

BroadData Unified Meeting

Quick Start Guide for Outlook Calendar

INSTALL UNIFIED MEETING (SKIP THIS STEP IF UNIFIED MEETING HAS ALREADY BEEN INSTALLED)

Note: Before proceeding with the following steps, please ensure that you have administrator rights to perform the download and installation.

- 1 Go to the web page URL found in your welcome email.
- 2 **Download & Install Unified Meeting.**
- 3 Simply follow the download wizard and you'll have everything you need to schedule and run effective online meetings.

SCHEDULING A MEETING IS AS SIMPLE AS... 1-2-3!

- 1 Double-click the specific meeting time in your Outlook calendar.
- 2 Enter the subject and click **Unified Meeting**.
- 3 Click the Scheduling tab, invite participants and send!

Project Meeting - Appointment

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... Invite Attendees

Unified Meeting

Subject: Project Meeting

Location: Join using Unified Meeting

Start time: Thu 10/15/2009 1:30 PM All day event

End time: Thu 10/15/2009 2:00 PM

Reminder: 15 minutes Show time as: Busy

You have been invited to a meeting using Unified Meeting

Join the meeting and be automatically dialed.
https://lobby.mc.icmf.net/lobby/start_meeting.asp?ba=300000732&strLoain=993770&strCC=GB

Need help? Contact tech support - available 24/7
http://www.meetingconnect.net/unified-meeting/index_unified-meeting-techSupport.php

Need to present? Install full version - only necessary for presenter capabilities and/or desktop video
http://content1.01.mcf.net/lobby/start_meeting/installer/install.asp?ba=300000732

Not on the web? Phone-only access:

United States
Toll Free
Toll (303) 567- 9844

Conference code: 993770#
If you are the moderator, enter your leader PIN.

Additional conference dial-in numbers:
(Can't see the complete list? [View all telephone numbers](#))

START AND JOIN MEETINGS

- 1 Open the appointment in your Outlook Calendar. The meeting access information will appear in the body of the appointment.
- 2 To join the meeting, the moderator and participants click their respective links to join the meeting.
- 3 Unified Meeting will prompt moderators and participants to enter telephone numbers to be automatically dialed or choose to dial into the meeting.

Quick Start

You are joining meeting: 6802846

Please enter your display name:

How are you joining the meeting?

Dial Me Now (Be prepared to answer your phone)

Select your telephone number or select a country and enter a new telephone number with area code:

Country: United States (1) Telephone Number: enter number here Ext. (optional):

Already Dialed In

Dial In Now

Join Meeting Cancel