

OUTLOOK INTEGRATION

InterCall Unified Meeting

Outlook Calendar Integration



InterCall Unified Meeting lets you quickly and easily bring people together, from anywhere in the world.

They can see what you want to show them, hear what you have to say and interact in order to learn, collaborate and make decisions. Below you will find helpful tips to easily schedule your meetings using Microsoft Outlook®.

Outlook Calendar Tool

InterCall Unified Meeting® has tight integration with Outlook to make it easy to schedule meetings and distribute your access information.

- InterCall Unified Meeting “plug-in” button – one click is all it takes to insert your meeting information.
- Auto-populates customizable invite text (e.g., font, size, color, etc.) – you can make your invitation your own.
- Simplifies scheduling a meeting – no more searching for and mistyping your conference details.

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 **InterCall Unified Meeting**.
 - a. Invite text auto-populates and can be edited/customized
3. Click the Scheduling tab, invite participants and send!

