



# IBM LotusLive Meetings

## Outlook Integration

IBM LotusLive Meetings includes Microsoft Outlook® integration, enabling a presenter to schedule web conferences using Microsoft Outlook®.

Adding web conferencing to an Outlook conference is as simple as clicking LotusLive on the Outlook conference toolbar. You can use your Outlook address book to send invitations and display the appointment in your calendar.

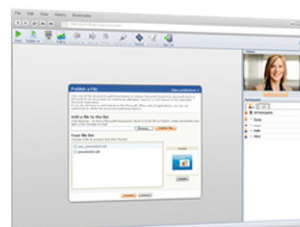
To integrate with Outlook, you must first install the Outlook Add-On available via the LotusLive Meeting Options Kit.

**Note:** The Outlook add-in (within the Options Kit) is for LotusLive Meetings only. LotusLive Events are scheduled via the service. LotusLive Events does not synchronize with the Outlook plug-ins. With LotusLive Events, all scheduling takes place from within the LotusLive Events scheduling pages.

### INSTALLING THE MICROSOFT OUTLOOK SCHEDULING ADD-ON

- 1 Close Outlook prior to installation.
- 2 Download and install the [IBM Lotus LotusLive Meetings Options Kit](#).

IBM LotusLive | *quick reference*



#### IBM LotusLive Meetings

IBM LotusLive Meetings is a full-featured online meeting service that integrates web, audio and video conferencing. Using IBM LotusLive Meetings, ideas and information need to pass freely and in real-time whether a colleague is working from home or a client is half way around the world.

#### Resources & Downloads

- [Overview >](#)
- [Quick Start Guide >](#)
- [System Requirements >](#)
- [System Compatibility Check >](#)
- [Download Options Kit >](#)

#### Demos

- [View a demo >](#)

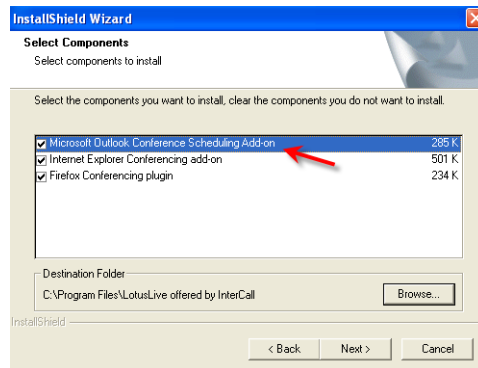
#### Technical Support

- [Online User Help >](#)

- 3 Select **Run**. You will be taken through a series of prompts.

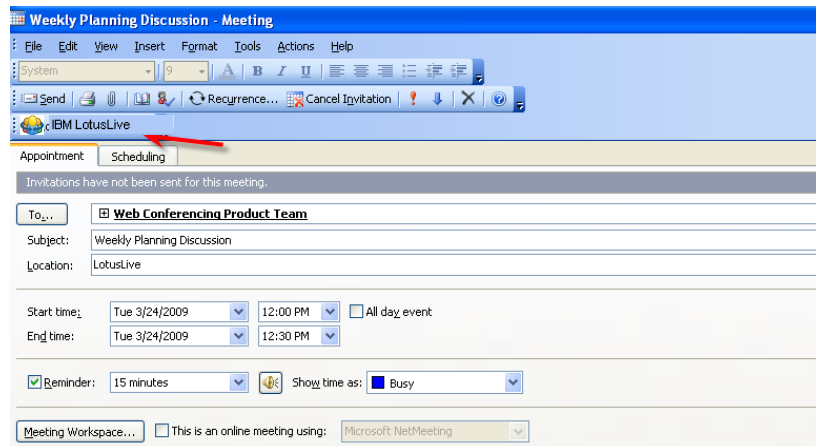


- 4 Select **Microsoft Outlook Conference Scheduling Add-On** during installation.



## SCHEDULING A CONFERENCE WITH OUTLOOK

- 1 Access the scheduling feature of Outlook and select **LotusLive** from the Outlook conference toolbar.



- 2 On the web tab of the Web Conference Details window, choose the option **Use Permanent Conference Code\*** or **Use One-time Conference Code**.

\* The Conference Code is a participant access code. Most commonly, your Reservationless-Plus conference code is used.

**Web Conference Details**

Web Audio

To add web conference with permanent Conference Code:  
 1. Select first option and enter your permanent Conference Code.  
 2. Click [OK] button to add the web conference's join URL to the body of your meeting request.

To add web conference with one-time Conference Code:  
 1. Select second option and put in memo fields if needed.  
 2. Select Send Email Report to receive an e-mail with session details upon its completion.  
 3. Click [OK] button to add the web conference's join URL to the body of your meeting request.

**Use Permanent Conference Code**  
 Permanent Conference Code:

**Use One-time Conference Code**  
 One-time Conference Code:   
 Memo 1:   
 Memo 2:   
 Send E-mail Report:

More Help OK Remove Cancel

- 3 If you select **Use One-time Conference Code**, you can enter optional descriptions or identifiers for the conference in the two memo fields, **Memo 1** and **Memo 2**. This information is saved with the conference history for use in detailed billing or other reports.
- 4 Check the box and provide an e-mail address if you want to receive a detailed usage summary at the conclusion of the conference.
- 5 Select **OK** to close the Web Conference Details window.

