

# BroadData Unified Meeting Participant Invitation Options



With Unified Meeting you have several different, easy-to-use Participant invitation options:

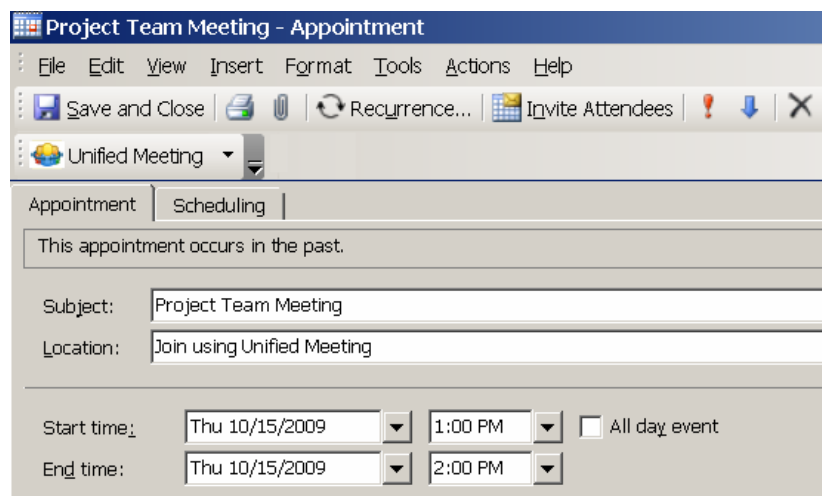
- **Microsoft Outlook** – When you install the Unified Meeting client you have the option of including an Outlook Calendar Tool. Use the integrated Unified Meeting Outlook button to schedule Unified Meetings and invite your Participants.
- **Unified Meeting Client** – If you want to schedule your Unified Meetings using the Unified Meeting desktop client, the scheduling wizard will create and send Participant invitations for you.
- **Unified Meeting Web Site** – For on-the-fly Unified Meetings or if you don't want to use Outlook or the Unified Meeting Client to schedule meetings, simply direct your Participants to go to **one of the following** and click on **Join A Meeting**:
  - <http://broaddata.conferencing.com/um/> (if you are a pay per minute customer)
  - <http://broaddataweb.conferencing.com/umgo/> (if you are an unlimited use monthly cost named user customer)
  - The Unified Meeting URL from your Welcome Email (if you have a branded unlimited use named user site)
- **Unified Meeting Quick Invite** - You can quickly invite Participants to your Unified Meetings using the Quick Invite feature during a Unified Meeting. After you have initiated a Unified Meeting, click on Quick Invite and follow the prompts to have the Unified Meeting service send an immediate email invitation to Participants.
- **Instant Messenger** – You can quickly invite Participants to your Unified Meetings using an instant messenger. Unified Meeting is fully integrated with a variety of instant messenger programs. After you have initiated a Unified Meeting, click the Meeting drop-down and select Meeting Options then click Instant Messenger and the corresponding check boxes to invite Participants with the instant messenger of your choice.

**See the following pages for detailed descriptions of each option.**

## Microsoft Outlook

WHEN YOU INSTALL THE UNIFIED MEETING CLIENT YOU HAVE THE OPTION OF INCLUDING AN OUTLOOK CALENDAR TOOL. USE THE INTEGRATED UNIFIED MEETING OUTLOOK BUTTON TO SCHEDULE UNIFIED MEETINGS AND INVITE YOUR PARTICIPANTS WITH MICROSOFT OUTLOOK


- 1 Open an appointment time in your Outlook Calendar, then click **Unified Meeting**. The meeting access information will appear in the body of the appointment.
- 2 Your Outlook meeting invitation will be automatically populated with meeting access links for you and your participants.




- 3 To join the meeting, the Moderator and Participants click their respective links in the meeting invite.
- 4 Unified Meeting will prompt Moderators and Participants to enter their telephone numbers to be automatically dialed or choose to dial into the meeting.
- 5 Unified Meeting then dials out to both moderators and participants to begin the meeting if the Dial Me Now option is selected.

