

# Instant Scheduler for Microsoft® Outlook® User Guide

## Product Description

Instant Scheduler allows users to start and schedule audio and/or net conferences in Outlook. Conference leaders can schedule and send meeting invitations with meeting details containing a click-to-join link where a leader and participants can click, enabling the audio bridge to dial them back. The main features of this plug-in are as follows:

- Import your audio and net conference details into the plug-in using your Manage My Meetings login credentials.
- Manually add your Instant Meeting, Instant Net or Advanced/Customized Net meeting details.
- Start/Join audio and/or net conferences from the Verizon Conferencing toolbar button
- Schedule Outlook appointments with audio and/or net conference information automatically populated into the appointment body.
- Custom reminders will appear for appointments, providing the ability to start or join meetings directly from the reminder screen.
- The Web Moderator can automatically initiate when user starts audio conference.

## Supported Platforms

Microsoft Outlook 2003 or Microsoft Outlook 2007 is supported on the following platforms:

- Microsoft Windows® XP
- Windows Vista®

## Supported Languages

The following languages will be supported. Additional languages also can be supported if needed.

- U.S English
- German
- French
- Japanese

## Installation Process

The plug-in and download instructions are available at <http://mymeetings.com> under the Leader Tools menu bar. Select “Outlook Instant Scheduler” within Leader Tools. 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.

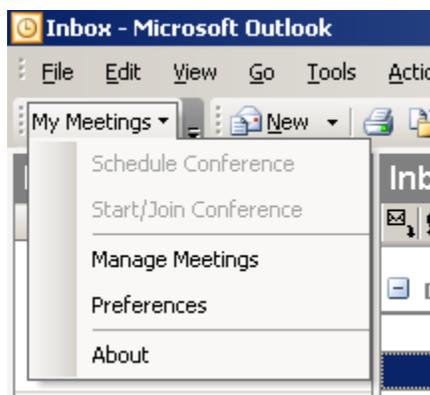
## Tool Bar and Menu

After installing the plug-in, a “My Meetings” Conferencing toolbar button will be available in Outlook as shown below:

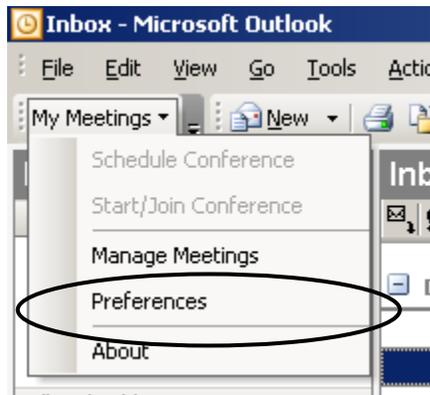


The toolbar button will have the following menu:

- Start/Join Conference
- Schedule Conference
- Manage Meetings
- Preferences
- About



