

UNIFIED MEETING 5

SCHEDULING USER GUIDE

Unified Meeting® 5 is our meeting and collaboration application that puts you in control of all aspects of your meeting including scheduling, participant management and security.

Unified Meeting 5's integration with Outlook® for Windows®, iCal/Calendar for Mac®, Google® Calendar and IBM® Notes allows you to easily keep track of your meetings and conveniently store conference details for easy auto-population in your invitations.



BENEFITS OF DESKTOP SCHEDULING

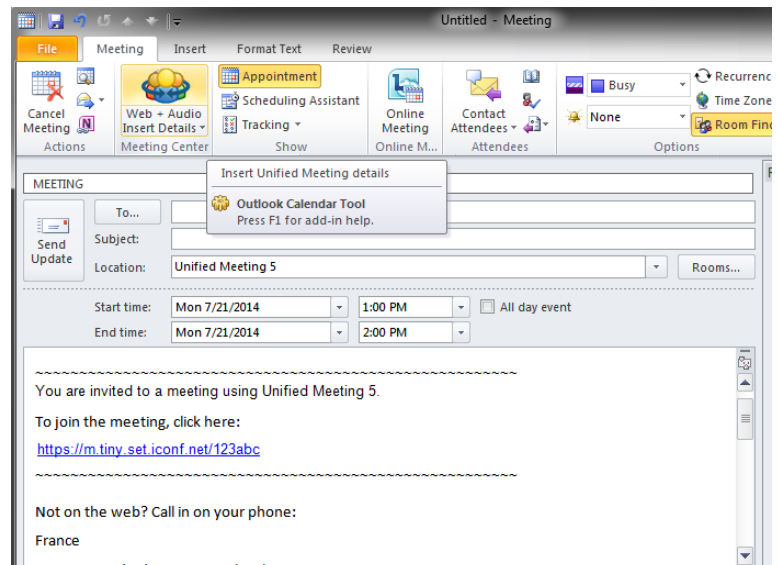
- Easily start or join meetings from your calendar by clicking on the Join-URL of the meeting invite.
- Automatically integrate scheduling with your enterprise calendar tool when you download Unified Meeting 5.
- Send meeting invitations in eleven languages for global reach.
- Conveniently schedule meetings for teammates, co-workers or supervisors.
- Sync your meetings with SmartMeet® for easy identification and the ability to start and join, on the go directly from your mobile device.
- Easily add your meeting details, including dial-in numbers, conference codes and meeting URLs to your emails and invitations.

SCHEDULING WITH MICROSOFT OUTLOOK FOR WINDOWS

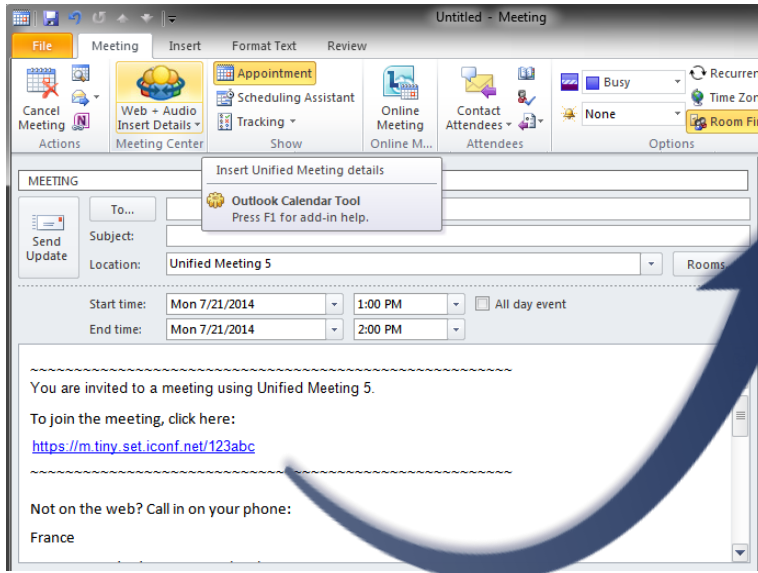
1. Open an appointment time in your Outlook calendar and click the Unified Meeting 5 icon.