**Web Conference Details**

Web Audio

To add web conference with permanent Conference Code:  
 1. Select first option and enter your permanent Conference Code.  
 2. Click [OK] button to add the web conference's join URL to the body of your meeting request.

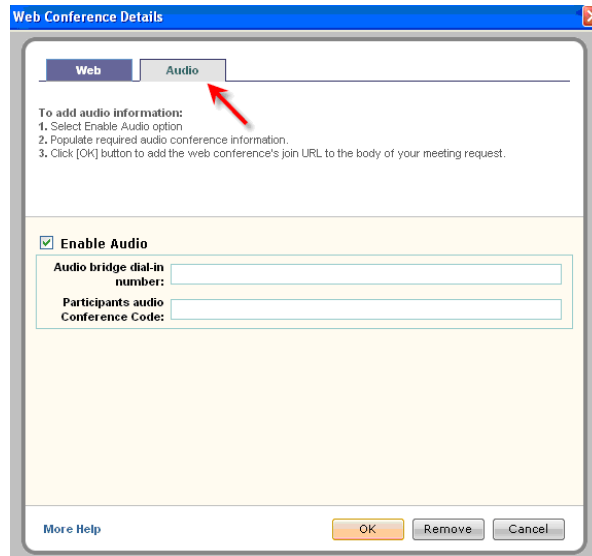
To add web conference with one-time Conference Code:  
 1. Select second option and put in memo fields if needed.  
 2. Select Send Email Report to receive an e-mail with session details upon its completion.  
 3. Click [OK] button to add the web conference's join URL to the body of your meeting request.

**Use Permanent Conference Code**  
 Permanent Conference Code:

**Use One-time Conference Code**  
 One-time Conference Code:   
 Memo 1: Focus on Invoicing  
 Memo 2: 2nd Discussion  
 Send E-mail Report:

More Help OK Remove Cancel

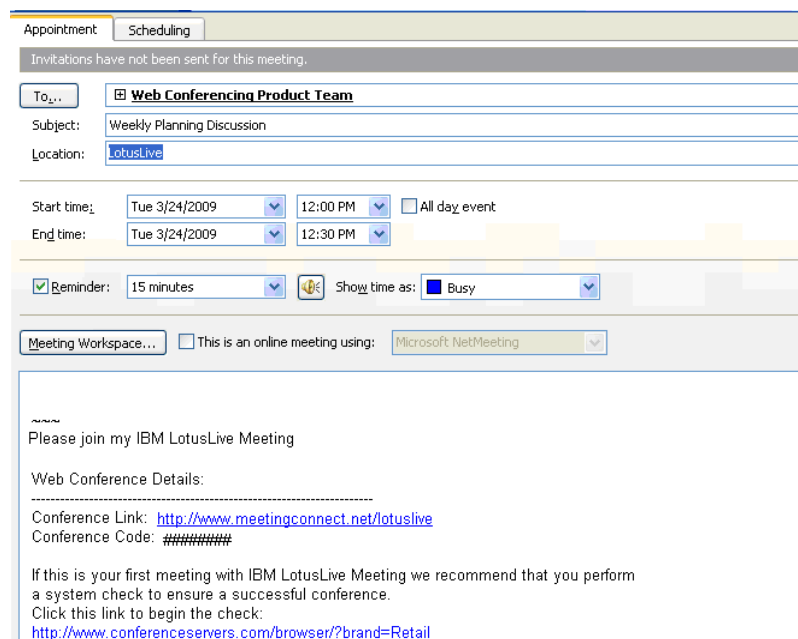
- 6 On the Audio tab of the Web Conference Details window, select **Enable Audio**. Enter your audio conferencing information.



## 7 Select **OK**.

The web and audio conference details are inserted into the body of the conference request. The text includes a link for users to join the conference.

## 8 Select **Send** from the Outlook toolbar to forward the invitation to participants.



## LOGGING IN AS PRESENTER

If you scheduled an Outlook conference reminder, select **Open Item** in the reminder to open the invitation and display the conference details. You can also select the conference in the Outlook calendar to open the invitation and display the conference details.

- 1 Select the meeting link in the invitation to join.
- 2 Complete the **Start a Meeting** log-in form
- 3 Select **Start**.

*Host a Meeting*

\*User login:

\*Password:

\*Name:

Company:

E-Mail:

**ENTER YOUR AREA CODE AND PHONE NUMBER**  
*System dials you once the web meeting starts.*

System dial-out for U.S. and Canada only. Dial into the audio conference if outside these countries

**Host**

## LOGGING IN AS PARTICIPANT

- 1 Select the meeting link in the invitation to join.
- 2 Complete the **Join a Meeting** log-in form.
- 3 Select **Join**.

*Join a Meeting*

\*Conference Code:

\*Name:

Company:

E-Mail:

**ENTER YOUR AREA CODE AND PHONE NUMBER**  
*System dials you once the web meeting starts.*

System dial-out for U.S. and Canada only. Dial into the audio conference if outside these countries

**Join**

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