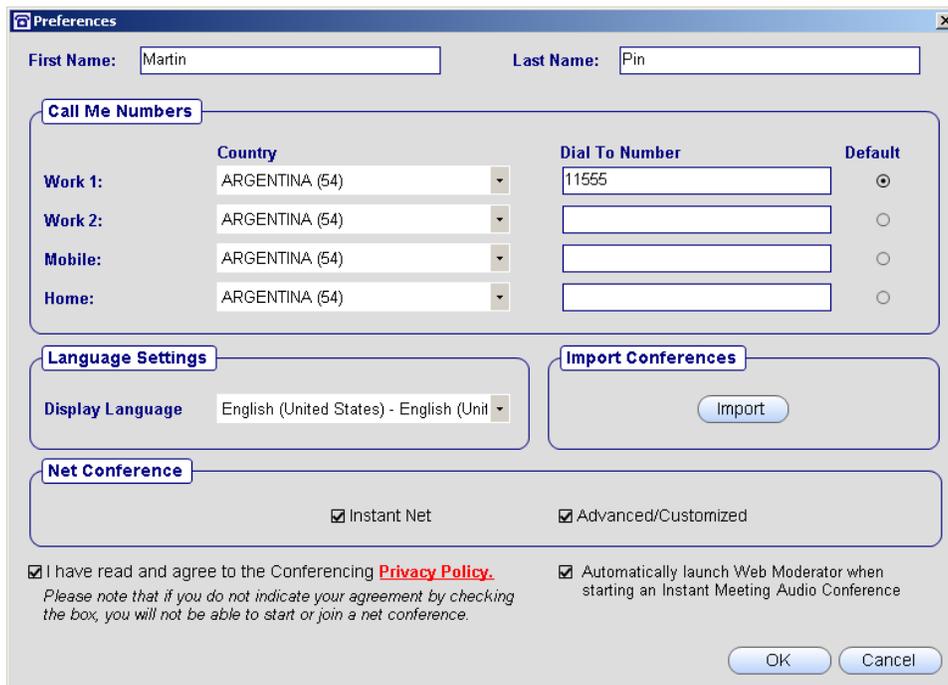
## Setting and Modifying Preferences



Initially only Preferences and About are enabled. Once the user enters their preferences, Manage Meetings will be enabled.

Under the Preferences tab as shown below, user should complete the following fields:

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

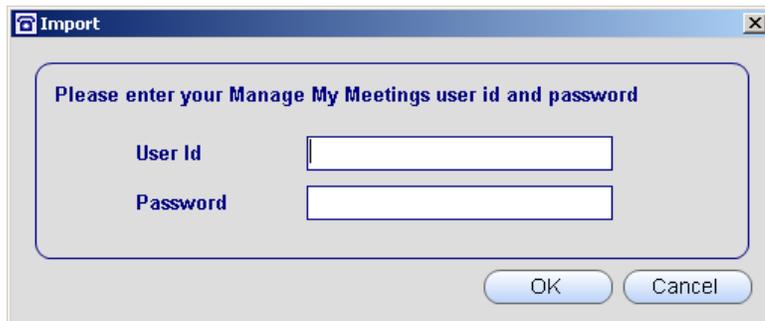
A screenshot of the 'Preferences' dialog box in Microsoft Outlook. The dialog has a title bar 'Preferences' and a close button. It contains several sections:

- Personal Information:** 'First Name:' with the text 'Martin' and 'Last Name:' with the text 'Pin'.
- Call Me Numbers:** A table with columns 'Country', 'Dial To Number', and 'Default'.

	Country	Dial To Number	Default
Work 1:	ARGENTINA (54)	11555	<input checked="" type="radio"/>
Work 2:	ARGENTINA (54)		<input type="radio"/>
Mobile:	ARGENTINA (54)		<input type="radio"/>
Home:	ARGENTINA (54)		<input type="radio"/>
- Language Settings:** 'Display Language' set to 'English (United States) - English (Unit)'. There is also an 'Import' button.
- Import Conferences:** A button labeled 'Import'.
- Net Conference:** Two checked checkboxes: 'Instant Net' and 'Advanced/Customized'.
- Privacy Policy:** A checked checkbox: 'I have read and agree to the Conferencing Privacy Policy. Please note that if you do not indicate your agreement by checking the box, you will not be able to start or join a net conference.' There is also a checked checkbox: 'Automatically launch Web Moderator when starting an Instant Meeting Audio Conference'.

At the bottom right are 'OK' and 'Cancel' buttons.

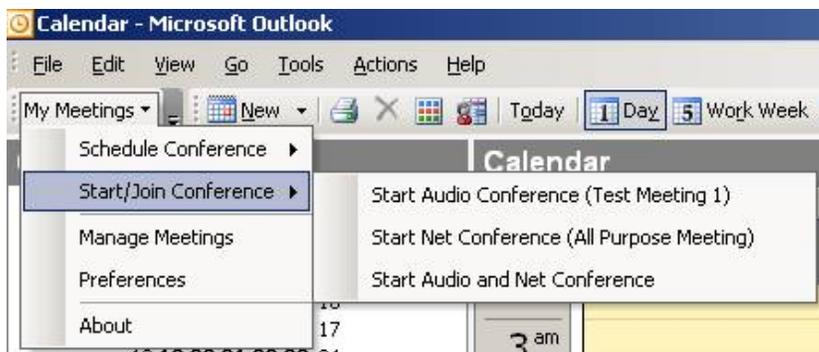
To import conferences, you must have your Manage My Meetings login name and password as shown below.