The meeting access information will appear in the body of the appointment.

To customize the language of your meeting invitation, click the down arrow below the Unified Meeting 5 icon and make your selection. The meeting information will populate the invite in this language.



- Your calendar meeting invite will be automatically populated with meeting access links and dial-in information for you and your participants. Additional content can be added to the body of the email to customize your message.



You are invited to a meeting using Unified Meeting 5.


To join the meeting, click here:

<https://m.tiny.set.iconf.net/123abc>

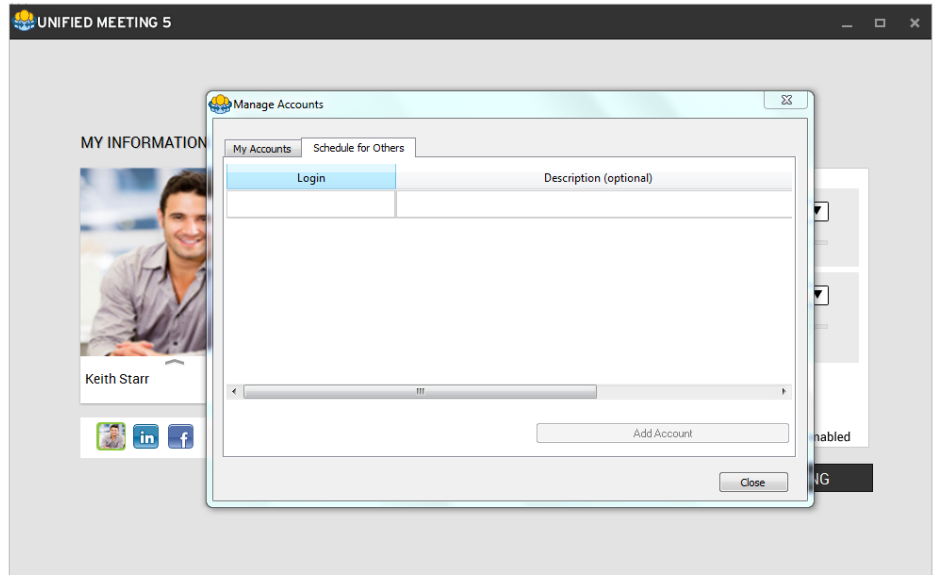
Not on the web? Call in on your phone:

France


SCHEDULING FOR OTHERS WITH MICROSOFT OUTLOOK FOR WINDOWS

- Right click on Meeting Center taskbar icon  and select **Manage Accounts**.
- Select **Scheduling for Others** and click **Add Account**.
- Enter their login number and description and click **Add Account** to add the account.

Now from the Unified Meeting 5 scheduling plug-in, you'll have the option to select the account that you use to schedule.

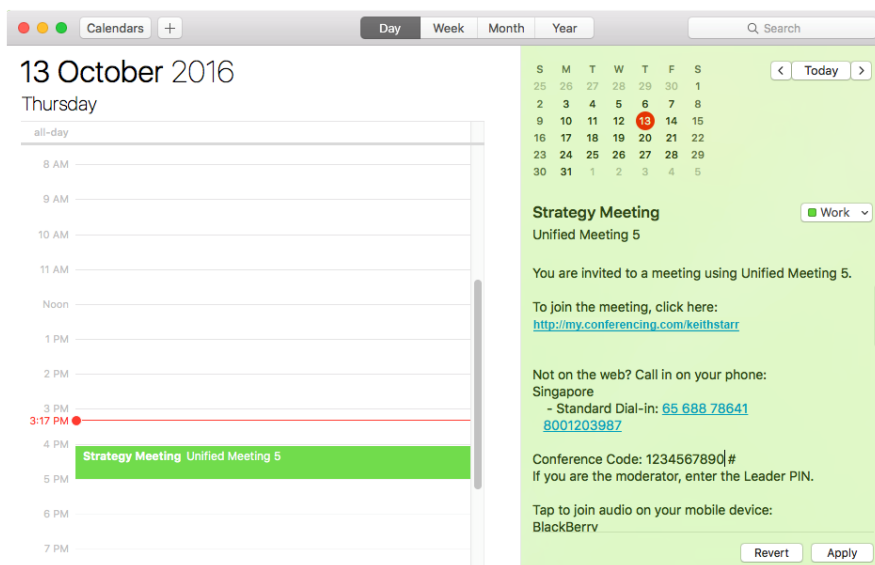


SCHEDULING WITH ICAL/CALENDAR FOR MAC



1. To schedule a meeting, click the Meeting Center menu bar icon  and select **Create Meeting Invitation**.

To customize the language of your meeting invitation, click the down arrow below the Unified Meeting 5 icon and make your selection. The meeting information will populate the invite in this language.

