

**GETTING STARTED GUIDE** 

Software 1.0 | July 2015

# Prime Call Cloud MeetMe 2.0

Microsoft<sup>®</sup> Outlook<sup>®</sup> Add-In for Scheduling Meetings





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# **Schedule Video Meetings with Outlook**

The Microsoft<sup>®</sup> Outlook<sup>®</sup> add-in for scheduling meetings lets you invite participants to your Prime Call Cloud MeetMe 2.0 virtual meeting room (VMR) using your email and calendar software.

## **Software Requirements**

The Outlook add-in requires the following versions of Microsoft Office and Windows®.

#### **Outlook Add-In Software Requirements**

Software	Version	
Microsoft Office	<ul> <li>Office 2013</li> <li>Office 2010</li> <li>Office 2007</li> <li>(Note: The Outlook add-in is not supported by Outlook for Mac<sup>®</sup>)</li> </ul>	
Microsoft Windows	<ul><li>Windows 8</li><li>Windows 7</li></ul>	



Note: Enterprise User License required

You need an Enterprise User License (EUL) to use the Outlook add-in.

### Install the Outlook Add-In

To install the Outlook add-in, you need to first download it from the MeetMe 2.0 portal (my.pcmm.vc).

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#### Troubleshooting: Installing the add-in with Office 2007

Using the add-in with Office 2007 requires Visual Studio and Visual C++ Redistributable. If you do not have these prerequisites, you will be prompted to install them and restart the add-in installation.

#### To install the Outlook add-in:

- 1 Go to my.pcmm.vc and log into the portal.
- 2 Select **Download** on the top right of the portal home page.

	Meeting	Endpoint	Download
Garret Kirkla	nd's VIv	1R	
change	moom		

3 Choose Download underneath the Outlook add-in logo.

A Setup.exe file downloads to your hard drive.

- 4 Open the setup file to begin installing the add-in.
- 5 Enter the following information in the first screen of the Outlook Add-in Setup Wizard dialog box:
  - User name: <your video address>
  - Password: <your service password>

t <del>,</del>	Outlook Add-in Se	tup Wizard	x
w	elcome to the Ou	tlook Add-in Setup Wizard	
	Personal Video A	ccount	
	User name:	username@company.com	
	Password:	••••••	
		Proxy settings	
		< Back Next > Cancel	]

- 6 Click Next, and click Next again on the following Ready to Install dialog box.
- 7 When the Installation completed screen appears, click OK, and restart Outlook.

The Outlook add-in should appear on the top toolbar in Outlook.



#### Note: Outlook add-in automatically checks for updates

When you are using Outlook and have an Internet connection, the add-in automatically notifies you if a new version of the software is available.

### **Schedule a Video Meeting**

The Outlook add-in lets you schedule a meeting and invite participants to your VMR in much the same way that you schedule other meetings through Outlook.



#### Note: Different user interface depending on Office version

The Outlook add-in user interface is roughly the same if you are using Office 2013 or Office 2010 but looks different with Office 2007. The figures in the following instructions are from Office 2010.

#### To schedule a video meeting using the Outlook add-in:

- 1 From the Outlook **Home** tab, do one of the following:
  - > Click the **Polycom Powered** logo.
  - > Click the New video Meeting dropdown menu and select New video meeting.



Either option creates a meeting invite that contains prepopulated information about how participants can join.

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File	Meeting	Insert Format Text	Review	۵ (3
Delete	Calendar G Forward * OneNote Actions	Appointment Scheduling Show	Live Conference Live Conference Conference Conference Live Conference Live Con	Zoom Start Zoom Ink
<ol> <li>Invit</li> </ol>	tations have not	been sent for this meeting		
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Send	То"	Dave Davos <dave.dave< td=""><td>ss@company.com&gt;; 🗌 Martha Miller <martha.miller@company.com></martha.miller@company.com></td><td></td></dave.dave<>	ss@company.com>; 🗌 Martha Miller <martha.miller@company.com></martha.miller@company.com>	
	S <u>u</u> bject:	Leadership Meeting		
	Locat <u>i</u> on:	Jon Doe's VMR		▼ Roo <u>m</u> s
	Start time: Fri 5/22/2015 • 11:00 AM • 🔲 All day egent			
	En <u>d</u> time:	Fri 5/22/2015	* 11:30 AM *	
Тој	oin the me Videoconfe Microsoft L Telephone	eting erence ync	ion doe vmr@rpc.vc 01234567@vmr.vc +1 (888)7654321 (for other countries see below)	
	Conferenc	e Code	01234567#	
Clic	<u>k here</u> to co	nnect using your br	owser or for other dial-in options, or copy this link into your browser: https://my.rpcloud.vc/meet/01234567	V

- **2** Add the following information to the meeting invite:
  - > Participants' email addresses
  - > Start and end time of the meeting
  - > (Optional) Other relevant meeting information in the body

3 Click Send.

Your meeting information is sent to the invited participants and also appears in your calendar.

## **Manage Your Account**

The Outlook add-in also has options for managing your RealPresence Cloud account.

To update your service credentials:

- 1 From the Outlook Home tab, click the New video Meeting dropdown menu.
- 2 Select Account.
- 3 Update your service credentials in the Video meeting dialog box.

Video meeting		×
Account Information		
Email or Username:	jon.doe@rpc.vc	
Password:	•••••	
		Save Cancel

To view add-in and service support information:

- 1 From the Outlook Home tab, click the New video Meeting dropdown menu.
- 2 Select About.

An **About** dialog box appears with version information about the add-in and options for getting service support.