

INTERCALL UNIFIED MEETING

Quick start guide for Outlook Calendar

InterCall Unified Meeting lets you quickly and easily bring people together, from anywhere in the world.

They can see what you want to show them, hear what you have to say and interact in order to learn, collaborate and make decisions. Below you will find helpful tips to easily schedule, start and join your meetings using Microsoft Outlook®.



Outlook Calendar Tool

InterCall Unified Meeting® has tight integration with Outlook to make it easy to schedule meetings and distribute your access information.

- InterCall Unified Meeting “plug-in” button – one click is all it takes to insert your meeting information.
- Auto-populates customizable invite text (e.g., font, size, color, etc.) – you can make your invitation your own.
- Simplifies scheduling a meeting – no more searching for and mistyping your conference details.

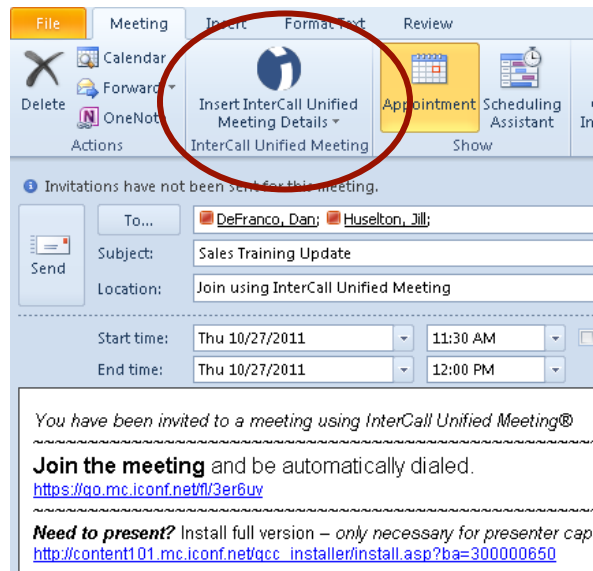
Get Started: Install InterCall Unified Meeting

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

1. Download InterCall Unified Meeting by going to www.intercall.com/iumgo
 - a. For Canadian based accounts go to www.intercall.ca/iumgo
2. Click **Download**.
3. 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 InterCall Unified Meeting. Invite text auto-populates and can be edited/customized.
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. InterCall Unified Meeting will prompt moderators and participants to enter telephone numbers to be automatically dialed or choose to dial into the meeting.

