

# LotusLive: Meetings

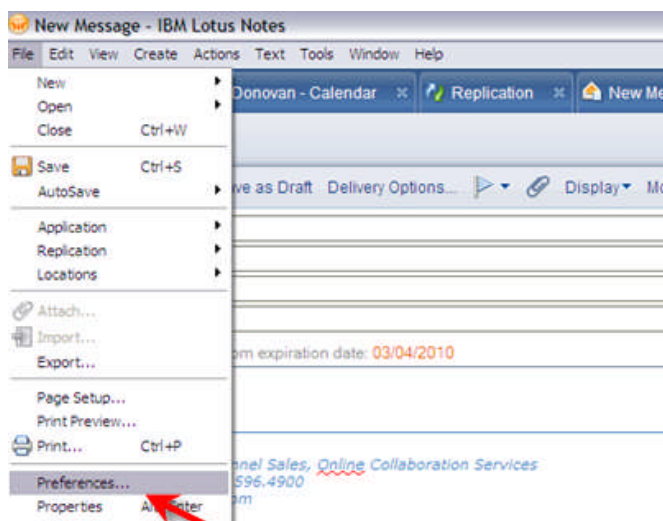
## Lotus Notes Integration

Getting started with IBM LotusLive: Meetings, offered by InterCall, is even easier when you use Lotus Notes integration.

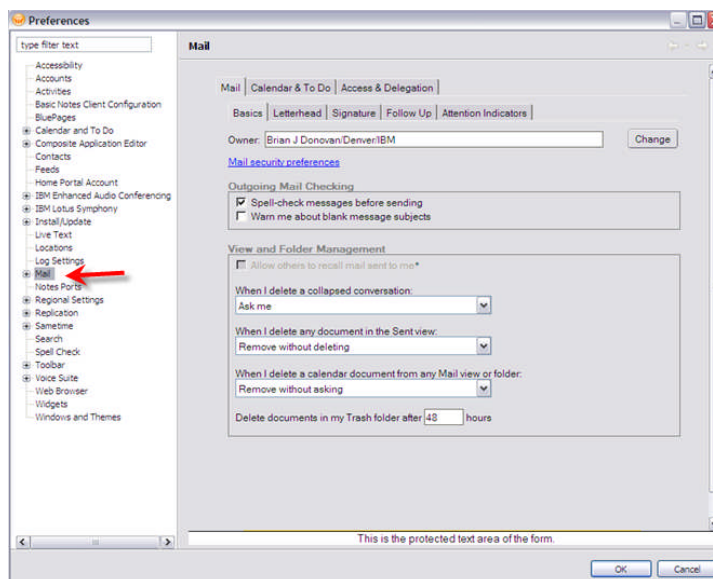
The LotusLive: Meetings tab allows presenters to schedule LotusLive conferences using Lotus Notes version 8.0 or higher.

### To integrate with Lotus Notes 8.0 or higher:

- 1 Within Lotus Notes, select **File** and **Preferences**.



- 2 Select **Mail** from the left hand column.



### For more information:

In the U.S.:  
800.374.2441  
www.intercall.com  
info@intercall.com

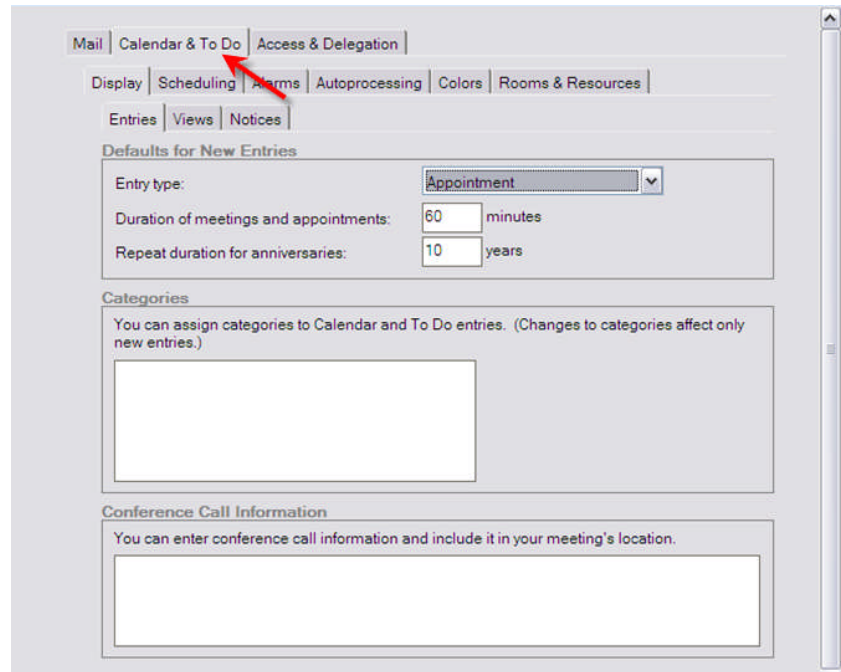
In Canada:  
877.333.2666  
www.intercall.ca