2. Your calendar meeting invite will be automatically populated with meeting access links and dial-in information for you and your participants. Additional content can be added to the body of the email to customize your message.



SCHEDULING FOR OTHERS WITH ICAL/CALENDAR FOR MAC

1. Click the Meeting Center icon  and select **Manage Accounts**.
2. Click **Scheduling for Others** and click **Add Account**.
3. Enter their login number and description and click  to add the account.

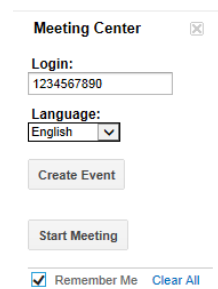
Now from the Unified Meeting 5 scheduling plug-in, you'll have the option to select the account that you use to schedule.

SCHEDULING WITH GOOGLE CALENDAR

1. After downloading and adding the Google Gadget to your calendar from https://content.conferencing.com/gadget/meet_InstallGadget.html, enter your Unified Meeting 5 login (same as conference code) into the Web Login field.

Check **Remember Me** to save your web login. Please note: This field value is stored with your calendar and not on your computer. Therefore, if you were to open up your Google Calendar on another computer, it will still display your saved field value. **Clear All** will remove the saved field value.

2. Click **Create Event** to open the Google Create Event window. The description field will contain the customizable invitation text for Unified Meeting 5.
3. Add guests to be invited to your meeting and click **Save**.



SCHEDULING FOR OTHERS WITH GOOGLE CALENDAR

1. Using the same Google Gadget, enter the Reservationless-Plus[®] conference code you wish to schedule a meeting for into the Web Login field. This will override any existing saved profile stored with your calendar.
2. Click **Create Event** to open the Google Create Event window. The description field will contain the customizable invitation text for Unified Meeting 5.
3. Add guests to be invited to your meeting and click **Save**.

SCHEDULING WITH IBM NOTES

1. Open an appointment time in your IBM Notes and click the Unified Meeting 5 icon.
2. Your calendar meeting invite will be automatically populated with meeting access links and dial-in information for you and your participants. Additional content can be added to the body of the email to customize your message.

The screenshot displays the IBM Notes interface for scheduling a meeting. At the top, there are buttons for 'Save and Send Invitations', 'Save as Draft', 'Find Room or Resource', 'Show Options', 'Delivery Options...', and 'Unified Meeting 5'. Below these are checkboxes for 'Return receipt', 'Sign', and 'Encrypt'. The main title is 'Calendar Entry Meeting'. On the right, there are options for 'Notify me', 'Mark Private', and 'Pencil In'. The meeting details are organized into sections: 'Subject' (Sample Meeting), 'Chair' (another manager7), 'When' (Starts: Thu 09/12/2013 12:00 PM, Ends: Thu 09/12/2013 01:00 PM, 1 hour duration, with options for 'Specify a different time zone' and 'Repeats'), 'Where' (Location: Unified Meeting 5, Rooms, Resources, and an 'Online' checkbox for 'This is an Online Meeting'), and 'Invitees' (Required (to), Optional (cc), FYI (bcc)). Below these are 'Scheduler' and 'Description' fields with links to view invitee availability and append attachments. The bottom section shows the email body content: 'You are invited to a meeting using Unified Meeting 5.', 'To join the meeting, click here: https://lobby.mc.iconf.net/username', and 'Not on the web? Call in on your phone:'.

SYSTEM REQUIREMENTS FOR MODERATORS AND PARTICIPANTS

[Click here](#) for a complete list of system requirements for both moderators and participants using the application or browser only features. Meeting these requirements will help ensure successful, productive meetings.