



Vidyo[™]
Personal Telepresence

INSTALLATION & USER GUIDE

Vidyo Add-in for Microsoft Outlook

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Vidyo Add-In for Outlook 2003/2007 User Guide

Introduction

Vidyo's add-in for Outlook 2003 and 2007 will create a shortcut button on your Outlook tool bar which will enable you to add your Vidyo conference room URL and pin, where applicable, to your meeting invitations with a single click. This document provides all the information you need to setup and use this time saving add-in.

Create your Room URL

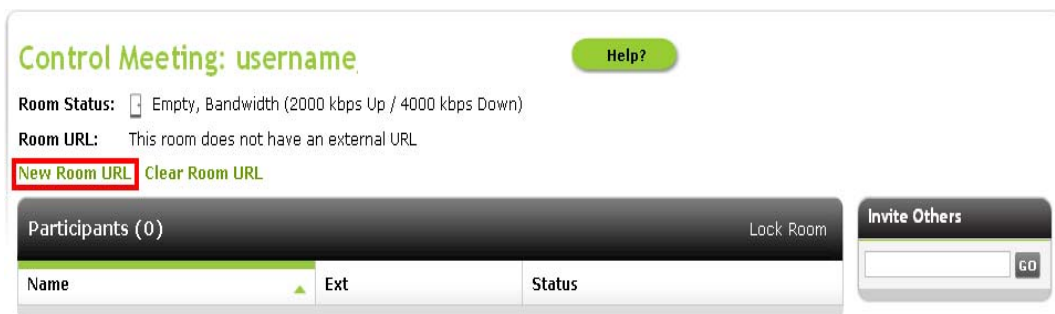
To setup the Vidyo Add-In for Outlook 2003/2007, you first need to ensure your personal room URL is created in the VidyoPortal (version 1.3 or later).

Since each user's Room does not come with a URL by default, check to see if your room has a URL assigned to it by logging into your Vidyo account and clicking on the "Control Meeting" link in the upper right hand corner of the VidyoPortal Welcome page.

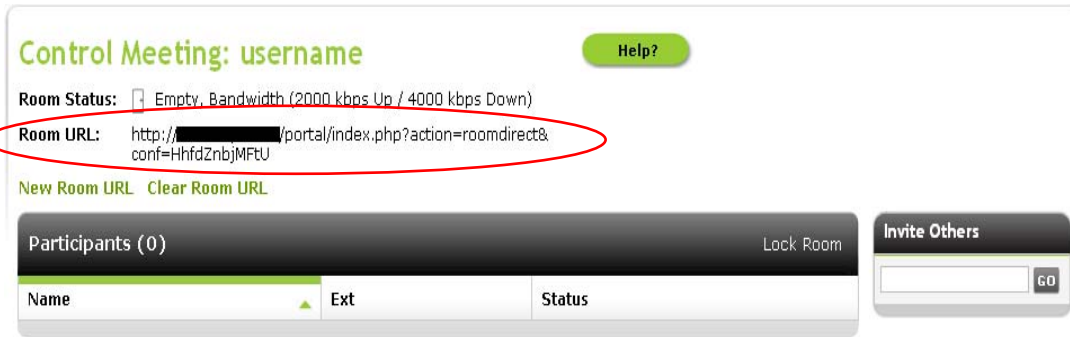
If you do not yet have a Room URL associated with your room, you will see the message noted in red below.



To create a URL for your Room, simply click on the "New Room URL" link on the Control Meeting screen as shown below.



Upon clicking “New Room URL” you will see your new Room URL as shown in the example below.



Every URL assigned by the system is unique and remains assigned to a users room until the user clears the URL by clicking the “Clear Room URL” link inside the “Control Meeting” view.

