Prime Call
PROFESSIONAL SERVICES

Prime Call Cloud MeetMe 2.0

Microsoft® Outlook® Add-In for Scheduling Meetings

SOLUTIONZ
CONFERENCING, INC.

Contents

Schedule Video Meetings with Outlook

The Microsoft® Outlook® 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	- Office 2013 - Office 2010 - Office 2007 (Note: The Outlook add-in is not supported by Outlook for Mac®)
Microsoft Windows	- Windows 8 - Windows 7

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*).

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.
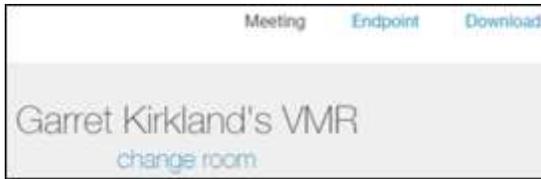
3   Choose **Download** underneath the **Outlook add-in** logo.

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>***
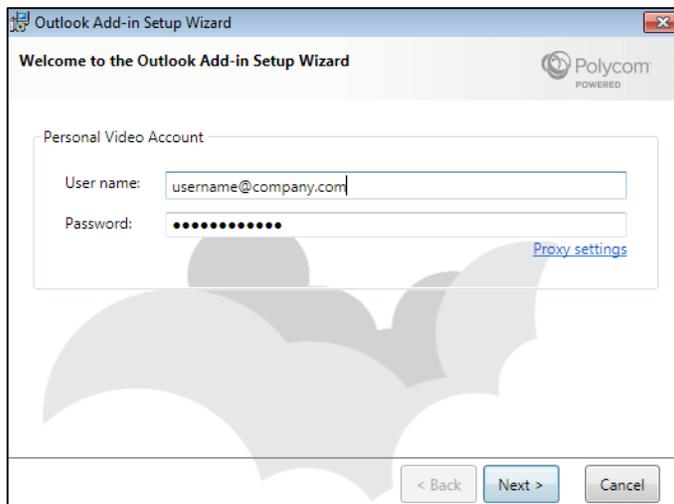
6   Click **Next**, and click **Next** again on the following **Ready to Install** dialog box.

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.
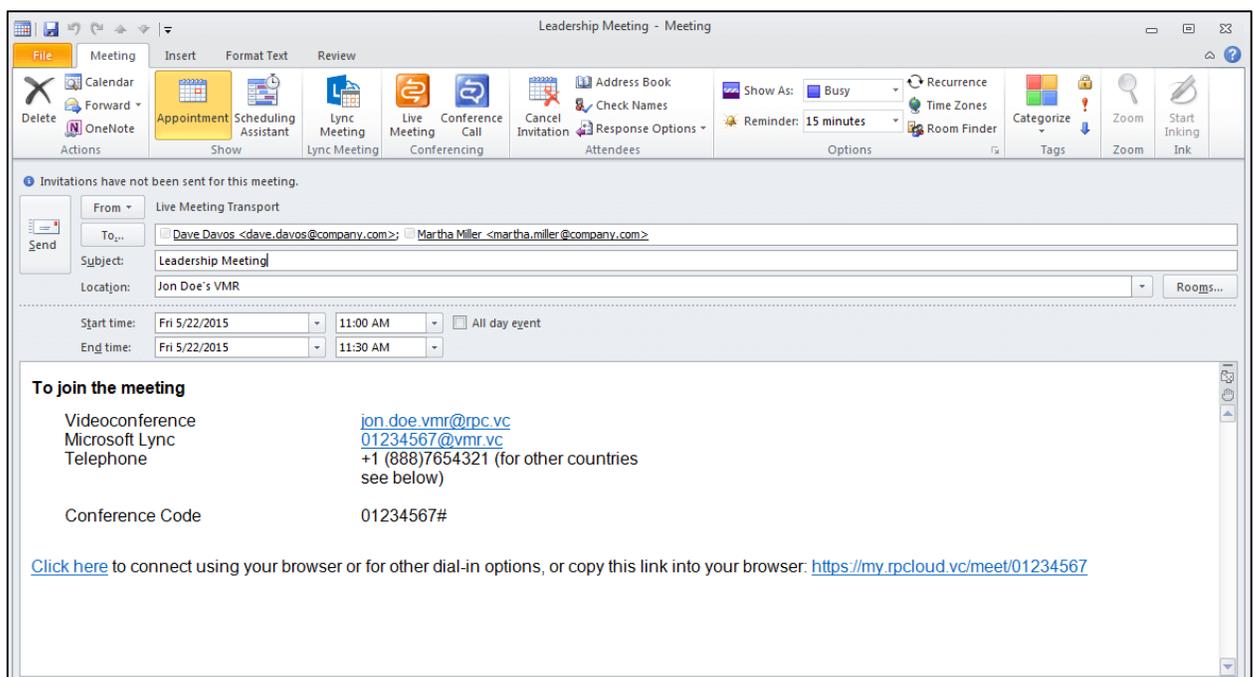
2 Add the following information to the meeting invite:

➢ 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.
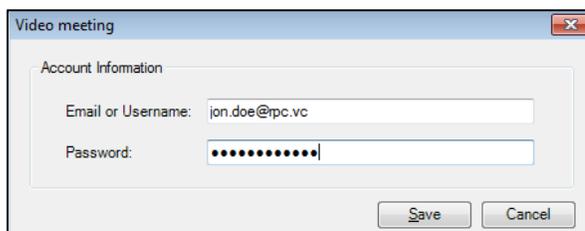
To view add-in and service support information:

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.