



Outlook Scheduler Plug-in

Plug-in Installation Instructions

1. Before beginning installation, please print these instructions and close Outlook.
2. Open a web browser to the following site; <https://conf.cfer.com>
3. Complete the Chairperson Login, once logged into the Audio Conferencing portal select 'Outlook Scheduler Plug-In'
4. Select the 'Wholesale With Web' download button in the list of available plug-ins presented.
5. Depending on your security settings, you may see a Security Warning dialog box. Select Yes to accept the ActiveX control.
6. Follow the installation wizard instructions that appear on your screen. After you select the Finish button, the plug-in installation is complete. Please follow the Quick Setup instructions below and then your system will be ready to create conferencing meeting requests.

Plug-in Download for: (JOHN DOE)			
Plug-in Version	Description	Approx. File Size	Click to Download
3.0	Wholesale With Web	655K	<input type="button" value="download"/>

Quick Setup Instructions

1. When the installation of the Scheduler plug-in is complete, re-open Outlook.
2. In Outlook, go to the Tools menu and Audio Conferencing Setup. The Audio Conferencing Invitation Setup screen will appear. Enter your Audio Conferencing subscription numbers into the required fields (marked with a red asterisk *).
3. Select "Apply" to apply changes but remain in the Setup screen, or "OK" to apply changes and close the Setup screen. Now you are ready to create conferencing meeting invitations.
4. For information on how you can customize additional options in the Setup screen, please see the Scheduler User Guide.

Create A Conferencing Meeting Request

1. From the "New" menu or from the "Audio Conferencing" button on your Outlook toolbar, select "Ready-Access Meeting Request". Then you can specify the information you want to appear in your invitation: "Audio", "Web" or "Audio/Web" (for both).
2. The meeting request screen that appears will automatically display all of the information participants need to join your Audio and/or Web conference. You can edit any of the information that appears in the invitation.
3. If you select "Start Audio Conferencing Web Conferencing" from the "Audio Conferencing" button on your Outlook toolbar, the system will automatically log you in and open your Web Conferencing. This provides a convenient link to online commands that allow you to more efficiently manage your Audio Conferencing calls right from your desktop.
4. For more information on using and customizing your Audio Conferencing Scheduler feature, see the Scheduler User Guide.

System Requirements

- Windows 2000 Service Pack 4 with Office XP or newer
- Windows XP (Service Pack 1 or newer) with Office XP or newer
- Windows Vista with Office 2003 or newer
 - Requires latest Office Service Pack
 - Note: Office 2007 Recommended
- Audio Conferencing Subscription
- Audio Conferencing Scheduler plug-in

To download the plug-in, you will need to have administrative rights on your PC. If you have questions about that, please contact your network administrator.