Once the user imports conferences from the Preferences screen or adds conferences from the Manage Meetings screen and an online user is selected, the Start Conference menu will be enabled.

## Start /Join Conference Sub Menus

The Start/Join Conference menu has the following sub-menus:



### Start Audio Conference

- This menu is disabled if there are no audio conferences in the Manage Meetings screen.
- If the Privacy Policy checkbox in preferences is not checked, an error message will appear and stop processing
- Start the audio conference

### Start Net Conference

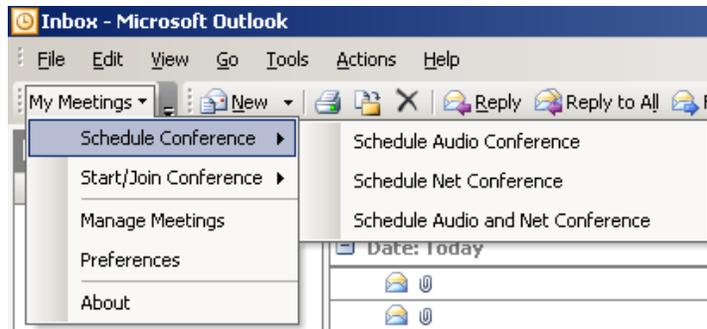
- This menu item is disabled if there are no net conferences in the Manage Meetings screen
- If the Privacy Policy checkbox in preferences is not checked, an error message will appear and stop processing
- Start the net conference

### Start Audio and Net Conference

- This menu item is disabled if there are no audio or net conferences in the Manage Meetings screen
- If the Privacy Policy checkbox in preferences is not checked, an error message will appear and stop processing
- Start the audio and conference as detailed above
- Start the net conference

## Schedule Conference Sub Menu

The Schedule Conference menu will have the following sub-menus:



### Schedule Audio Conference

- This menu is disabled if there are no audio conferences in the Manage Meetings screen
- This menu will open the new calendar entry in Outlook and insert the audio conference details as shown below into the body of the appointment (will include the default audio conference subscription)

The body of the invitation will include the audio conference details as shown below:

Click on the following link to join the Audio Conference:

<https://wbbc.mci.com/wbbcClick2Join/servlet/WBBCClick2Join?cc=11111111>

Instant Meeting Details:

Title: Global Audio Meeting

Participant Passcode: 11111111

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

ARGENTINA:

TOLLFREE: 0800-111-1111

AUSTRALIA:

ADELAIDE: TOLL: 8-1111-1111

BRISBANE: TOLL: 7-1111-1111

CANBERRA: TOLL: 2-1111-1111

MELBOURNE: TOLL: 3-1111-1111

PERTH: TOLL: 8-1111-1111

SYDNEY: TOLL: 2-1111-1111

TOLLFREE: 1-800-111-1111

### **Schedule Net Conference**

- This menu is disabled if there are no net conferences in the Manage Meetings screen
- This menu will open the new calendar entry screen and insert the net conference details into the body of the appointment (will include the default net conference subscription)

The body of the invitation will include the net conference details as shown below:

Click on the following link to join the NET Conference:

<https://www.mymeetings.com/emeet/join/processEvent.jsp?joinId=SW201082&joinPass=111111>

Instant Net Conference Details:

Net Meeting Type: LIVE\_MEETING  
Title: All Purpose Meeting - Live Meeting  
Participant Passcode: 111111

### **Schedule Audio and Net Conference**

- This menu is enabled only if there is at least one audio and one net conference in the Manage Meetings screen
- This menu will open the new calendar entry screen and inserts both the audio and net conference details into the body of the appointment (will include the default audio and net conference subscriptions)

The body of the invitation will include the audio and net conference details as shown below:

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

<https://wbbc.mci.com/wbbcClick2Join/servlet/WBCClick2Join=11111111>

Instant Meeting Details:

