



Webex Calling User Guide: Google UC for Verizon

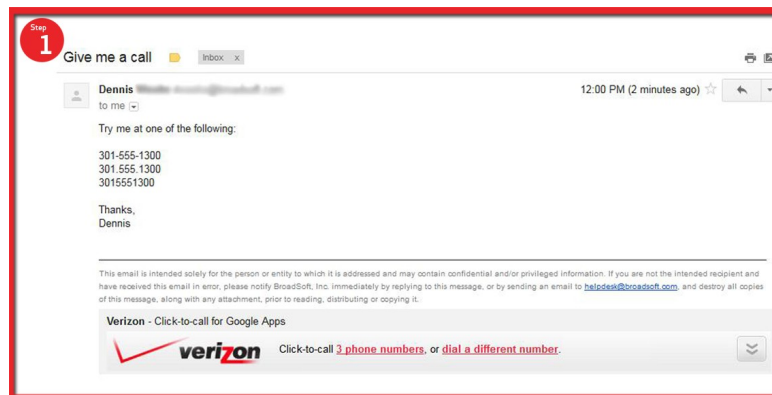
Feature Overview

The Google UC for Verizon feature enables you to perform the following functions:

- Place click-to-dial calls from your Google e-mail account.
- View which users in your company are currently on or off their phones via Google chat
- Place click-to-dial calls from other Google Apps components like Calendar, Documents, and Contacts using the Click-to-Call Plug-in for Microsoft® Internet Explorer®.

NOTE: Before you can begin using the Google UC for Verizon feature, your company must have a Google Apps account and your site administrator must assign the service to you.

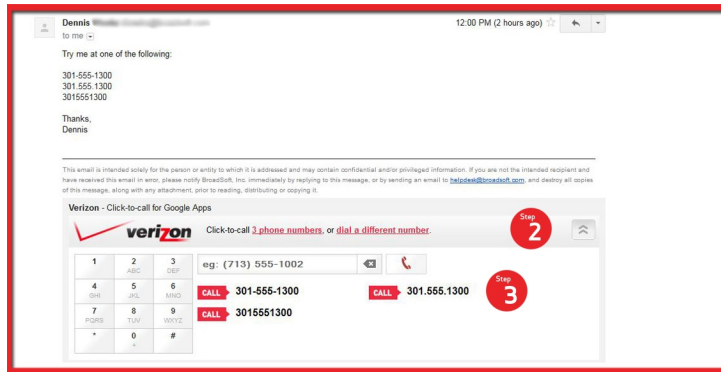
Placing Click-to-Dial Calls from a Google E-mail Message:



Step
1

Open a mail message.

The Google UC for Verizon gadget displays on the bottom of your email messages.



Step 2

Click the arrows to expand.

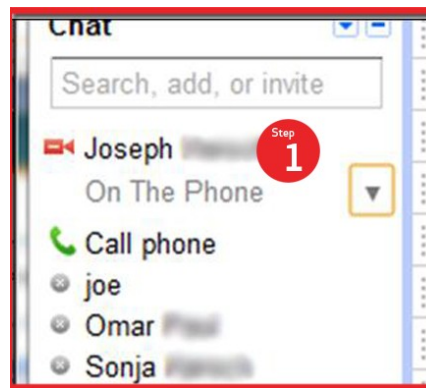
This displays any click-to-dial numbers available from the e-mail message.

Step 3

Click the call button next to any of the available numbers.

To place a click-to-dial call to any of the phone numbers referenced in the e-mail message, click the Call button. This will initiate a call on your office phone. Your phone will automatically be in speakerphone mode. To take the call off speakerphone, simply pick up the handset.

View Phone Presence:



Step 1

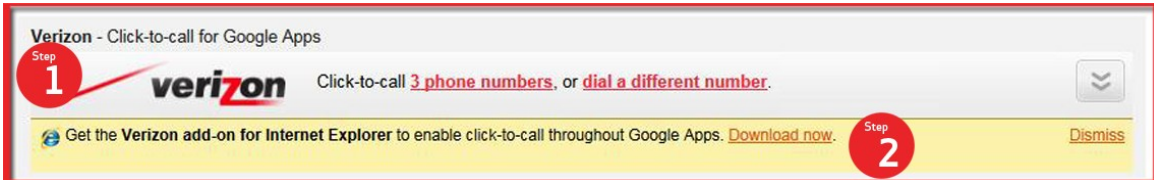
Expand your phone and chat presence tool in your Google Apps account by clicking on that chat + button.

A user's phone status is displayed under their name. It is automatically updated when they are on or off the phone.

Placing Click-to-Dial Calls from Internet Explorer and Other Google Documents:

To place click-to-dial calls from Internet Explorer and other Google documents such as spreadsheets, e-mail summaries, and calendars, you must first install the Click-to-Call Plug-in for Internet Explorer®.

