



SpeakSpace Unified Meeting

Outlook Calendar Integration

SpeakSpace Unified Meeting lets you quickly and easily bring people together—from anywhere in the world—so they can see what you want to show them, hear what you have to say and interact in order to learn, collaborate and make decisions. Below you will find helpful tips to easily schedule your meetings using Microsoft Outlook®.

Outlook Calendar Tool

SpeakSpace Unified Meeting has tight integration with Outlook to make it easy to schedule meetings and distribute your access information.

- + SpeakSpace Unified Meeting “plug-in” button – one click is all it takes to insert your meeting information.
- + Auto-populates customizable invite text (e.g., font, size, color, etc.) – you can make your invitation your own.
- + Simplifies scheduling a meeting – no more searching for and mistyping your conference details.

Scheduling a Meeting

SCHEDULING A MEETING IS AS SIMPLE AS... 1-2-3!

- 1 Double-click the specific meeting time in your Outlook calendar.
- 2 Enter the subject and click **SpeakSpace Unified Meeting**.
 - a. Invite text auto-populates
 - b. Can be edited/customized
- 3 Click the Scheduling tab, invite participants and send!

Project Team Meeting - Appointment

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... Invite Attendees

Unified Meeting

Appointment Scheduling

Subject: Project Team Meeting

Location: Online

Start time: Mon 1/19/2009 2:00 PM All day event

End time: Mon 1/19/2009 2:30 PM

Reminder: 15 minutes Show time as: Busy

To JOIN the meeting and be automatically dialed, [click here](#)

If you do not already have the Unified Meeting application, [click here to install](#)
(required for presenter capabilities and/or desktop video)

Not on the web? Telephone-ONLY access:

1. Dial the toll free number or the number closest to your location
United States (866) 256-4751
2. Enter the conference code: 7686219#
3. If you are the moderator, enter your leader PIN

Contacts...