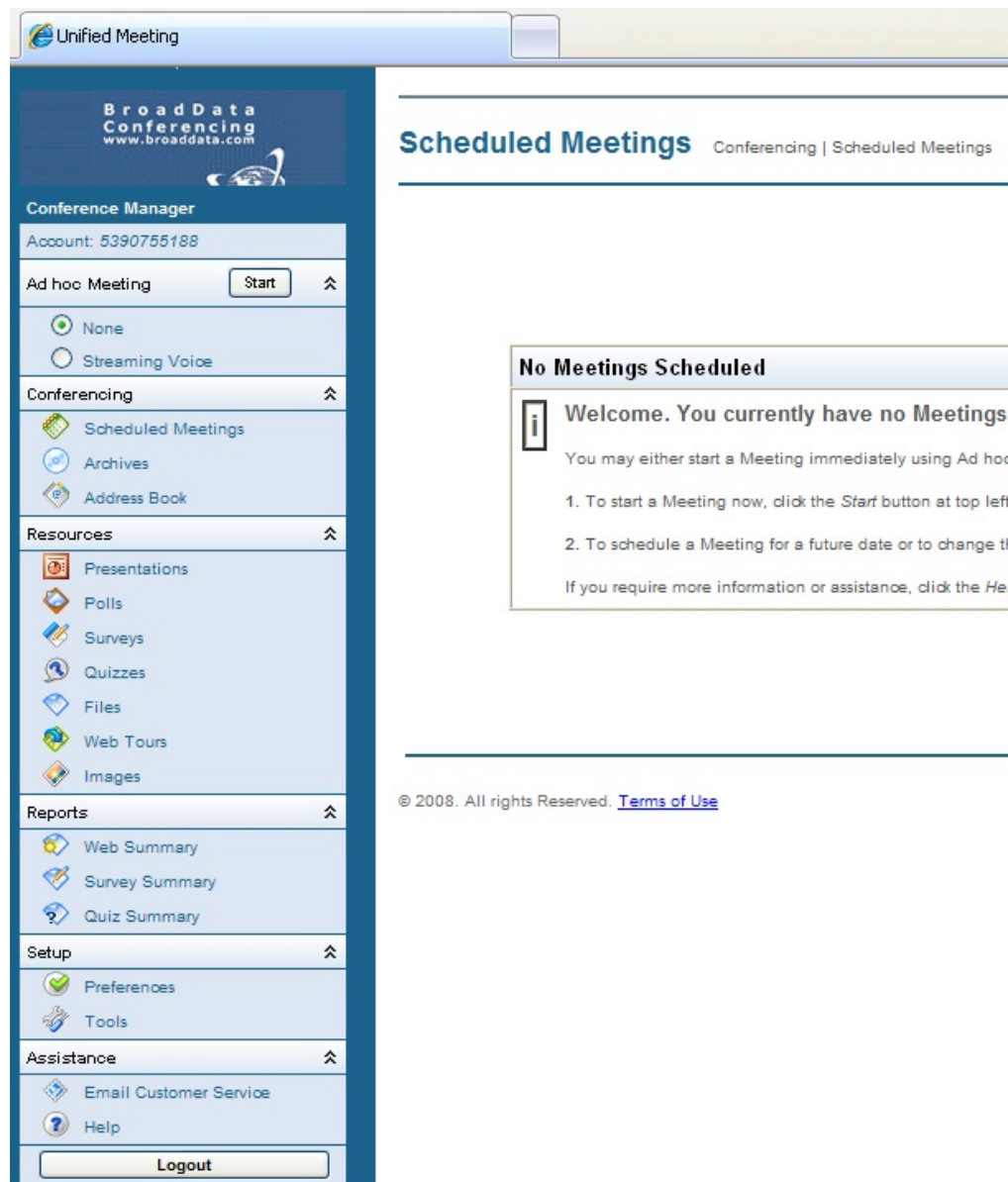


## Unified Meeting Client

The Unified Meeting desktop icon  is automatically populated in your taskbar when you install the Unified Meeting application.



- 1 To schedule a Unified Meeting and invite participants, right click the Unified Meeting desktop icon  located in your taskbar and select **Enter Conference Manager**. A browser window will open with your Unified Meeting interface.



Unified Meeting

BroadData Conferencing  
www.broaddata.com

Conference Manager

Account: 5390755188

Ad hoc Meeting  ⤴

None  
 Streaming Voice

Conferencing ⤴

- Scheduled Meetings
- Archives
- Address Book

Resources ⤴

- Presentations
- Polls
- Surveys
- Quizzes
- Files
- Web Tours
- Images

Reports ⤴

- Web Summary
- Survey Summary
- Quiz Summary

Setup ⤴

- Preferences
- Tools

Assistance ⤴

- Email Customer Service
- Help

### Scheduled Meetings

 Conferencing | Scheduled Meetings

#### No Meetings Scheduled

**i** Welcome. You currently have no Meetings


You may either start a Meeting immediately using Ad hoc

1. To start a Meeting now, click the *Start* button at top left
2. To schedule a Meeting for a future date or to change the

If you require more information or assistance, click the *He*

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- To see a list of your scheduled meetings, expand the **Conferencing** section of the left panel, and then click **Scheduled Meetings**.

