

# LotusLive: Meetings

## Outlook Integration



### For more information:

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

In Canada:  
877.333.2666  
www.intercall.ca

IBM LotusLive: Meetings, offered by InterCall, includes Microsoft Outlook® integration, enabling a presenter to schedule web conferences using Microsoft Outlook®.

Adding web conferencing to an Outlook conference is as simple as clicking LotusLive on the Outlook conference toolbar. You can use your Outlook address book to send invitations and display the appointment in your calendar.

To integrate with Outlook, you must first install the Outlook Add-On available via the LotusLive: Meeting Options Kit.

**Note:** The Outlook add-in (within the Options Kit) is for LotusLive: Meetings only. LotusLive: Events are scheduled via the service. LotusLive: Events does not synchronize with the Outlook plug-ins. With LotusLive: Events, all scheduling takes place from within the LotusLive: Events scheduling pages.


### INSTALLING THE MICROSOFT OUTLOOK SCHEDULING ADD-ON

- 1 Close Outlook prior to installation.
- 2 Download and install the [IBM Lotus LotusLive: Meetings Options Kit](#).

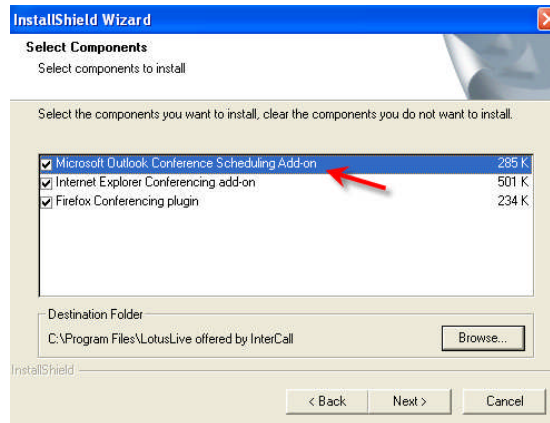
- 3 Select **Run**. You will be taken through a series of prompts.



- 4 Select **Microsoft Outlook Conference Scheduling Add-On** during installation.

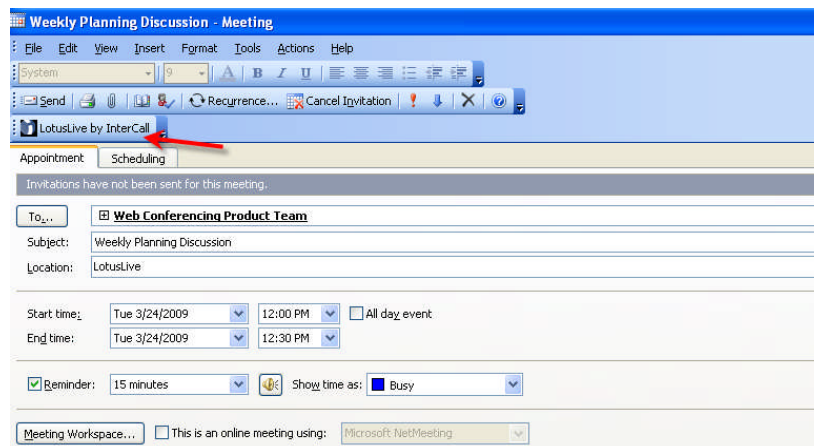
 InterCall is a subsidiary of West Corporation

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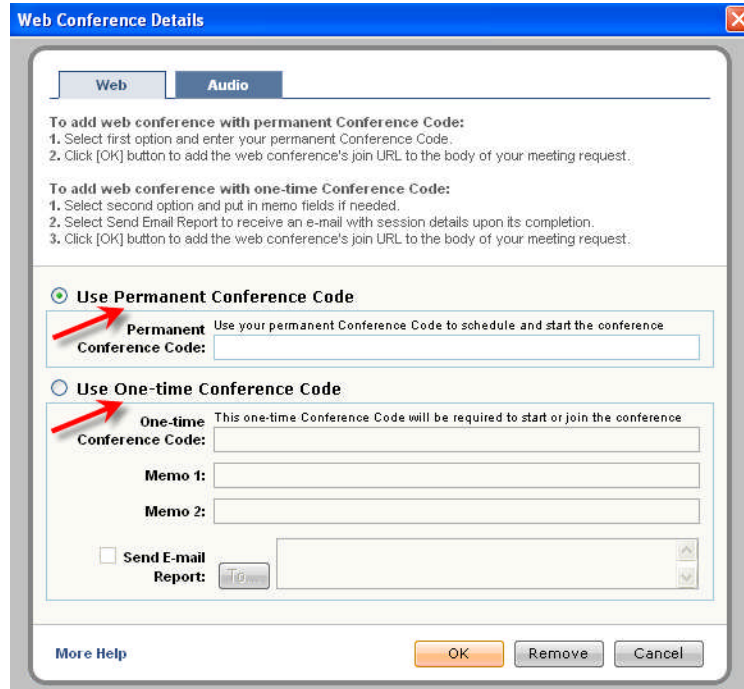
## SCHEDULING A CONFERENCE WITH OUTLOOK