Title: US Audio Meeting  
Participant Passcode: 11111111

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

USA:

TOLL: 111-111-1111  
TOLLFREE: 866-111-1111

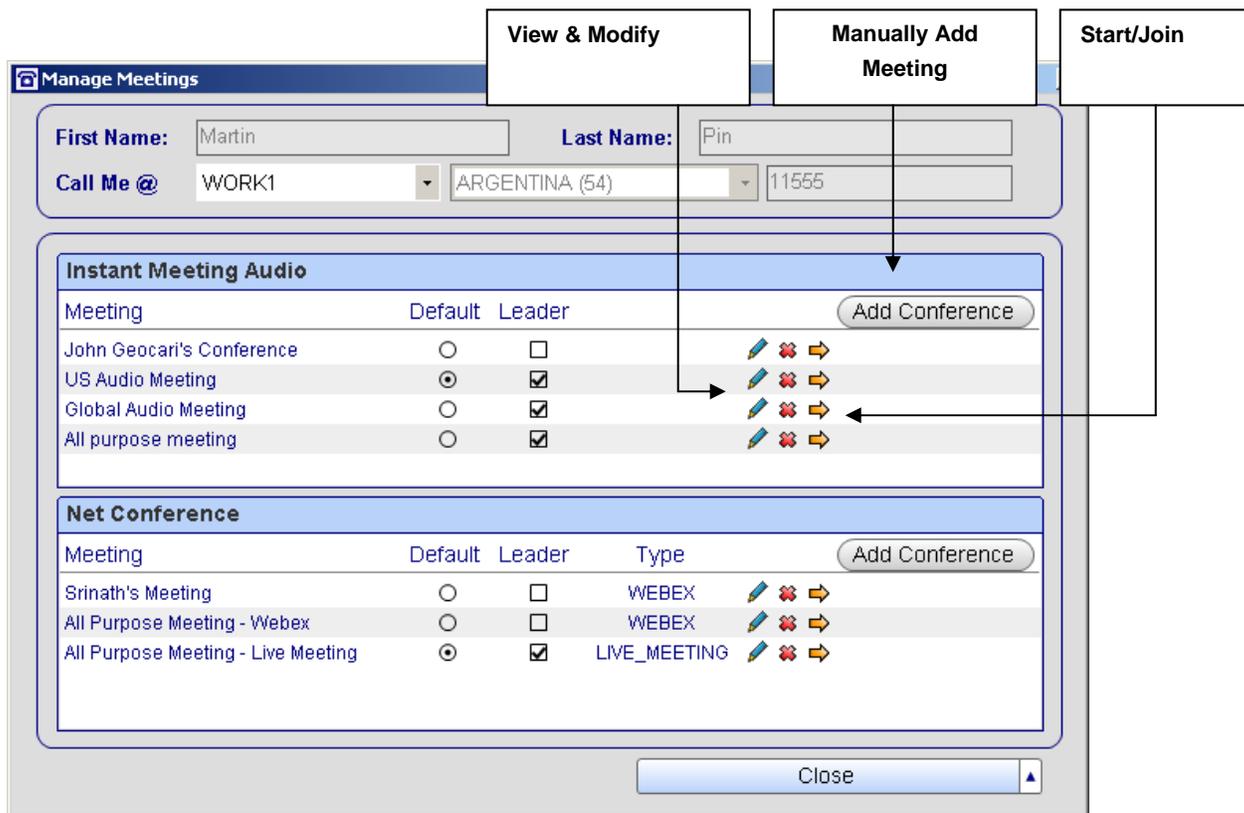
Instant Net Conference Details:

Net Meeting Type: LIVE\_MEETING  
Title: All Purpose Meeting - Live Meeting  
Participant Passcode: 111111

## Manage Meetings Screen

The Manage Meetings screen has the following functionality:

