

Outlook® Plug-In

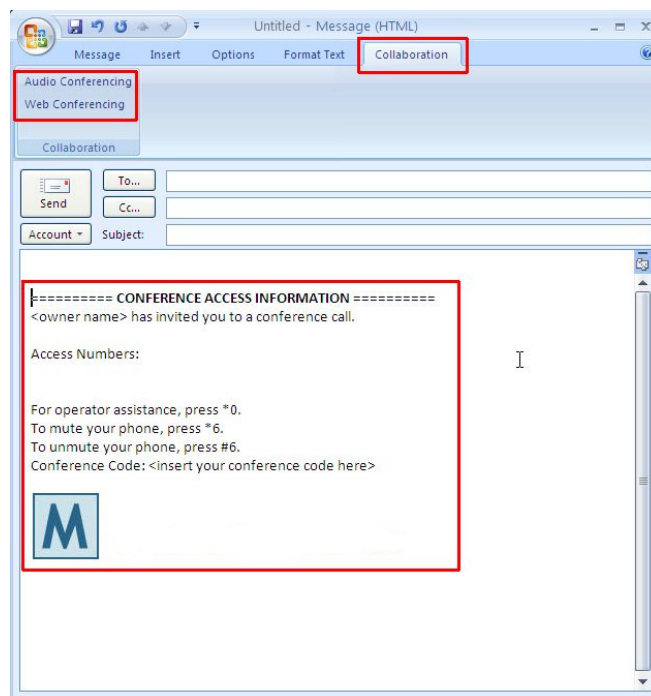


Scheduling conference calls and always typing in the same dial-in number and conference ID can be a bit tedious, especially when you're in a hurry. That's why we provide an easy way to include your Reservationless-Plus® and web conferencing information in your Outlook meeting invitations.

With a single click, your conferencing details are automatically inserted into an email, making scheduling your meetings a snap. By using a plug-in, you can quickly and easily create, edit and schedule meetings with pre-defined conferencing information right from your Outlook toolbar.

By using the Outlook plug-in you can:

- + Create one-click access to conferencing information using buttons in your emails toolbar and the Outlook meeting invitation window.
- + Easily add audio or web conferencing information, including conference dial-in numbers, passcodes and web conference URLs, to your Outlook emails and meeting invitations.
- + Send meeting requests via your Outlook iCalendar allowing attendees to accept, decline or tentatively accept the meeting invitation.



Visit <http://www.meetingconnect.net/files/outlook-plugin.msi> to download the Outlook Plug-In today. For complete set up details, refer to the Outlook Plug-In User Guide.