 InterCall is a subsidiary  
of West Corporation

AAP/EOE

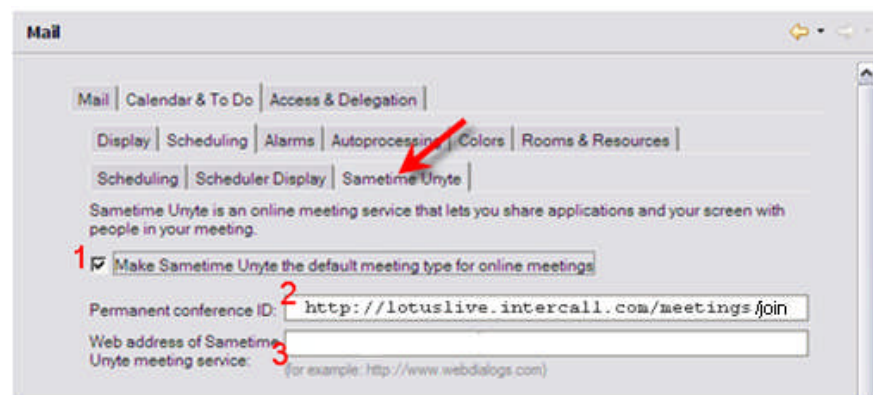
**Note: LotusLive: Events does not synchronize with Lotus Notes. With LotusLive: Events, all scheduling takes place from within the LotusLive: Events scheduling pages.**

- 3 Select **Calendar & To Do**.

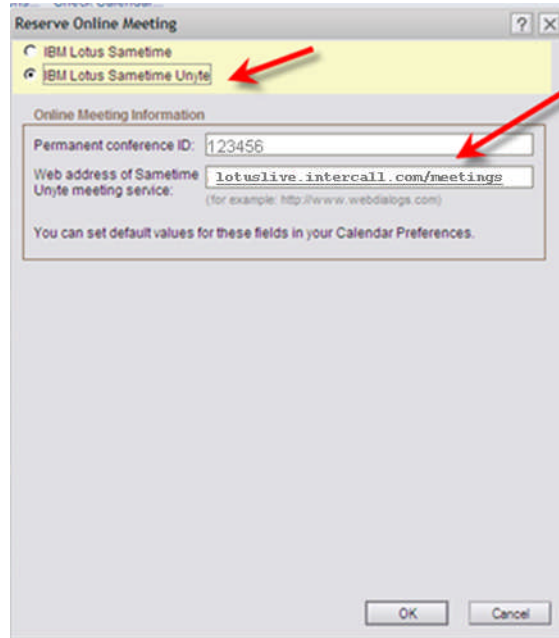


- 4 Select **Scheduling** followed by the Sametime Unyte tab.

- 1. Check **Make Sametime Unyte the default meeting type for online meetings**.
- 2. Enter your LotusLive: Meetings conference code in the Permanent ID field.
- 3. Enter the Web Address (URL): <http://lotuslive.intercall.com/meetings/join>.