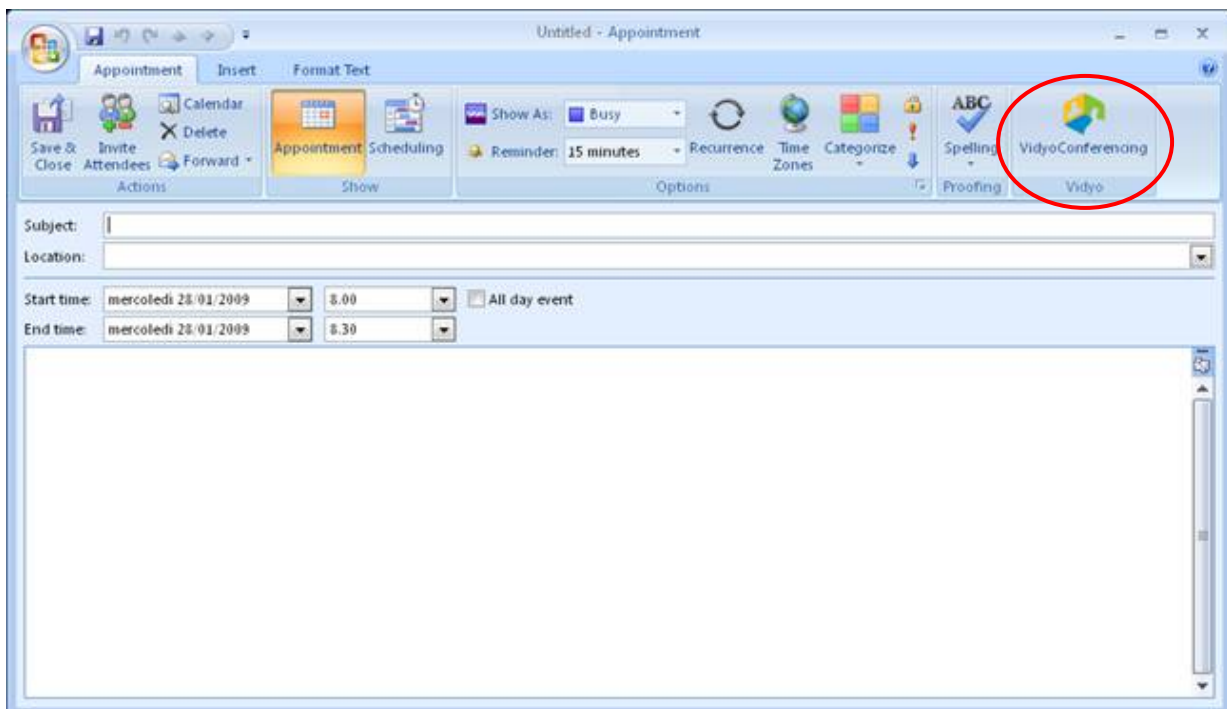
Administrator’s Note: The administrator can generate room URLs on behalf of the users through the “Manage Meeting Rooms” page in the Admin Web’s “Control Meeting Link”.

Vidyo Add-in for Outlook 2003/2007 Installation

To install the Vidyo Add-In for Outlook 2003/2007:

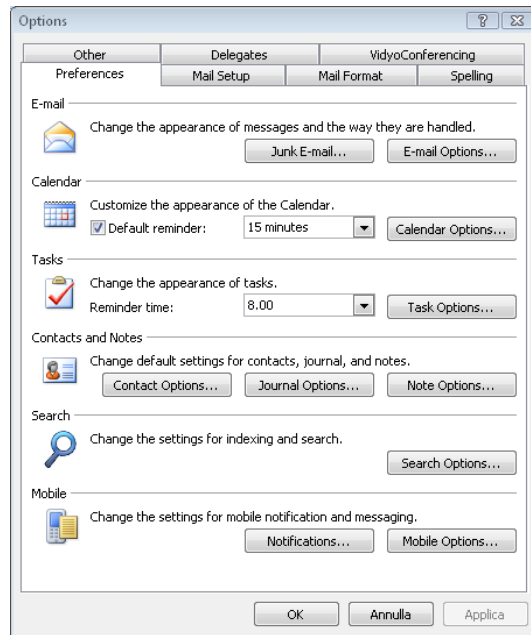
1. Close all Office Applications.
2. Run the appropriate Installer for your version of Outlook (2003 or 2007).

Upon successful installation, you should have the button as shown below added to the "Appointment" tab of your appointment window in Outlook

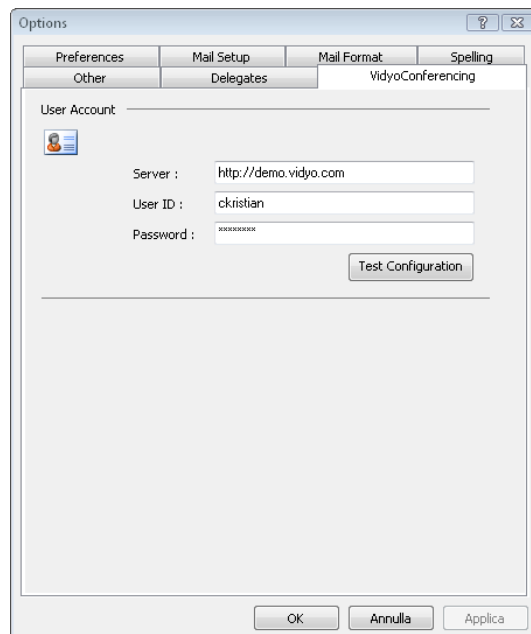


Configure Outlook for the Vidyo Add-In for Outlook 2003/2007

1. Logon to your VidyoPortal at least once prior to or after the installation of the add-in.
2. Open Outlook.
3. Verify that the add-in is configured for your VidyoPortal:
 - a. In Outlook, select the "Tools" drop down menu, then select "Options" to bring up the following window.