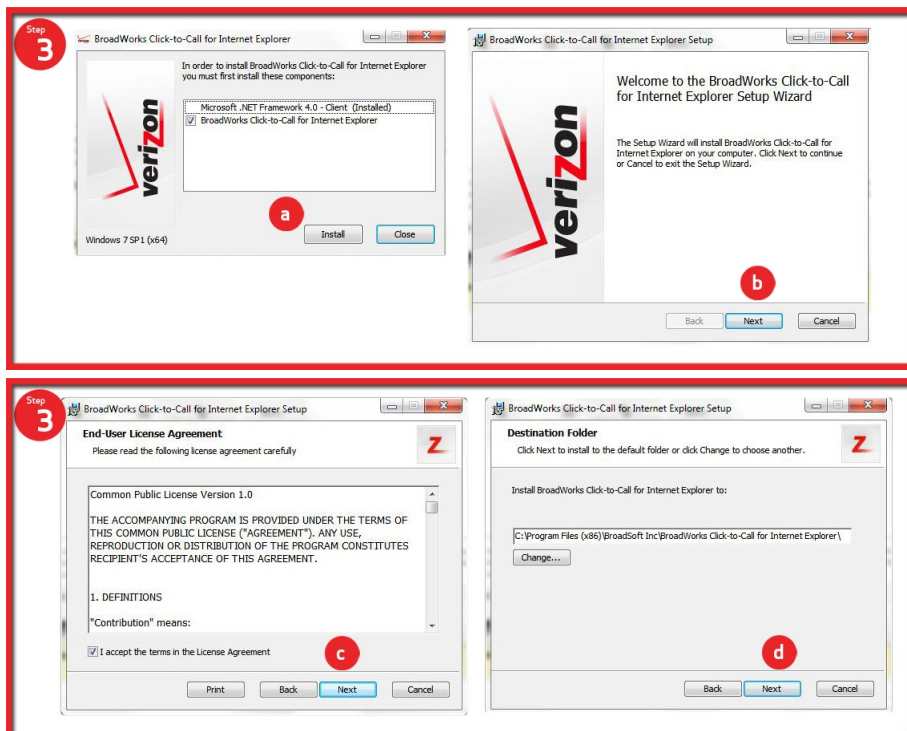
To install:

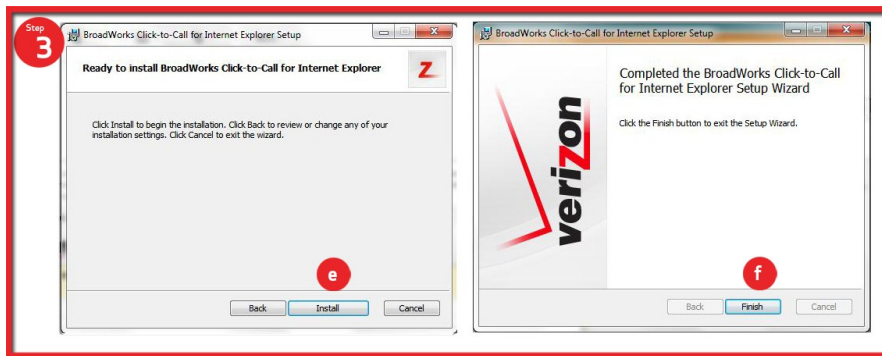


Step 1 Open a mail message.

The Google UC for Verizon gadget displays on the bottom of your e-mail messages.

Step 2 Click **Download now**.

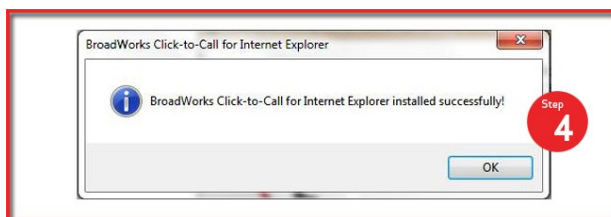




Complete the Installation setup.

- a. Click **Install**.
- b. Click **Next**.
- c. Check the box to accept the terms, and then click **Next**.
- d. Click **Next**.
- e. Click **Install**.
- f. Click **Finish**.

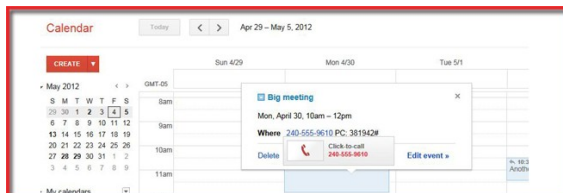
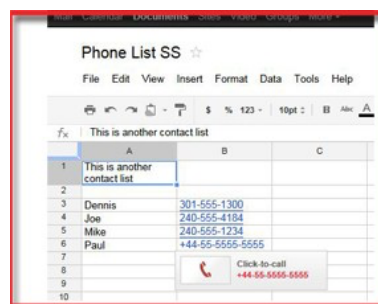
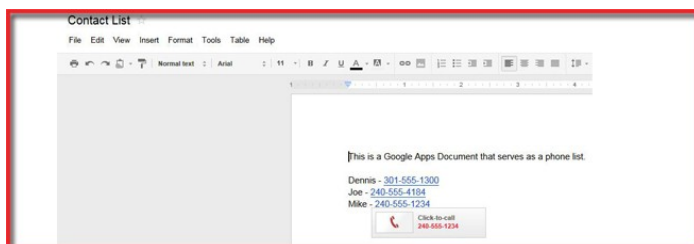
Step 3



Step 4

Click **OK** and restart your browser.

Once the Click-to-Call for Internet Explorer gadget is installed, you will see the click-to-call option when opening various Google Documents.



Additional Help and Resources

Getting Started with Your Service

To learn how to manage your user account settings and site service features, go to:

<https://customertraining.verizon.com/virtualcommtraining>.

Returning Equipment

Should you require replacement equipment, please refer to the Return Merchandise Authorization (RMA) quick reference guide located at <https://customertraining.verizon.com/virtualcommtraining>.

Contact Us

Webex Calling Support: 800-287-6235

Or visit <https://customertraining.verizon.com/virtualcommtraining>

For questions on other Verizon products: 800-230-9800

