- Select **Start** > **All Programs** > **Cisco Click to Call** > **Click to Call**.

Step 3   Paste the phone number or enter a new number, as applicable.

Step 4   Select **OK**.

6   Calling Numbers from the Call History List

Your call history stores the last 10 different numbers that you called using Click to Call, and allows you to quickly call those numbers again from the Call menu. The call history displays the most recently called numbers first and also indicates how many times you called each number.

Step 1   Right-click 📵 in your Windows taskbar to access the Click to Call menu.

Step 2   Select **Call >** [*Number*].

7   Ending a Call

To end a call placed using Click to Call:

- Select **End Call** while the notification window displays. However, this window only displays for about 10 seconds. After it disappears, disconnect the call using the phone that you used to place the call.

- Hang up the call using the phone used to place the call.

8   Where to Find More Information

For more detailed information about how to use Click to Call, refer to the online Help. To access the Help, right-click 📵 in your in your Windows taskbar, and select Help.

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QUICK START GUIDE

Click to Call Release 8.0

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1 Accessing Click to Call

You can open Click to Call and leave it active in your Windows taskbar for easy access.

Step 1   Start Click to Call using one of these methods:

- Windows users—Select **Start > All Programs > Cisco Click to Call > Click to Call Configuration** to start the application.

- Citrix users—Sign into Citrix XenApp and select **Click to Call Configuration** to start the application. However, depending on your configuration, your system might prevent Click to Call from remaining active in the Windows taskbar.

Step 2   Verify that the Click to Call 🔳 icon appears in the Windows taskbar.

Step 3   Once started, right-click 🔳 in your Windows taskbar to access Click to Call.

2 Dialing a Phone Number in an Application

Using Click to Call, you can dial a number directly from a web browser (Microsoft Internet Explorer and Mozilla Firefox) or from Microsoft Excel, PowerPoint, and Word. Ensure that you have a supported version of the application from which you are making a call. Check with your administrator if you do not know whether your version is supported.

Step 1   Select (highlight) a phone number in the desktop application.

Step 2   Right-click the number to display the menu.

Step 3   Select **Call**.

Step 4   (Optional) To edit the number before dialing, select **Call with Edit**, edit the number, and select **OK**.

3 Calling a Contact in an Application

With Click to Call, you can call contacts in Microsoft Outlook and Microsoft SharePoint. Ensure that you have a supported version of the application from which you are making a call. Check with your administrator if you do not know whether your version is supported.

Step 1   Depending on whether you are calling a contact from Microsoft Outlook or Microsoft SharePoint, do the following:

- In Microsoft Outlook, right-click the contact name or email recipient.

- In Microsoft SharePoint, move the mouse over the online status indicator (●) next to the contact name, then click on it to display the Persona menu.

Step 2   Select **Additional Actions > Call [*Number*]**.

Step 3   (Optional) To edit the number before dialing, select **Additional Actions > Call with Edit**, edit the number, and select **OK**.

4 Calling an Email Recipient

If you are using Microsoft Outlook 2007 or Outlook 2010, Click to Call enables you to call email recipients from email messages that you receive or send. If you use Microsoft Outlook 2003, see Calling a Contact in an Application for information on how to call email recipients.

✎
Note   When you call a contact from an email message in Microsoft Outlook, Click to Call accesses the contact details in the Global Address List (GAL).

Step 1   Open an email message in Microsoft Outlook 2007 or later.

Step 2   Select **Call [*Recipient Name*]** from the Click to Call group on the Ribbon Message tab to call the primary email recipient (the person indicated in the **From** or **To** fields), then select the [*Number*] or **Call With Edit** option.

Step 3   (Optional) Select **Recipients** from the Click to Call group on the Ribbon Message tab to call one of the other people who received the email (listed in the **CC** fields).

5 Dialing a Number on the Clipboard

You can copy a number to your clipboard and use Click to Call to dial this number. This enables you to make calls with Click to Call even if you do not use one of the supported applications.

Step 1   Copy the phone number that you want to call. If you do not copy the number to your clipboard, enter it directly into Click to Call instead.

Step 2   Access the **Call with Edit** dialog box using one of these methods:

- Double-click 🔳 in your Windows taskbar.

- Right-click 🔳 in your Windows taskbar and select **Call > Call with Edit**.

- Use the keyboard shortcut, Ctrl-Alt-D (if you have Click to Call installed locally on your computer).