

VIDYO® EXTENSION FOR MS OUTLOOK

UPDATE YOUR VIDYO EXTENSION PASSWORD



What is the Vidyo Extension for Microsoft Outlook?

The Vidyo Extension for Microsoft Outlook is an add in that allows you to schedule Vidyo enabled meetings right from your Outlook client.

When should I update my Vidyo Extension for Microsoft Outlook?

You will need to update the extension each time your change your network password. This can be done in just a few seconds by following these easy step by step instructions.



How do I update my Vidyo Extension for Microsoft Outlook?

1. Open your Outlook client and click the **File** tab along the top.
2. On the left rail of the screen select **Options**. A dialogue box appears.
3. From the options screen select **Add-Ins** from the left rail.
4. From the add-ins screen select the **Add-In Options...** button.
5. Select the tab for **Vidyo Extension for Microsoft Outlook**.
6. Change your password in the **Password** field and select **Validate Account**.
 - The **VidyoPortal** address should read: <<CUSTOMER VIDYOPORTAL>>
7. Once the validation has completed a popup will appear: **Authentication Successful!**
8. You may also be able to update your **Scheduling Options** (preferences) on this page.
9. Be sure to hit **Apply** to update any changes you have made.