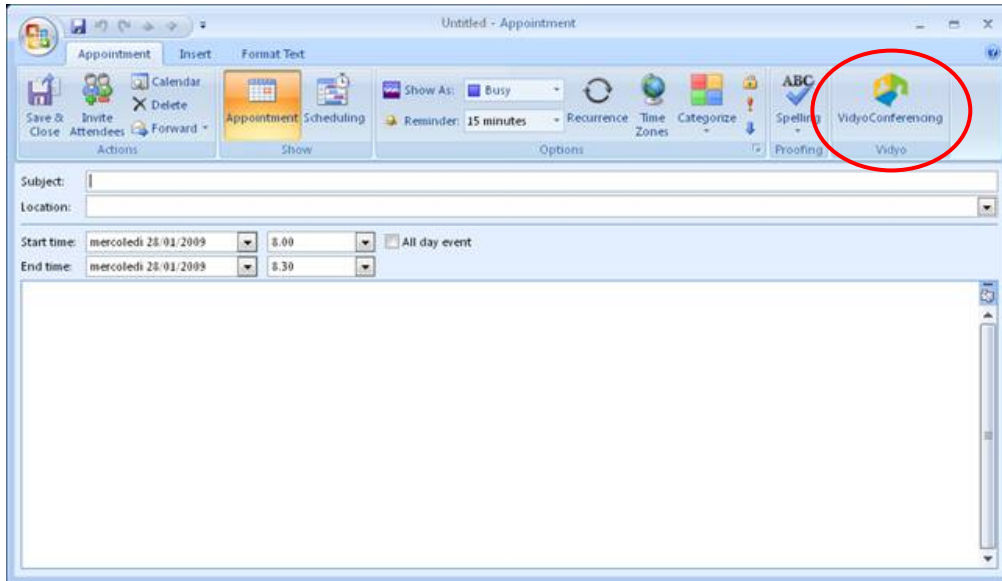
- b. Select the **Vidyo Conferencing** TAB. You should see your Portal, username and password here; if not, fill in the blanks accordingly, then press the [Test Configuration] button.



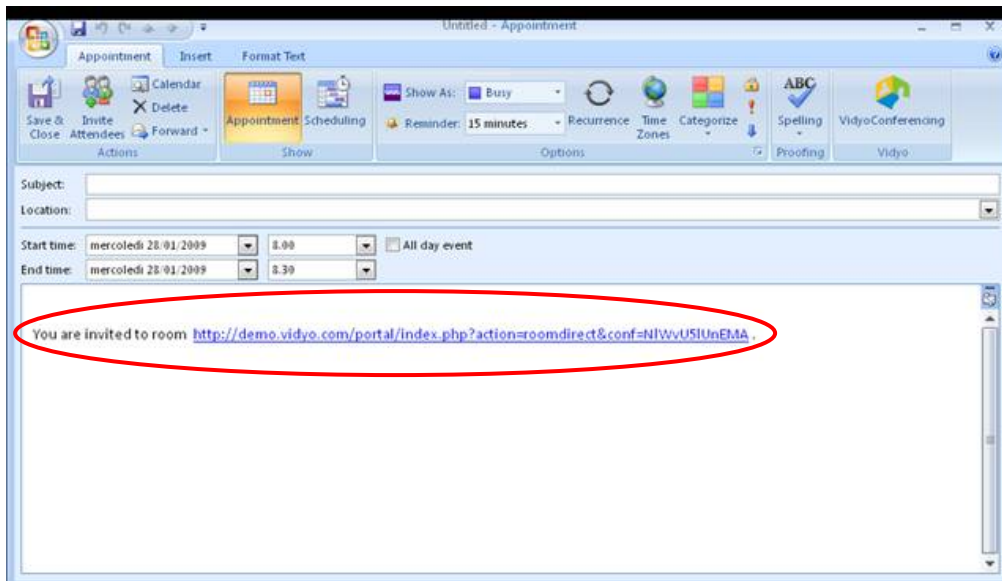
Using the Vidyo Add-In for Outlook 2003/2007

Schedule a meeting in Outlook by double clicking the appropriate time and day on the calendar or whatever normal method you use to schedule meetings in Outlook.

Click the **Vidyo Conferencing** button as shown below.



This will add the Room URL (and Room PIN if you have it set) to the Appointment Request in the free text pane as shown below.



The recipients of your invitation will be able to click your Room URL to join a Vidyo conference for your scheduled meeting scheduled through Outlook. Enjoy!