

OUTLOOK AND LOTUS NOTES INTERGRATION

# InterCall Unified Meeting

## Why Click 2 Start?

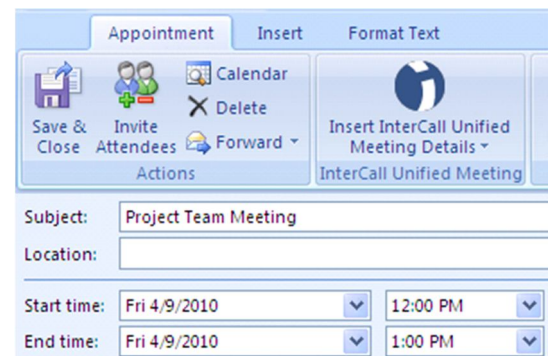


### Your day runs on your Outlook or Lotus Notes Calendar so why not use it to organize your meetings with InterCall Unified Meeting?

Read on to find out how you can take advantage of the tools at your fingertips to save time and hassle when scheduling your next meeting using InterCall Unified Meeting<sup>®</sup>.

### One click to schedule your meeting

Schedule and invite participants to meetings as you normally do but add one more click to automatically insert your InterCall Unified Meeting information into your meeting invitation. Simply click InterCall Unified Meeting to eliminate the hassle of manually entering all the "how to join" information InterCall Unified Meeting will add it for you!



### Two clicks to start your meeting

Stop the dialing—in this instance, it is ok to be lazy!

At the time of your meeting, just click the JOIN link in your Outlook or Lotus Notes Calendar appointment and choose to have InterCall Unified Meeting dial your phone automatically at a number you designate.



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There's no need to remember your dial-in number, user login or password. How easy is that? Try it once and you'll be hooked!

### It's just as easy for participants

Participants only have to click the JOIN link in the Outlook or Lotus Notes invitation you sent them and InterCall Unified Meeting dials them, too!

**This easy-to-use feature means you don't have to waste valuable meeting time waiting for participants who have misplaced their connection details or don't know which number to use. InterCall Unified Meeting gets them in quickly and easily. All the information they need is right there in their invitations.**