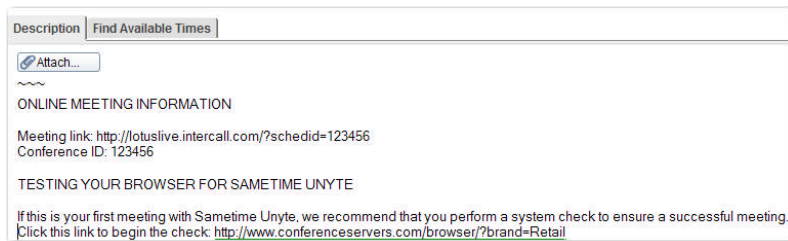


- 5 Select **OK** in the right hand corner and exit the Preference screen.
- 6 Select **Schedule a Meeting**. The Online Meeting section will now display.

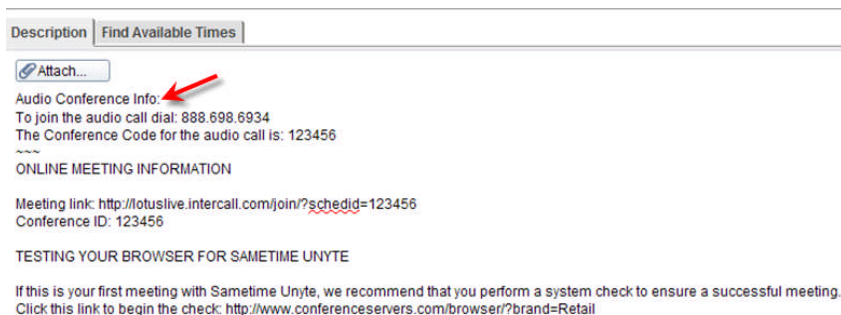


7 Select **OK**.

The web conference details are inserted into the body of the conference request. The text includes a link for users to join the conference.



8 You must manually add your Audio Conferencing details provided by InterCall to the invitation so participants can also access the audio portion of your meeting



**IBM LotusLive: MEETINGS**

For product support & resource material, go to the [resources page](#).

**Join a Meeting**

*\*Required fields:*

\*Conference Code

\*Name

Company

E-Mail

**ENTER YOUR PHONE NUMBER**  
the system will dial out to you

Your phone should ring within 10 seconds of clicking join. If it does not ring, please dial the conference via your phone.

**Start a Meeting**

*\*Required fields:*

\* User login

\* Password

\*Name

Company

E-Mail

**ENTER YOUR PHONE NUMBER**  
the system will dial out to you

Your phone should ring within 10 seconds of clicking start. If it does not ring, please dial the conference via your phone.

#### More Information

- > [System Compatibility Check](#)
- > [Options Kit Download](#)

#### Technical Support

- > [Online User Help](#)
- > Toll Free: 866.296.1649
- Toll: 706.902.2690
- [lotuslivesup@intercall.com](mailto:lotuslivesup@intercall.com)

[Other IBM LotusLive products](#)

## LOGGING IN AS PRESENTER

If you scheduled a Lotus Notes conference reminder, click **Open Item** in the reminder to open the invitation and display the conference details. You can also click the conference in the Lotus Notes calendar to open the invitation and display the conference details.

- 1 Select the meeting link in the invitation to join.
- 2 Complete the **Start a Meeting** log-in form.
- 3 Click **Start**.

**Start a Meeting**

*\*Required fields:*

\* User login

\* Password

\*Name

Company

E-Mail

**ENTER YOUR PHONE NUMBER**  
the system will dial out to you

Your phone should ring within 10 seconds of clicking start. If it does not ring, please dial the conference via your phone.



## LOGGING IN AS PARTICIPANT

- 1 Select the meeting link in the invitation to join.
- 2 Complete the **Join a Meeting** log-in form.
- 3 Click **Join**.

The screenshot shows a web form titled "Join a Meeting". It includes a section for "Required fields" with input boxes for "Conference Code", "Name", "Company", and "E-Mail". Below this is a section for "ENTER YOUR PHONE NUMBER" with a note that the system will dial out to you, and a "Join" button at the bottom.

**Note:** LotusLive Events does not synchronize with the Lotus Notes. With LotusLive Events, all scheduling takes place from within the LotusLive Events scheduling pages.