

# INTEGRATED CONFERENCE MANAGER

## Scheduling Your Conference with Outlook

Schedule your conference with Microsoft® Outlook®.

### Install the Outlook Add-In

Before you use Outlook to schedule a conference for the first time, download and install the Outlook Add-In (you must have administrative privileges on your PC).

**Step 1.** Close all Outlook windows and exit Outlook.

**Step 2.** From the My Conferences page, click **My Account**.

**Step 3.** Click **Outlook Add-In**. The Install Outlook Add-In window appears.

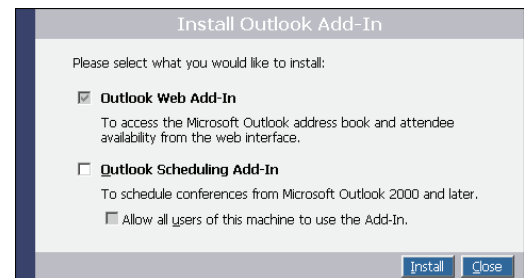
**Step 4.** Select the **Outlook Scheduling Add-In** checkbox.

**Step 5.** Click **Install**.

If a security warning appears, click **Yes** to continue the installation.

**Step 6.** When the installation is complete, click **Close**.

**Step 7.** Launch Outlook to complete the installation.



### Configure Outlook Options

Outlook stores your Conference ID, PIN, and conferencing system URL so you can schedule conferences without authenticating.

**Step 1.** In Outlook, select **Tools > Options**.

**Step 2.** Click the **Options** tab.

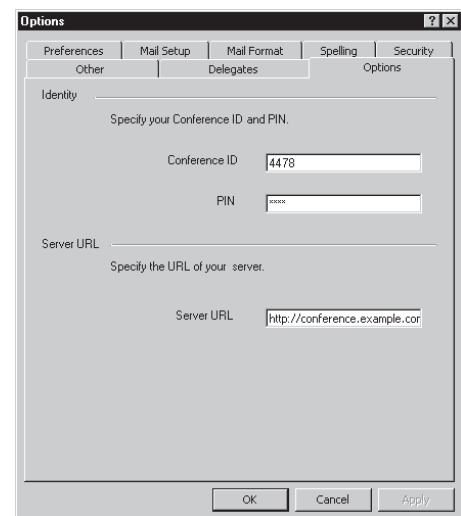
**Step 3.** Enter your **Conference ID** and **PIN**.

**Step 4.** If necessary, edit the **Server URL**.

The Server URL defaults to the server from which you downloaded the Outlook add-in.

**Step 5.** Click **OK** to save your changes.

If you change any of this information within ConferenceManager, you must make the same changes in Outlook.



## Create a New Meeting

- Step 1. In Outlook, click **ICM Conference** on the toolbar or choose **File > New > ICM Conference**.
- Step 2. Complete the **Appointment** and **Scheduling** tabs as you normally would in Outlook. Outlook passes the necessary scheduling information to ConferenceManager: invitees, conference subject, conference time (start time, duration, and time zone), and recurrence.
- Step 3. Click the **ICM** tab.

## Complete the Conference Details Tab

- Step 1. Complete the fields as necessary; only the **Audio** and **Web** fields are required.

Field	Description
Audio	Select <b>Audio</b> and enter the number of audio ports to reserve.
Record Audio	Select <b>Record Audio</b> to record the audio portion of the conference for future download or playback.
Web	Select <b>Web</b> and enter the number of ports to reserve.
Port Availability	Click <b>Port Availability</b> to view the number of available ports by date and time.
Create PINs	Select to generate a unique PIN for each conference participant.
Description	Enter a conference description for email invitations.
Conference Password	To require a password for conference entry, enter a 4-8 digit password.
Account Code	Assign a 2-15 digit account code to the conference.
Preferences	Click to override defaults for this conference only.

- Step 2. Click **Send**.