- 1 Access the scheduling feature of Outlook and select **LotusLive by InterCall** from the Outlook conference toolbar.



- 2 On the web tab of the Web Conference Details window, choose the option **Use Permanent Conference Code\*** or **Use One-time Conference Code**.

\* The Conference Code is a participant access code. Most commonly, your InterCall Reservationless-Plus conference code is used.



**Web Conference Details**

**Web** | **Audio**

To add web conference with permanent Conference Code:  
 1. Select first option and enter your permanent Conference Code.  
 2. Click [OK] button to add the web conference's join URL to the body of your meeting request.

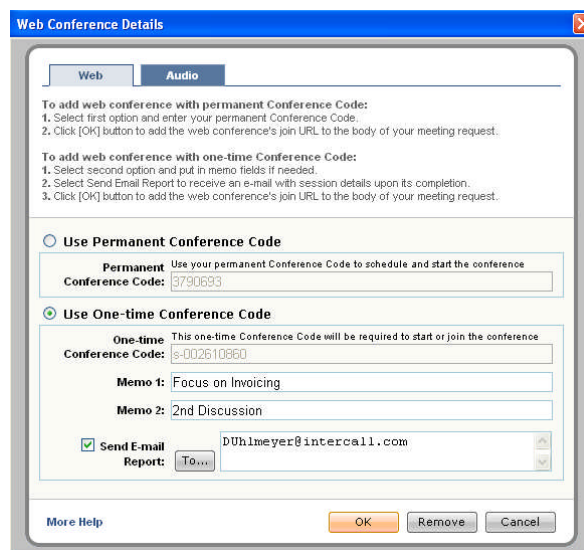
To add web conference with one-time Conference Code:  
 1. Select second option and put in memo fields if needed.  
 2. Select Send Email Report to receive an e-mail with session details upon its completion.  
 3. Click [OK] button to add the web conference's join URL to the body of your meeting request.

**Use Permanent Conference Code**  
 Permanent Conference Code:

**Use One-time Conference Code**  
 One-time Conference Code:   
 Memo 1:   
 Memo 2:   
 Send E-mail Report:

[More Help](#)

- 3 If you select **Use One-time Conference Code**, you can enter optional descriptions or identifiers for the conference in the two memo fields, **Memo 1** and **Memo 2**. This information is saved with the conference history for use in detailed billing or other reports.
- 4 Check the box and provide an e-mail address if you want to receive a detailed usage summary at the conclusion of the conference.
- 5 Select **OK** to close the Web Conference Details window.



