



Unified Meeting®

Quick Start Guide for Outlook Calendar

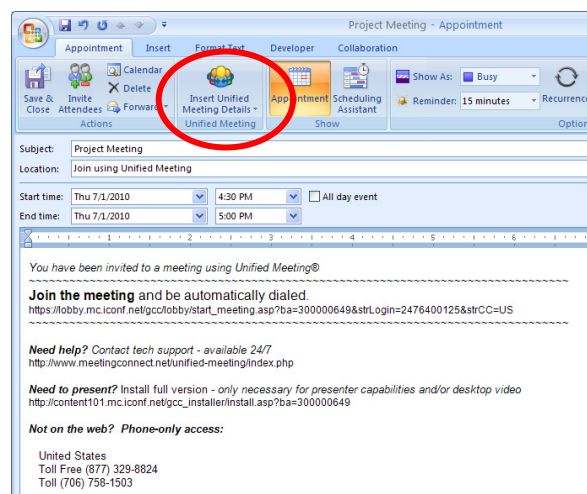
INSTALL UNIFIED MEETING

Note: Before proceeding with the following steps, please ensure that you have administrator rights to perform the download and installation.

- 1 Go to the web page URL found in your welcome email.
- 2 Click **Download & Install**.
- 3 Simply follow the download wizard and you'll have everything you need to schedule and run effective online meetings.

SCHEDULING A MEETING IS AS SIMPLE AS... 1-2-3!

- 1 Double-click the specific meeting time in your Outlook calendar.
- 2 Enter the subject and click **Unified Meeting**.
- 3 Click the Scheduling tab, invite participants and send!



START AND JOIN MEETINGS

- 1 Open the appointment in your Outlook Calendar. The meeting access information will appear in the body of the appointment.
- 2 To join the meeting, the moderator and participants click their respective links to join the meeting.
- 3 Unified Meeting will prompt moderators and participants to enter telephone numbers to be automatically dialed or choose to dial into the meeting.



Quick Start

How are you joining the meeting?

Dial Me Now (Be prepared to answer your phone)

Select your telephone number or select a country and enter a new telephone number with area code:

Country: United States (1) Telephone Number: 303.928.2819 Ext. (optional):

Already Dialed In

Dial In Now

Connect via Desktop VoIP