Conferencing Integration with Microsoft Office Communicator 2007 User Guide

Overview

Conferencing integration with Microsoft® Office Communicator Client using the extensibility features provided by Microsoft will enable users to start and send meeting invitations for an audio or net conference directly from Office Communicator. Users will also be able to manage single or multiple conferencing subscriptions and import or manually add their audio and net conference details into the plug-in using their "Manage My Meetings" login credentials.

Users can start meetings and send meeting invitations from within the main window or directly from a chat session. Through either method, the user can send a meeting invitation which includes audio and/or net conference details as well as a click-to-join link. Once in conference, users will have access to their Verizon audio conference call control features using touch-tone commands or online through their Instant Meeting Web Moderator web-based call management tool.

Supported Platforms

Microsoft Office Communicator 2007 is supported on the following platforms:
- Microsoft Windows® XP
- Windows Vista®

## Supported Languages

The following languages are supported:
- English
- German
- French
- Japanese

Installation Process

The plug-in and download instructions are available at www.mymeetings.com under the Leader Tools menu bar. A PDF of the installation instructions is available on the plug-in download page. Users should follow the download instructions as described in the Installation Guide.

Main Window
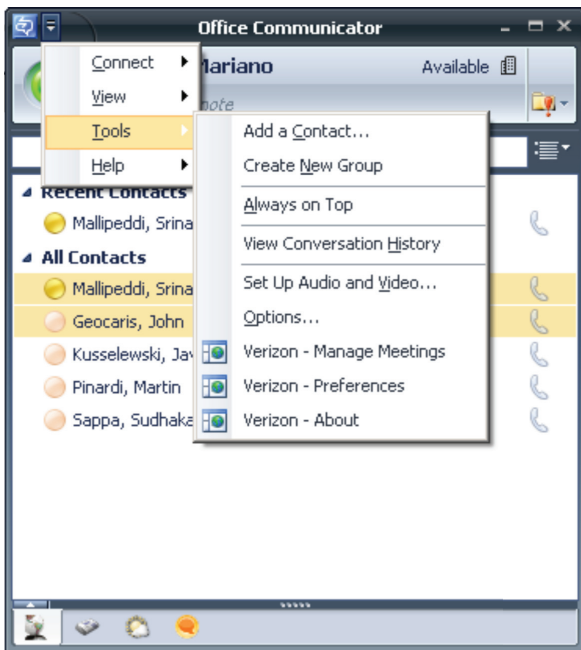
After installing the plug-in, you won't notice any change to the main window. The new functionality is accessible through the Tools menu.
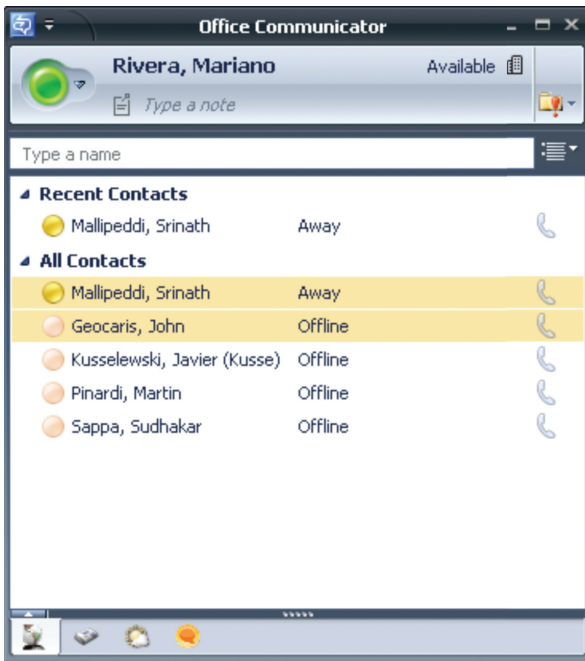
Tools Menu

The plug-in will add three new menu items to the Tools menu:

- Verizon – Manage Meetings
- Verizon – Preferences
- Verizon – About

Setting and Modifying Preferences

Under the Preferences Tab as show below, user should complete the following fields:

- First and last name
- Call me numbers
- Language setting
- Import Conferences
- Net Conferences (if applicable)
- Agree and agree to the Privacy Policy
- Enable Web Moderator

To import conferences, you must have your Manage My Meetings login name and password as shown below:

Manage Meetings

In Manage Meetings, user can complete the following:

