

VIDYOCONNECT™ FOR MS OUTLOOK

VIDYOCONNECT INTEGRATIONS



LOG-IN

1. Open a Microsoft Outlook calendar invitation.
2. Click on the  Vidyo icon on the Outlook ribbon. The Vidyo calendar window appears.
3. Log in with the portal you use to access your Vidyo collaboration tool (note this may be pre-populated). Click **Next**. ***If SAML is enabled, click "Next" on the screen to log in via the browser.*
4. Enter the username, and password you use for your Vidyo collaboration tool.
5. Check **"Keep me signed in"** for easy scheduling. Click **Next**.
6. Once you have successfully logged in, you can begin scheduling Vidyo-enabled meetings.

You need to be logged into Vidyo Neo before scheduling a meeting.

Portal

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You need to be logged into Vidyo Neo before scheduling a meeting.

Login

4

4

Keep me signed in **5**

SCHEDULE

1. Open a Microsoft Outlook calendar invitation and create an event as you normally would. Click on the  Vidyo icon. Then select your meeting scheduling options.
 2. (A) **Schedule in an existing room:** Select the first button under "Where would you like to meet?" A list of your rooms displays here. Select the room you want to meet in.
 2. (B) **Schedule in a one-time room:** Select "One-time room (used only once)" under "Where would you like to meet?"
- **If the one-time room feature is disabled, a message will appear asking you to add or create a room in which to schedule your meeting.*
3. To add an access code, select the "Add an access code to this meeting" checkbox. Enter a 5-12 digit numerical code.
 4. Click **Next**. A message appears stating that you are almost done! Click the X in the top right to close out of the Vidyo calendar.
 5. Add your meeting agenda, set the date and time and send the invitation!

Where would you like to meet?

My great room **▼**

Room with very long nam...

Weekly Book Club Room

Me Happy Holidays Room

Special Events Room

Where would you like to meet?

My great room **▼**

One-time room (used only once)

Meeting options

Add an access code to this meeting

An access code will automatically be generated for this meeting and added to the meeting invite.

From: [Redacted]

To: [Redacted]

Subject: Vidyo Meeting Invitation on Alpha

Location: <https://neo.alpha.vidyo.com/join/AQYkpyY>

Starts: 7/28/2017 18:30 All day event

Ends: 7/28/2017 19:00 Duration: 30 Minutes

This invitation has not been sent.

Join Meeting Host by clicking <https://alpha.vidyo.com/join/AV9FELXX> and enter the PIN, if applicable.

Can't do video? Dial in from any phone as an audio-only participant:

From the US: Dial 1-800-410-3523 and enter 09101401XX

Vidyo Calendar



You are almost done!

Please select the meeting date and time, then send out your invite to participants.

CONNECT

- Participants can connect to the Vidyo-enabled meeting by clicking the link included in the invitation.
- Participants can also connect via audio-only or conference room systems with the instructions included in the invitation.

Join Meeting Host by clicking <https://alpha.vidyo.com/join/AV9FELXX> and enter the PIN, if applicable.

Can't do video? Dial in from any phone as an audio-only participant:

- From the US: Dial 1-800-410-3523 and enter 09101401XX
- tap-to-connect: 1-800-410-3523,09101401XX#

(Additional phone numbers are available below)