**Scheduled Meetings** Conferencing | Scheduled Meetings [Need Help? Find More Information](#) 

[Schedule a Meeting](#)

<input type="checkbox"/>	Start Time	Meeting	Web Room Password	Invitations
Start or Manage Current Scheduled Meetings:				
<input type="checkbox"/>	<a href="#">Start</a> <a href="#">Edit</a>	Tues. Dec. 2, 2008 10:30am 1 hour(s) 0 minutes	test	
Manage Future Scheduled Meetings:				
<input type="checkbox"/>	 <a href="#">Edit</a>	Next Occurrence: Wed. Dec. 3, 2008 12:45pm 1 hour(s) 0 minutes	discussions	

[Delete](#) Checked Meetings

- Click **Schedule A Meeting** to start the Schedule A Meeting wizard. Complete the 5-step wizard to schedule your Unified Meeting and send participant invitations.

Step 1: Date and Duration | Step 2: Participants | Step 3: Invitations | Step 4: Security | Step 5: Resources

Meeting Topic:  (Optional. Maximum 64 characters)

Current Time Zone: Eastern Time (US and Canada) (GMT -05:00)

Meeting Start Date/Time: December 9, 2008 10:45 AM

Meeting Duration: 60 min (Approximate)

[Recurrence](#) No recurrence options are set up for this meeting.

Meeting Type: Web and Voice

[Next >](#) [Finish](#) [Cancel](#)

- 4 Participants will receive an email invitation with a join link and dial-in information.

### Unified Meeting Invitation

**When:** Thur. Apr. 29, 2010 05:03 PM Eastern Time (US and Canada) (Daylight savings time GMT -04:00)

**To JOIN the meeting and be automatically dialed,** [click here](#).

If you do not already have the Unified Meeting application, [click here to install](#).  
*(required for presenter capabilities and/or desktop video)*

#### **Not on the web?**

Telephone-ONLY access:

1. Dial the toll free number or the number closest to your location (see list below)
2. Enter the conference code: 5027219690#
3. If you are the moderator, enter your leader PIN

[Click here](#) for 24x7 Technical Support telephone numbers .

#### **Conference Dial-In Telephone Numbers:**

##### **United States**

- Toll Free: (888) 861-0198

- Toll: (206) 445-0109



## Unified Meeting Web Site

Use the Unified Meeting web site for on-the-fly Unified Meetings if you don't want to use Outlook or the Unified Meeting Client to schedule meetings.

Simply direct your Participants to go to **one of the following**:

- <http://broaddata.conferencing.com/um/> (if you are a pay per minute customer)
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- The Unified Meeting URL from your Welcome Email (if you have a branded unlimited use named user site)

and click on the **Join A Meeting** button



## Unified Meeting

*A Simple Way to Have Online Meetings*

### ▶ Getting Started

#### 1. Install Unified Meeting

Moderators must complete a one time install of the Unified Meeting application. When you run this .exe, you'll be prompted to enter the user login and password provided in your welcome email.

Participants may choose to install the application or join via browser-only.

[Download ▶](#)

#### 2. Schedule, Host or Join a Meeting

Schedule a meeting using the button in your calendar or start an instant meeting by clicking the icon in your taskbar. Join meetings via an email or IM invite or by clicking the Join a Meeting button.

#### *Need Help?*

Contact us at 877.549.3137 or +1 303.928.3344 or email [umsupport-us@meetingconnect.net](mailto:umsupport-us@meetingconnect.net)

[Download & Install ▶](#)

[Host a Meeting ▶](#)

[Join a Meeting ▶](#)

#### More Info

[User Guide](#)

[System Requirements](#)


[Audio Commands](#)

[Outlook Quick Start Guide](#)

[Start Instant Meeting Guide](#)

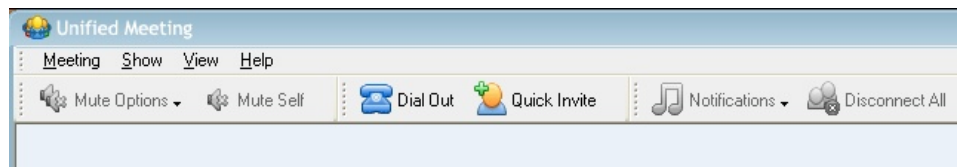
## Unified Meeting Quick Invite

You can quickly invite Participants to your Unified Meetings using the Quick Invite feature during a Unified Meeting.