• First and Last name will automatically populate once the Preferences section has been completed
• Call Me @ numbers will automatically populate with all the Call Me Numbers from the preferences screen with the default as the current Call Me @ number
• Instant Meeting Audio and or Net Conference Details will automatically populate once the Preferences section has been completed. (You must have an active audio or net conference account, otherwise no meetings will populate.)
• Manually add an audio conference and you will be prompted to add the Meeting Title, Country, Dial To Number, Leader check box and your leader/participant passcode
• Manually add a net conference and you will be prompted to add the Meeting Title, Presenter checkbox, Meeting Number, Meeting Passcode, Presenter Passcode, Manage My Meetings Login and Password
• View and modify meeting information
• Start/Join an audio and or net conference
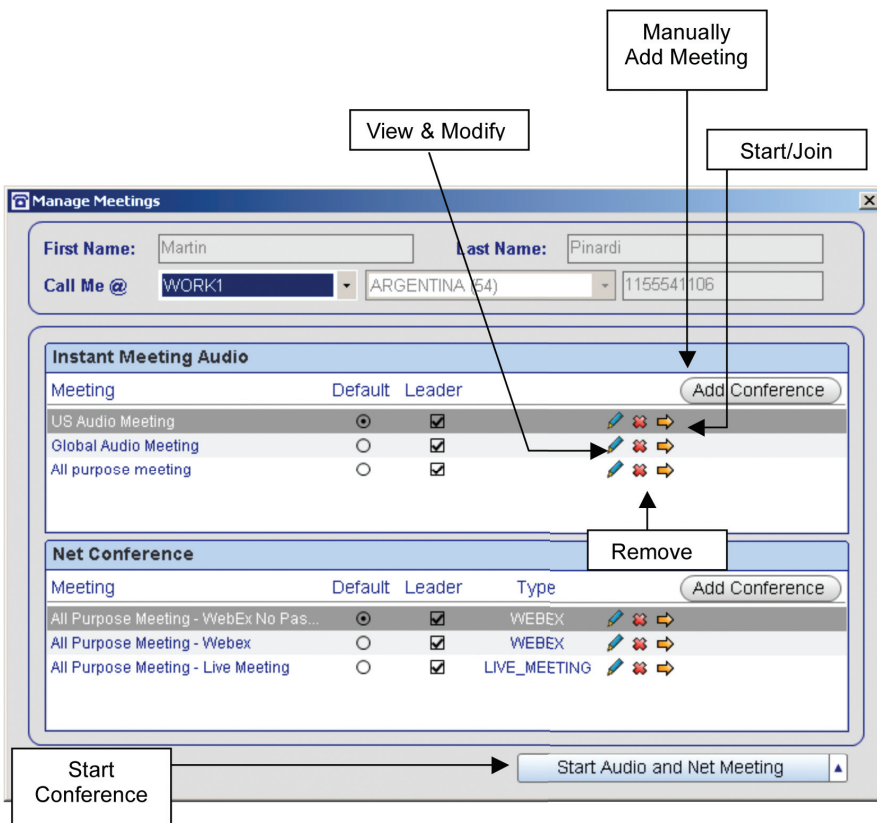
Adding Advanced/Customized Net Conferences

If the Advanced/Customized box is checked in the Preferences screen, you will need to add your Advanced/Customized Net Conference URL in the Manage Meetings screen. Select the "add meeting" tab and the following window will appear. User should add Meeting Title, participant and presenter URLs, and select OK. (This window will only appear on initial set-up). To obtain the URLs, login to Manage My Meetings at https://www.mymeetings.com/global/en/login.php. Select the net conferencing tab and select the Advanced or Customized Net subscription. Select "Meeting Now Details" to retrieve the participant and presenter URL.
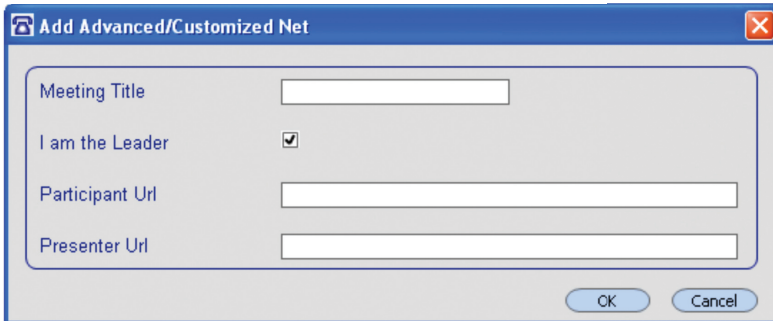