**Web Conference Details**

**Web** | **Audio**

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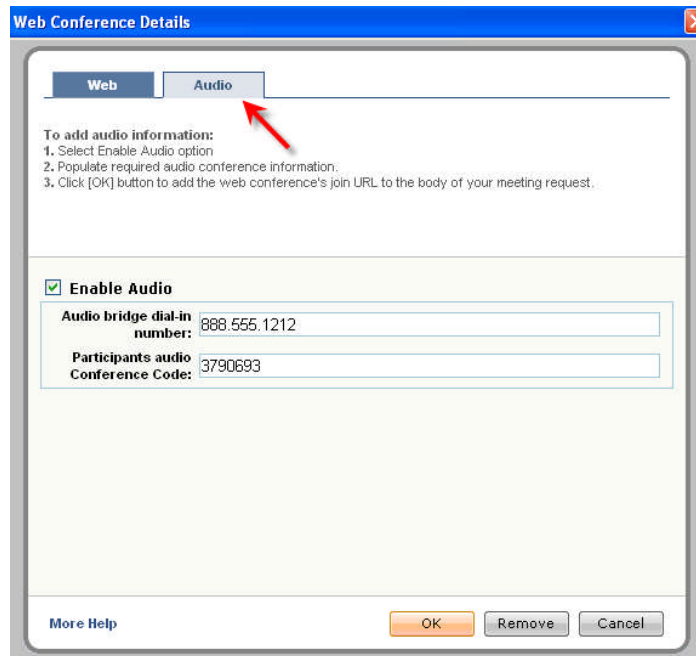
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**Use Permanent Conference Code**  
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 Memo 1:   
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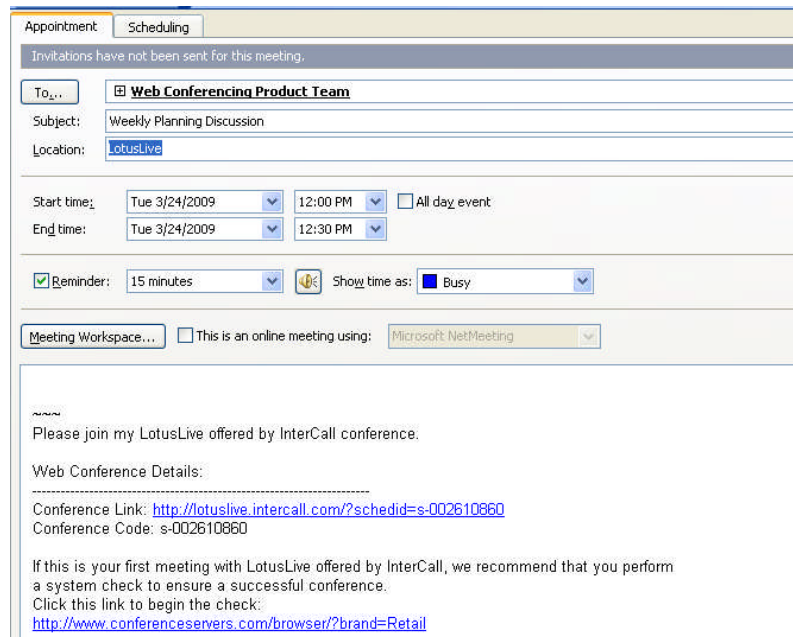
- 6 On the Audio tab of the Web Conference Details window, select **Enable Audio**. Enter your audio conferencing information.



7 Select **OK**.

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

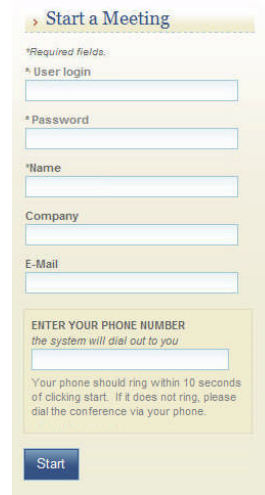
8 Select **Send** from the Outlook toolbar to forward the invitation to participants.



## LOGGING IN AS PRESENTER

If you scheduled an Outlook conference reminder, select **Open Item** in the reminder to open the invitation and display the conference details. You can also select the conference in the Outlook calendar to open the invitation and display the conference details.

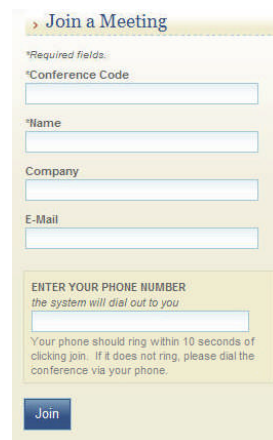
- 1 Select the meeting link in the invitation to join.
- 2 Complete the **Start a Meeting** log-in form
- 3 Select **Start**.



The screenshot shows a web form titled "Start a Meeting". It includes a section for "Required fields" with input boxes for "User login", "Password", "Name", "Company", and "E-Mail". Below this is a section for "ENTER YOUR PHONE NUMBER" with a text input field and a note: "Your phone should ring within 10 seconds of clicking start. If it does not ring, please dial the conference via your phone." A "Start" button is located at the bottom of the form.

## LOGGING IN AS PARTICIPANT

- 1 Select the meeting link in the invitation to join.
- 2 Complete the **Join a Meeting** log-in form.
- 3 Select **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 text input field and a note: "Your phone should ring within 10 seconds of clicking join. If it does not ring, please dial the conference via your phone." A "Join" button is located at the bottom of the form.

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