

Web Meeting Integrations (Additional ways to access Today's Conferencing Web Meeting)

Today's Conferencing Connect Add-In for Outlook

The Today's Conferencing Connect Outlook Add-In makes it easy to schedule and start Ready-Access and Web Meeting from Microsoft Outlook. The add-in allows you to store your Ready-Access and Web Meeting subscription details in Outlook and automatically populate invitations with your meeting information.

How to Install

- Close all instances of Microsoft Outlook you have open on your computer and Connect Desktop if you have it.
- Visit <https://conf.cfer.com> - The link is located at the bottom of the Welcome Email.
- Login using your Toll Free dial in number, 7-digit access code and leader passcode.
- Click on the Audio Conferencing option in the menu on the left side of the screen.
- Click to download the Conference Connect Outlook Add-In Version v1.0.9.3 either the audio only or audio and web add-in depending on your account settings. **Select audio and web** if you are a Today's Conferencing Web Meeting user.
- Click Run when asked to save the file.
- Click Run again when asked if you are sure you want to run the software.
- Once installed you will be prompted to go through Setup Wizard as documented in the Setup section of this user guide.

Setup

Once you have installed the add-in on your computer, you will be prompted to walk through the Setup Wizard. This may pop up instantly after you have downloaded the add-in or when you open your Outlook. To complete the setup, do the following:

- Step 1 provides a quick overview of the tool. Click Next to proceed with setup.
- Step 2 requires you to enter your personal information. Once entered, click Next.
- Step 3 requires you to enter your Ready-Access subscription information. Once entered, click Next.
- Step 4 allows you to create a default list of dial-in phone numbers that will be displayed in your meeting invitations. These numbers will be displayed in every invitation as a default but can be customized in an individual meeting invitation.
- To select a default set of dial-in phone numbers, click Edit.
 - A list of available countries will be displayed (both toll and toll-free)
 - Check the box next to your selections
 - Click OK to close the box and Next to continue
- Click on Finish in Step 5 to complete the setup and open Outlook.

The Today's Conferencing Connect Outlook Add-IN is now integrated into your Microsoft Outlook toolbars. You can immediately begin using the functionality of the Today's Conferencing Connect Add-In for Outlook to easily create and start meetings.

Conference Connect Toolbar & Meeting Ribbon

There are two places where the Conference Connect Outlook Add-In appears in Microsoft Outlook. It will appear as a toolbar and as part of the Meeting Ribbon selections when you open a Meeting Request or an appointment in your calendar.

Today's Conferencing Connect Toolbar

The Today's Conferencing Connect Toolbar will appear in your Mail and Calendar screens.

- **Connect** – Connect to your conference instantly as a host.

- **Schedule Meeting** – Schedule a meeting that already has your conferencing information populated in the Meeting Request.
- **Setup** – Configure your conference settings for Outlook. Make change to your account, subscription or create new ones at any time.
- **My Portal** – Open your conferencing portal in a separate window to view and manage information specific.
- **Help** – Get help for the Today's Conferencing Connect Add-In for Outlook.



Today's Conferencing Connect Meeting Ribbon

The Today's Conferencing Connect Meeting Ribbon will appear in a new meeting request or appointment.

- **Connect** – Connect to your conference instantly as a host.
- **Subscription Details** – Select different conferencing subscription details to use for a Meeting Request. You can also set up a different meeting template for the same subscription information.
- **Dial-In Numbers** – Customize the list of dial-in numbers to display in a specific Meeting Request.
- **Audio** – Add or remove audio conferencing information from a specific Meeting Request.
- **Web** – Add or remove web conferencing information from a specific Meeting Request.



Host: Connect to your meeting using the Today's Conferencing Connect Toolbar or the Today's Conferencing Connect Meeting Ribbon

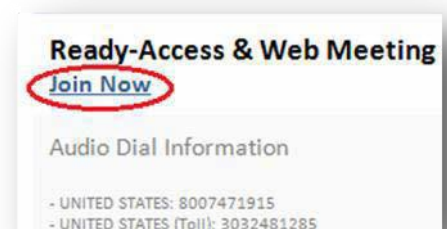
The Today's Conferencing Connect Meeting Ribbon will appear in a new meeting request or appointment.

1. Click on the Connect button on the Today's Conferencing Connect Toolbar or Meeting Ribbon. A new browser will open.
2. Enter Your Name if it is not already populated.
3. Choose your connection option from the drop down menu or choose "Add a new phone number". To add a new phone number, choose the country for your phone number, enter the number in the "New Phone Number" field, and enter a description such a "Mobile Phone". If you have enabled cookies on your computer, your phone numbers will be saved.
4. If needed, use the "Conference Options" menu to change your status for the conference from the Chairperson to the Participant, and to add or remove the web conference from your meeting. Click Connect.
5. Enter your chairperson passcode when prompted.
6. Once you have followed the steps above, the system will connect you to your conference. When you answer you will hear an automated message.



Participant: Connect to your meeting using the "Join Now" link.

1. Click the Join Now link to automatically be connected to the audio and web conference. A new browser window will open. If a new window



doesn't open, you can copy and paste the URL provided in the Meeting Request into a web browser.

2. Enter Your Name if it is not already populated.
3. Choose your connection option from the drop down menu or choose "Add a new phone number". To add a new phone number, choose the country for your phone number, enter the number in the "New Phone Number" field, and enter a description for the phone such as "Mobile Phone". If you have enabled cookies on your computer your phone numbers will be saved.
4. If needed, use the "Conference Options" menu to change your status for the conference from a Participant to Chairperson, and to add or remove the web conferencing from your meeting. Click Connect.
5. Enter your chairperson passcode when prompted.
6. Once you have followed the steps above, the system will connect you to your conference. When you answer you will hear an automated message asking if you would like to join the conference. Follow the prompts to start your conference.
7. If your audio line has connected successfully, click on Received Call. You also have the option to retry the connection or change phone numbers.
8. If you have selected Received Call the system will automatically connect you to the web conference if one is scheduled. It may be necessary to provide additional registration information depending on the settings of the web conference.