Starting Conferences From Your Contact List

Users can start a conference from a contact in the contact list. To do so, right-click on the contact name and select Start Conference from the drop down menu as shown below:
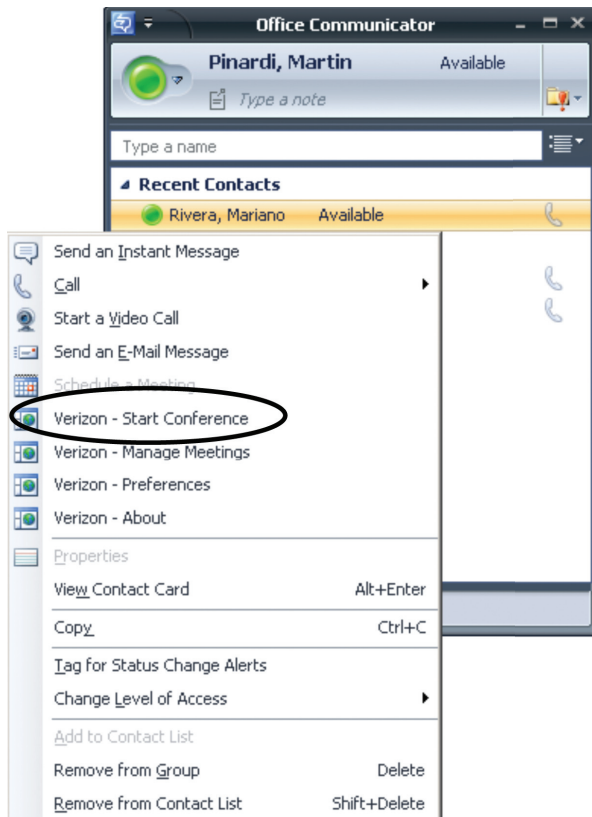
Starting Conferences From a Chat Window

In a chat session, right-click on the chat participant and select Start Conference from the drop-down menu as shown below:
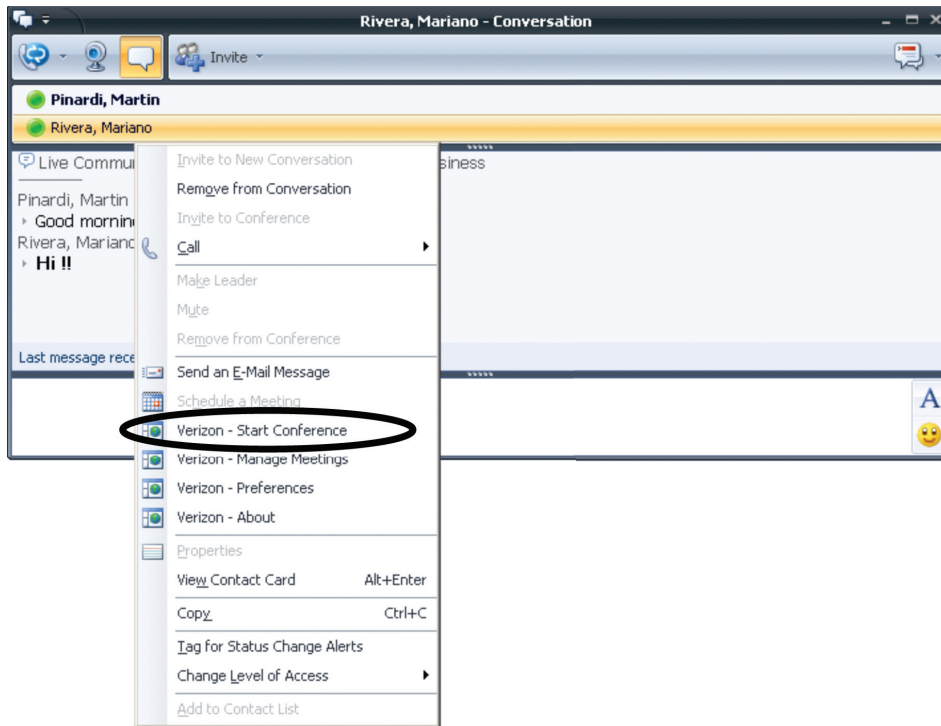
Start Conference Screen

