Audio Conferencing Outlook Plug-in

The Outlook Plug-in integrates the audio conferencing service with Outlook. Once the Outlook Plug-in is downloaded, the conference moderator can use the "Meet-Me Conference" feature in Outlook to schedule conferences. Using this feature, participant join details will automatically be populated within an appointment. The conference moderator PIN is displayed in the Meet-Me Conference dropdown for easy access.

To download the Outlook Plug-in:
1. Log in to the Voice Manager.
2. Click Software.
3. Click Outlook Plug-in.
4. Download Outlook Plug-in.

Note: You may receive cautionary messages when you start the installer depending on your Internet settings and anti-virus software. Go ahead and click "run" or "save" to complete the installation.
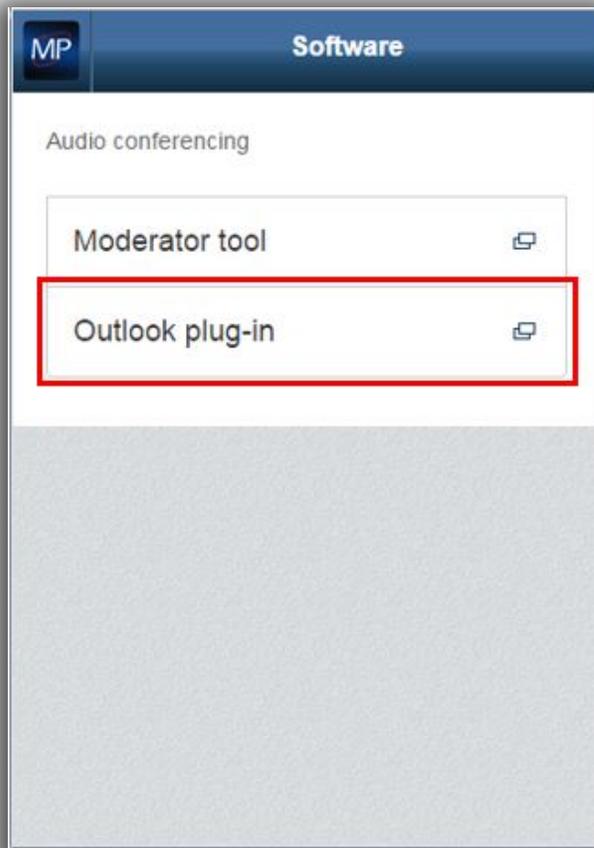
Figure 1 Voice Manager home screenshot

Figure 2 Voice Manager **Software** screenshot

Once the Outlook Plug-in is downloaded, the conference moderator can schedule conference calls within Outlook.

![MegaPath - A Fusion Company logo]

To schedule a conference call:

1. Open new appointment in Outlook.
2. Click **Meet-Me Conference** in the upper right hand corner to populate participant dial in instructions.

