



SpeakSpace Unified Meeting

Why Click 2 Start?

Your day runs on your Outlook or Lotus Notes Calendar so why not use it to organize your meetings with SpeakSpace Unified Meeting? Read on to find out how you can take advantage of the tools at your fingertips to save time and hassle when scheduling your next meeting using SpeakSpace Unified Meeting.

ONE CLICK TO SCHEDULE YOUR MEETING

The screenshot shows a 'New Calendar Entry' dialog box with four buttons: 'Save and Send Invitations', 'Save as Draft', 'Delivery Options', and 'Unified Meeting'. Below these buttons is a 'Calendar Entry' section with a dropdown menu set to 'Meeting'. To the right is a 'Project Team Meeting - Appointment' window with a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and buttons for 'Save and Close', 'Recurrence...', and 'Invite A...'. The 'Unified Meeting' dropdown is expanded. Below the menu are tabs for 'Appointment' and 'Scheduling'. Fields include 'Subject:', 'Location:', 'Start time:' (Mon 1/19/2009, 10:00 AM), and 'End time:' (Mon 1/19/2009, 11:00 AM).

Schedule and invite participants to meetings as you normally do but add one more click to automatically insert your SpeakSpace Unified Meeting information into your meeting invitation. Simply click **SpeakSpace Unified Meeting** to eliminate the hassle of manually entering all the "how to join" info.

SpeakSpace Unified Meeting will add it for you!

TWO CLICKS TO START YOUR MEETING

Stop the dialing—in this instance, it is ok to be lazy! At the time of your meeting, just click the **JOIN** link in your Outlook or Lotus Notes Calendar appointment and choose to have SpeakSpace Unified Meeting dial your phone automatically at a number you designate.

There's no need to remember your dial-in number, user login or password. How easy is that? Try it once and you'll be hooked!

The 'Quick Start' dialog box shows 'You are joining meeting: 5104514893'. Below is a text box for 'Please enter your display name:'. The 'How are you joining the meeting?' section has three radio buttons: 'Dial Me Now (Be prepared to answer your phone)' (selected), 'Already Dialed In', and 'Dial In Now'. The 'Dial Me Now' section includes 'Select your Telephone Number or select a Country and enter a new Telephone Number with area code:' with 'Country:' set to 'United States (1)' and 'Telephone Number:' set to 'enter number here'. 'Join Meeting' and 'Cancel' buttons are at the bottom right.

IT'S JUST AS EASY FOR PARTICIPANTS

Participants only have to click the JOIN link in the Outlook or Lotus Notes invitation you sent them and SpeakSpace Unified Meeting dials them, too!

This easy-to-use feature means you don't have to waste valuable meeting time waiting for participants who have misplaced their connection details or don't know which number to use. SpeakSpace Unified Meeting gets them in quickly and easily. All the information they need is right there in their invitations.