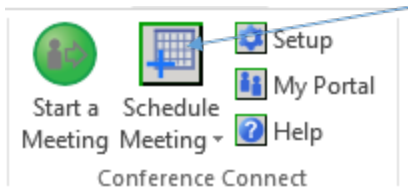
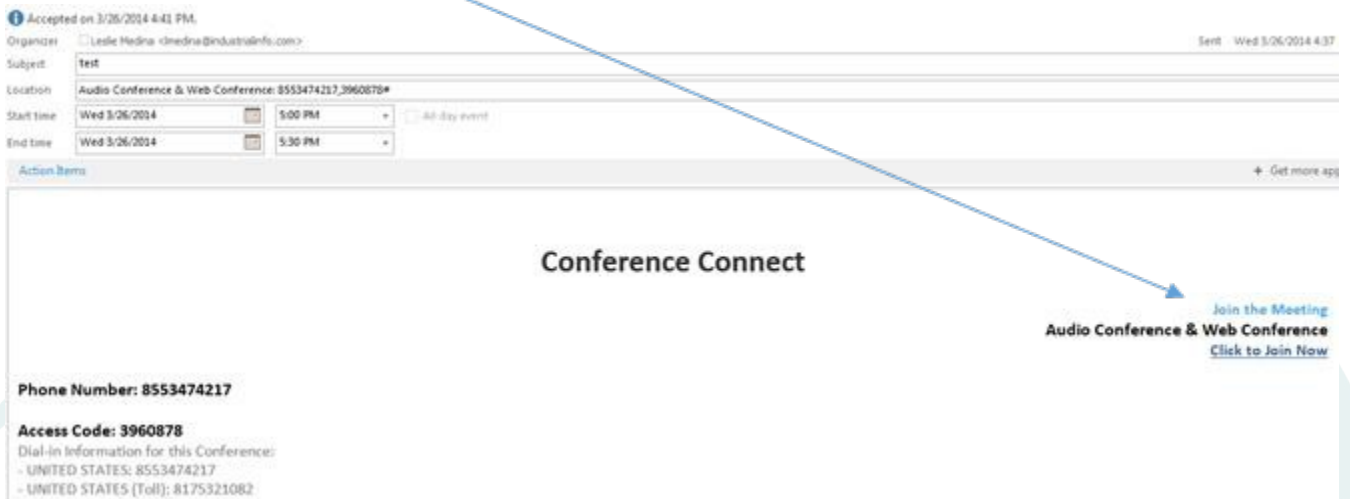


Inviting & Joining From Outlook

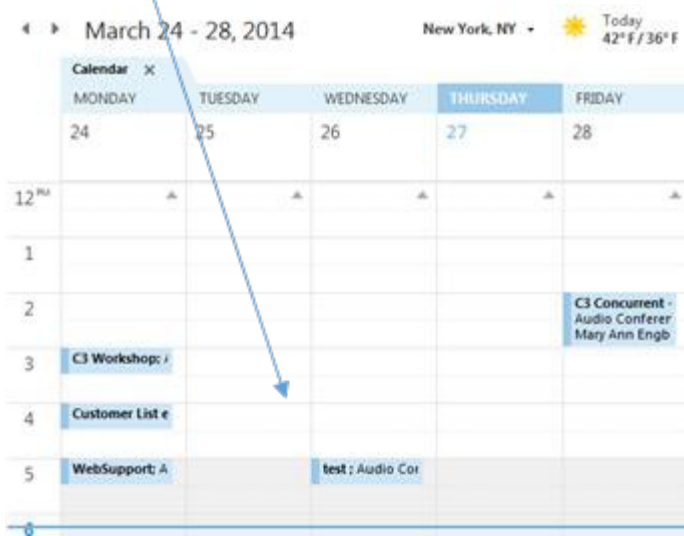
If you're scheduling a meeting in advance then use the Outlook calendar feature.



Your participants will receive the invitation below with the link to join.



They should accept it, and it will appear in the calendar as normal.

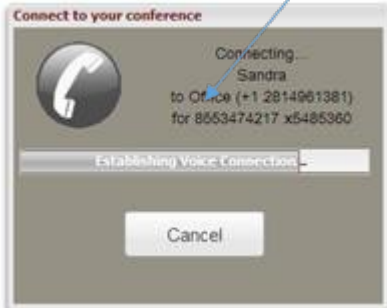


At the time of the meeting they can just go to the invite and click on the link to join and the box below will pop up.

If they have not joined before they will enter name, and the phone number with country code (office, mobile etc) they wish the system to dial them at. Then click join.

The image shows a "Connect to your conference" dialog box. It has a "Conferencing User Name" field with the text "Sandra". Below it is a "Select a connection option" dropdown menu with the text "+1 2814961381". There are two buttons: "Host" and "Join". At the bottom, there is a text box that says: "Please enter your name and Call-Me phone number with country code or select 'Web conference only' from the connection option box." A blue arrow points from the text above to the "Join" button.

This screen appears showing the system is calling them



They then click "join web conference"



And they are in the meeting on the phone and on the web.