Note: On first time use, the Outlook Plug-in will prompt for login credentials – these are the same as the Voice Manager credentials.
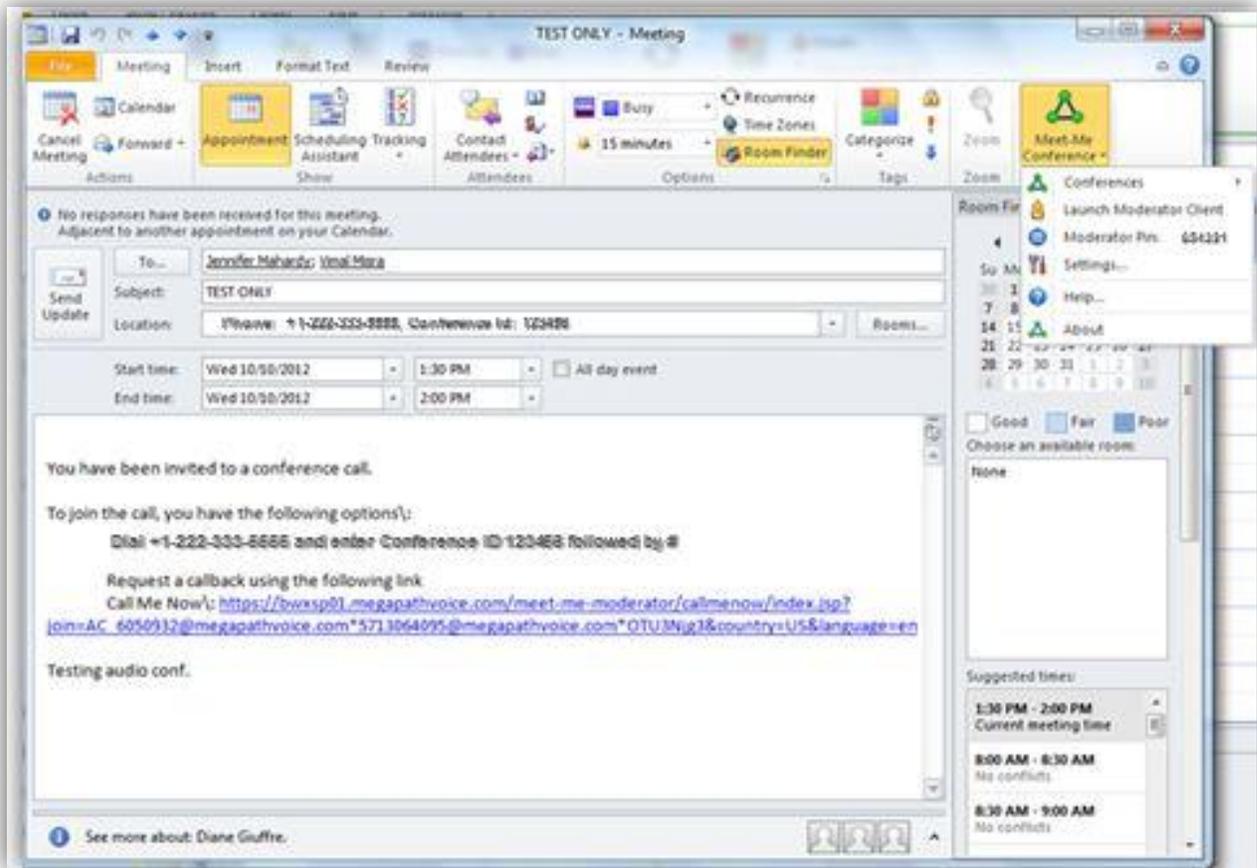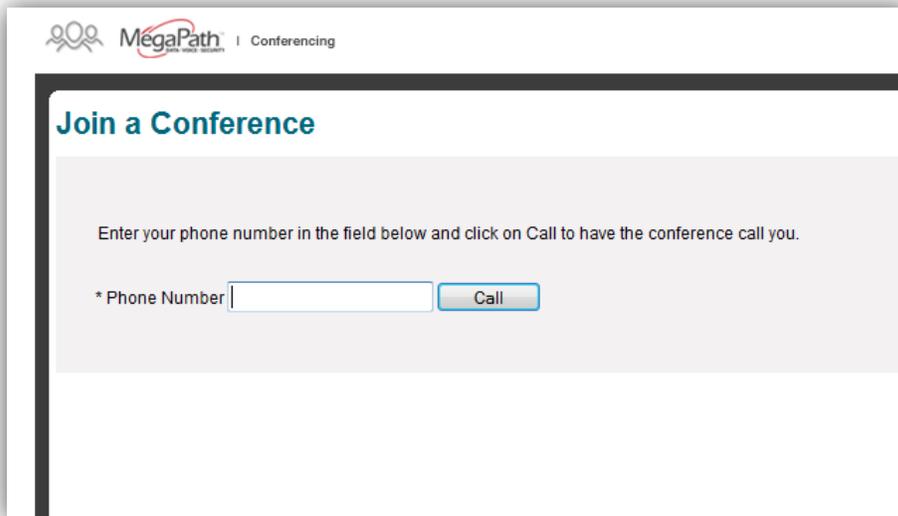

Figure 3 Meet-Me Conference in Outlook

Participant join options:

1. Dial conference phone number and enter Conference ID.
2. Click the **Call Me Now** link; participant enters phone number in popup to join the call. Participant will not be prompted for Conference ID.