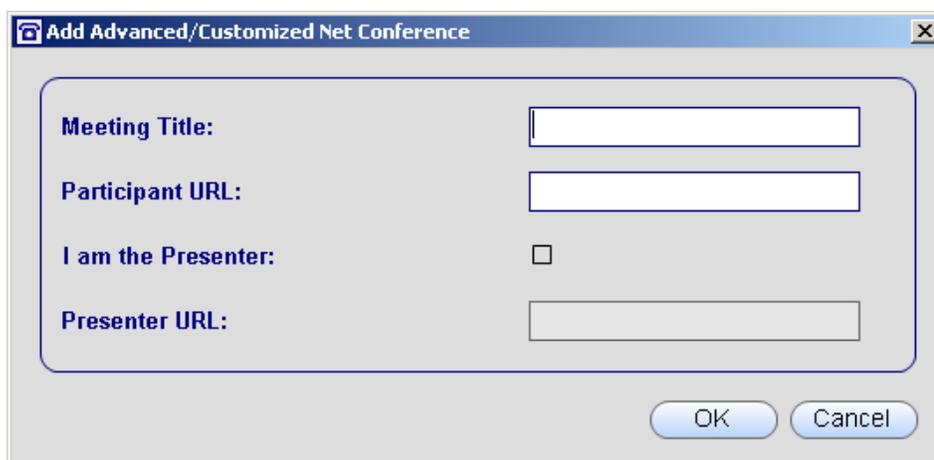
- First and Last name will automatically populate once the Preferences section has been completed
- Call Me @ numbers will automatically populate with all the Call Me Numbers from the Preferences screen with the default as the current Call Me @ number
- Instant Meeting Audio and or net conference details 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 checkbox and 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 is checkbox 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, go to Manage My Meetings website at <https://www.mymeetings.com/login/servlet/LoginMgr?customHeader=mymeetings&uri=/login&referer=/login/dm/index.jsp?appID=ois&sessionId=1231360687366281>

After entering the login name and passcode, select the net conferencing tab and select the advanced or customized subscription. Select “Meeting Now Details” to retrieve the participant and presenter URLs.

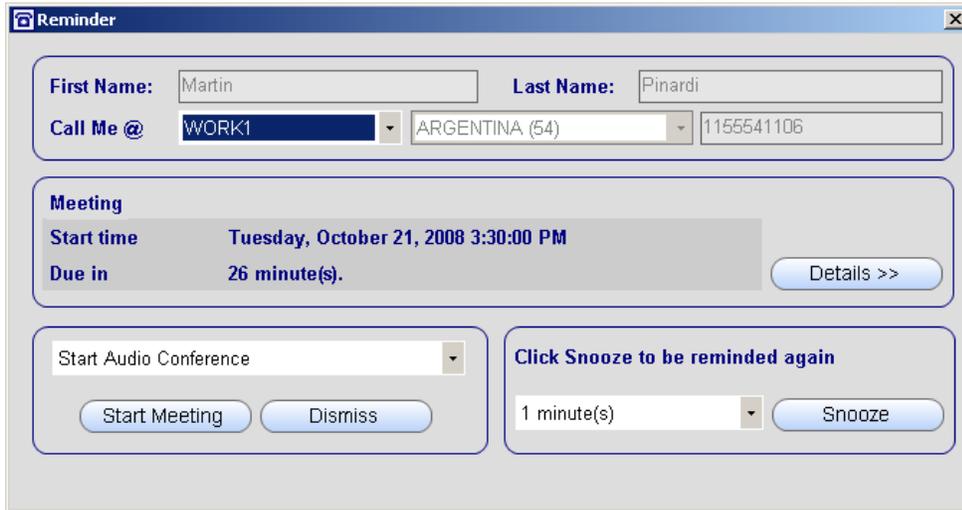


The screenshot shows a dialog box titled "Add Advanced/Customized Net Conference". It contains the following fields and controls:

- Meeting Title:** A text input field.
- Participant URL:** A text input field.
- I am the Presenter:** A checkbox.
- Presenter URL:** A text input field.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

## Appointment Reminder Screen

A reminder screen will appear before the conference is scheduled to begin if the appointment was created using the Verizon Conferencing plug-in.



### Starting Web Moderator

When Moderator is set to start automatically in the Preferences screen, the following pop up dialogue box will appear once 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.