When the user selects Start Conference, the following functionality is available:

- Invitees section:
  - All the contacts selected in the main window will be added to the Invitees list
  - Invitees can be added by dragging and dropping a contact
  - Remove tab will remove the selected invitee
- Conference Options section:
  - User can select from the drop down menu which Audio and or Net Conference they want to use for their conference
  - If there are no audio conference subscriptions, Audio Conference checkbox and drop-down list will be disabled
  - If there are no net conference subscriptions, Net Conference checkbox and drop-down list will
    be disabled
- Start Conference button will send a chat message to all the invitees with the audio and or net conference details
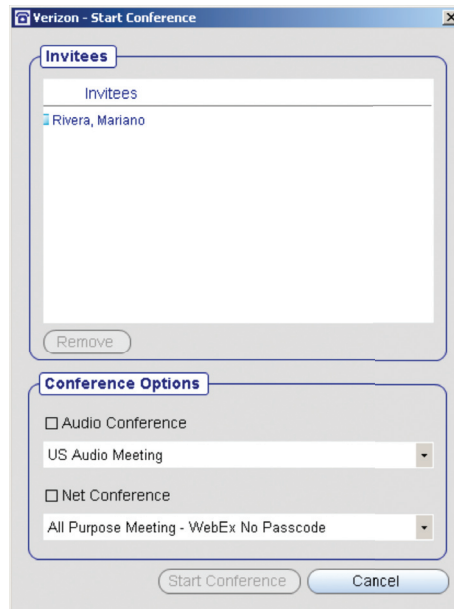
Sample Chat Invite Messages
Audio Only

Click on the following link to join the Audio Conference:

https://wbbc.mci.com/wbbcClick2Join/servlet/WBBCClick2Join?cc=1&ph=866-692-5721&pc=8767889

Instant Meeting Details:

Title: US Audio Meeting
Participant Passcode: 8767889

If you are unable to join with the above link, please dial in using one of the Dial To numbers below:

USA:
TOLL: 517-444-9940
TOLLFREE: 866-692-5721

Net Only

Click on the following link to join the NET Conference:

https://www.mymeetings.com/emeet/join/processEvent.jsp?joinId=745100337&joinPass=

Instant Net Conference Details:

Net Meeting Type: WEBEX
Title: All Purpose Meeting - WebEx No Passcode
Participant Passcode:

Meeting URL: https://www.mymeetings.com/emeet/join/processEvent.jsp?joinId=745100337&joinPass=

Audio and Net

Click on the following link to join the Audio and Net Conference:

https://wbbc.mci.com/wbbcClick2Join/servlet/WBBCClick2Join?cc=1&ph=517-444-9940&pc=8767889&customHeader=MYMEETINGS&langKey=en-US&netId=745100337&fn=Martin&ln=Pinardi

Instant Meeting Details:

Title: US Audio Meeting
Participant Passcode: 8767889

If you are unable to join with the above link, please dial in using one of the Dial To numbers below:

USA:
TOLL: 517-444-9940
TOLLFREE: 866-692-5721

Instant Net Conference Details:

Net Meeting Type: WEBEX
Title: All Purpose Meeting - WebEx No Passcode
Participant Passcode:

Meeting URL: https://www.mymeetings.com/emeet/join/processEvent.jsp?joinId=745100337&joinPass=

Starting Web Moderator

When Moderator is set to start automatically in the Preferences screen, the following pop-up dialogue box will appear when an Instant Meeting audio conference has been initiated.
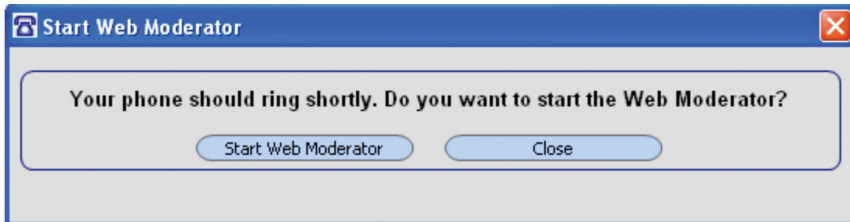
If Web Moderator is not set up in Preferences screen to start automatically, this box will not appear. User will need to start the Web Moderator tool through an alternate method.

Checking for Updates

To check for updates, select the Check for Updates button within the About menu. The "Download the latest Version" button will provide the instructions to update the plug-in.