Figure 4 Call Me Now option for participants

Launch Conferencing Moderator:

Note: To launch the Conferencing Moderator, the conference moderator must login to the Voice Manager and click Moderator tool from **Software**.
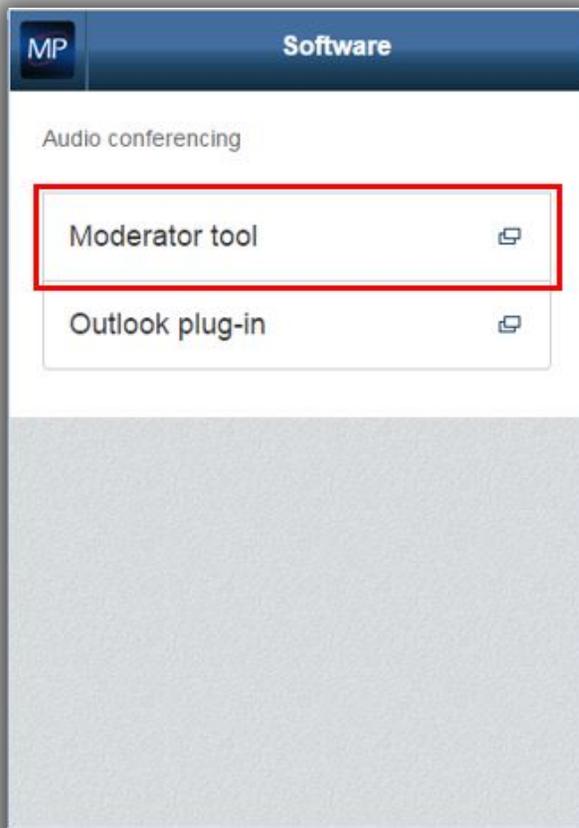

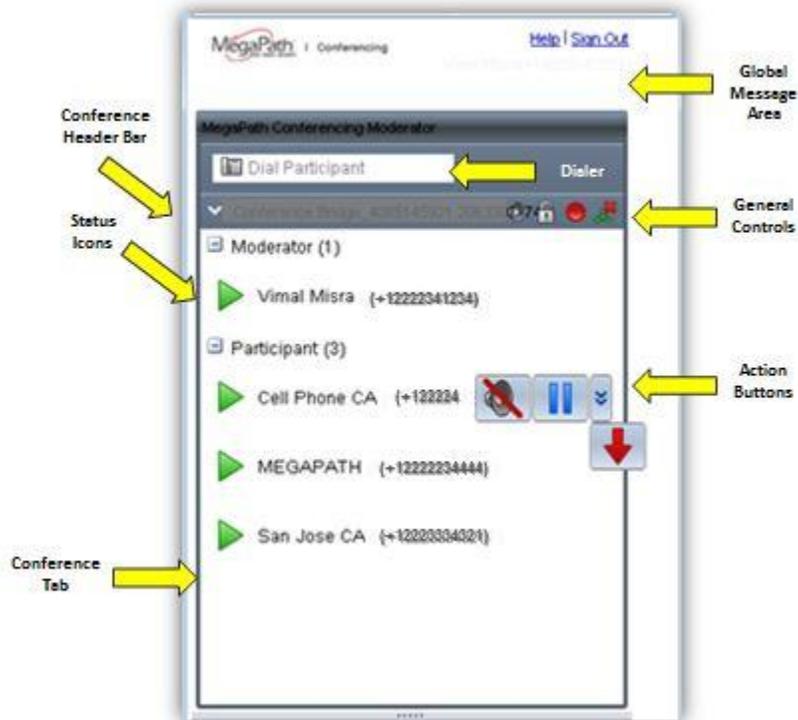Figure 5 Voice Manager **Software** screenshot

Figure 6 Voice Manager **Conferencing Moderator**

Participant controls are context sensitive – from left to right: mute, pause, drop

General controls are context sensitive – from left to right: lecture mode, conference lock, recording, end conference

Figure 7 Participant and Conference Controls