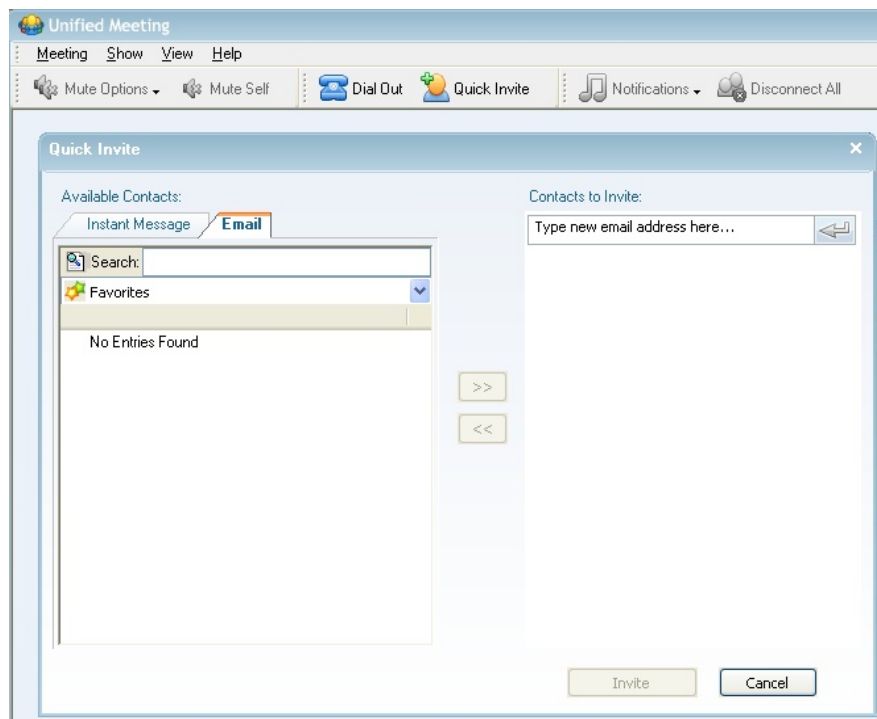
- 1 Once you have installed Unified Meeting, click the desktop icon  in your taskbar and select **Start Meeting**.



- 2 Click the **Quick Invite** button



- 3 Select email addresses from your available contacts list on the left or type in new email addresses on the right and then click **Invite**





- 4 Participants will receive an email invitation with a join link and dial-in information.

### Unified Meeting Invitation

**When:** Thur. Apr. 29, 2010 05:03 PM Eastern Time (US and Canada) (Daylight savings time GMT -04:00)

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## Instant Messenger

You can quickly invite Participants to your Unified Meetings using an instant messenger. Unified Meeting is fully integrated with a variety of instant messenger programs.

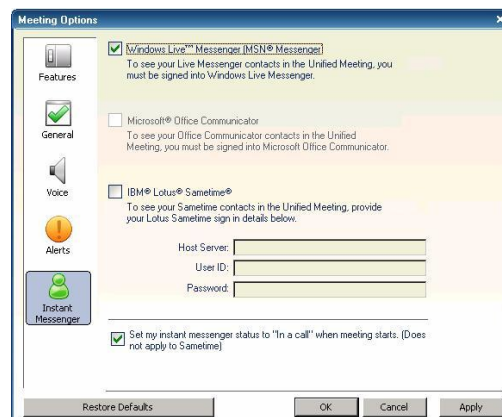
1. Once you have installed Unified Meeting, click the desktop icon  in your taskbar and select **Start Meeting**.



2. Click the Meeting drop-down menu and select **Meeting Options**.



3. Click **Instant Messenger**, then the corresponding check boxes to integrate with Windows Live Messenger and/or Microsoft® Office Communicator.



4. To integrate with Lotus Sametime, check the corresponding box and enter your host name, communication port, user ID and password. Click **OK** to save the setting.

Log In to Sametime

Lotus Sametime 7.5

IBM

**Welcome to Sametime**

Please enter your username and password for the default Sametime community.

Community:

User name:

Password:

*Note: Your instant messenger program must be running while performing the instructions above and to send invites to your Unified Meeting participants.*