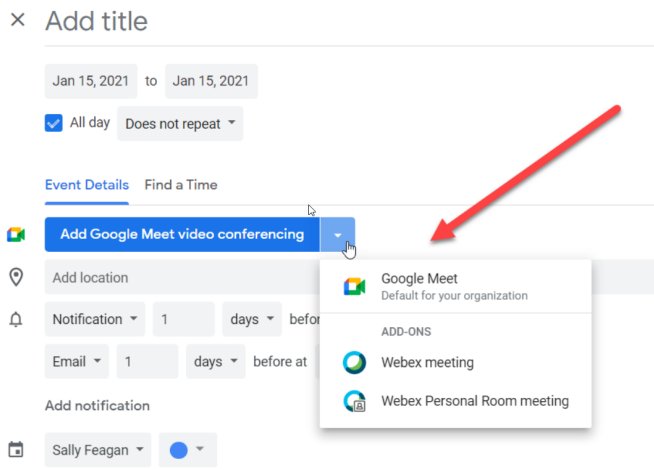
[https://workspace.google.com/marketplace/app/cisco\\_webex/678783785621](https://workspace.google.com/marketplace/app/cisco_webex/678783785621)

Follow the prompts to install, using your Cooley email address, selecting the Google Workspace account and then logging in with your Cooley Gmail Account.

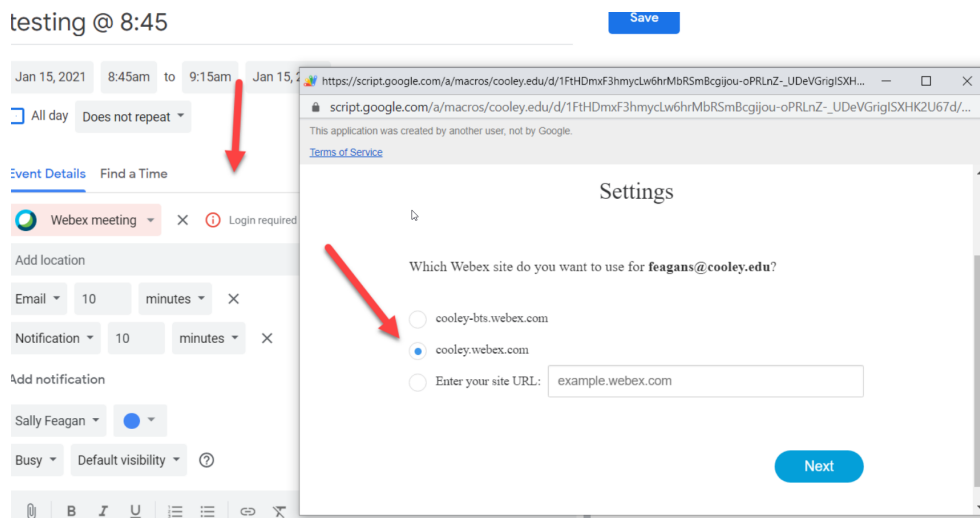
### Using the plugin to create secure meeting links:

After installing a new drop down option will appear when creating a calendar appointment in your Cooley Gmail calendar.

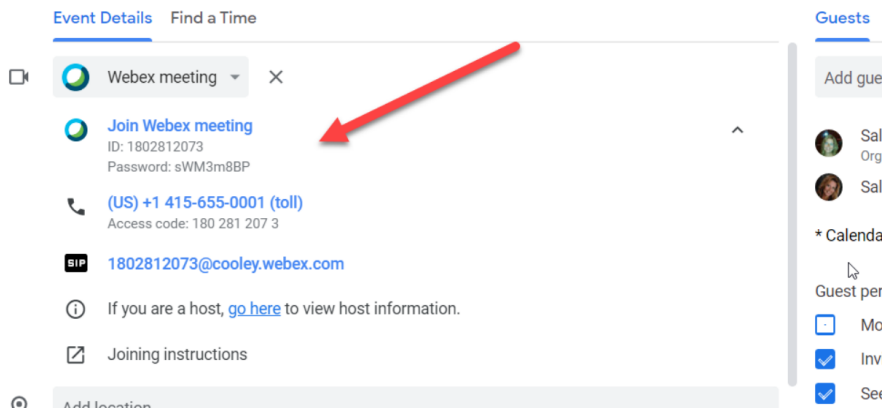
Three options are available: 'Google Meet', 'Webex Meeting' and 'Webex Personal Room Meeting'. Select **"WebEx Meeting"** to create a secure meeting room.



The first time you use this plugin, you will be required to link Gmail and WebEx:



Selecting the option **‘Webex Meeting’** will create a private meeting with a specific URL link for the recipients to use:



The recipients will see this link on their calendar:

You have been invited to the following event.

**testing @ 8:45**

When Fri Jan 15, 2021 8:45am – 9:15am Eastern Time (US & Canada) New York

Joining info Join Webex meeting  
[cooley.webex.com/cooley/j.php?MT...](https://cooley.webex.com/cooley/j.php?MT...) (ID: 1802812073, password: sWM3r

Join by phone  
(US toll) [+1 415-655-0001](tel:+14156550001) (access code: 1802812073)

Join using SIP  
[1802812073@cooley.webex.com](mailto:1802812073@cooley.webex.com)

[Joining instructions](#)

Joining notes If you are a host, [go here](#) to view host information.