

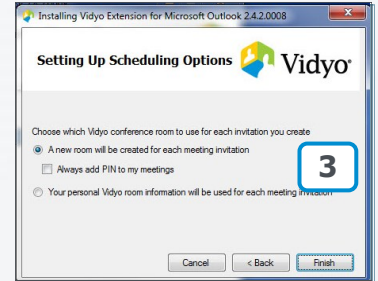
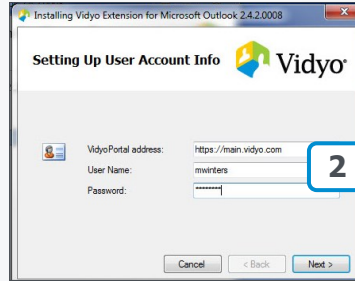
# VIDYO<sup>®</sup> EXTENSION FOR MS OUTLOOK

## SCHEDULE VIDYO ENABLED MEETINGS FROM OUTLOOK



### Setup the Vidyo Extension for MS Outlook

1. Work with your IT team to access the Vidyo extension for one click scheduling right from Outlook.
2. Enter your organization's VidyoPortal<sup>™</sup> address and your username and password.
3. Adjust scheduling preferences. Click **Finish**.
4. Restart the Outlook application. Once enabled a Vidyo icon will appear in the top right of your Microsoft Outlook client, email messages and invitations.



### Use the Vidyo Extension for MS Outlook

1. Open a new or existing meeting invitation.
2. Click the **Insert Vidyo Meeting Info** button to populate meeting invitations with Vidyo meeting information.
3. Invite your attendees and add a subject line.
4. Reserve any physical conference rooms to be used within the conference.

