

MeetMe Add-in for Microsoft® Outlook

No more searching for dial-in numbers

We believe conferencing should be an effective tool for your business. Recognising that many of us now live within our electronic calendars and acting on feedback from our customers, we've created a simple to use tool to communicate your global conference details to meeting participants.

How simple?

- With just a couple of clicks, your conference details and unique passcodes are populated into your Microsoft Outlook calendar invitations and emails.
- Receive an alert on your desktop as soon as the first participant joins your conference.
- Initiate a callback to your phone to join your conference directly.
- Access the Desktop Controller with one click.

Need to change country details for your call?

One click to add or remove the Global Access numbers that you require.

Your Global Access numbers have changed?

They are automatically updated when you create your next invite.

Free for all MeetMe customers.

Download your MeetMe Add-in for Microsoft® Outlook today. It's free.



Benefits

- Automatically inserts your dial-in numbers and passcode with a few clicks.
- Select which Global Access numbers to include from a simple list.
- Call start alerts: As soon as the first participant joins your conference, an alert will appear on your screen with the option to join or monitor.
- Join your conference by choosing a call back number for the conference to dial-out to you.
- Easy access to the Desktop Controller, which provides visibility and control of your conference calls.

Price

It's free for our all MeetMe and MeetMe Global Access customers.

Download

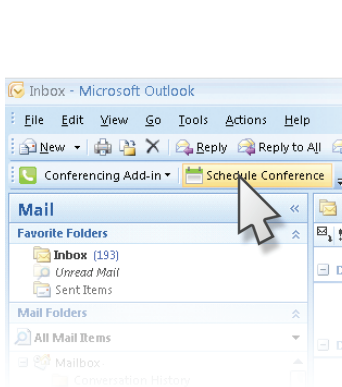
The MeetMe Add-in for Microsoft® Outlook can be installed in one of two ways:

- Individual downloads through a web link.
- Microsoft Installer (MSI) packages for IT departments who manage software centrally.

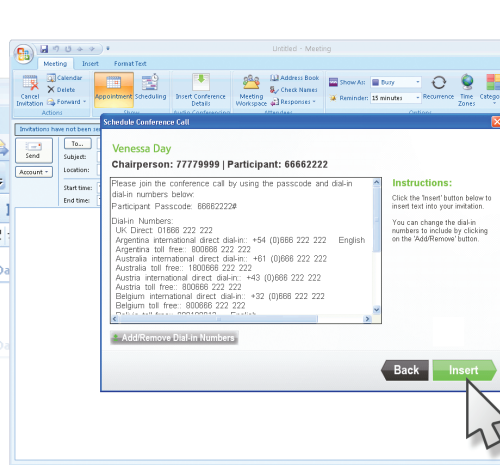
For more information

www.conferencingsupport.com/its-your-call

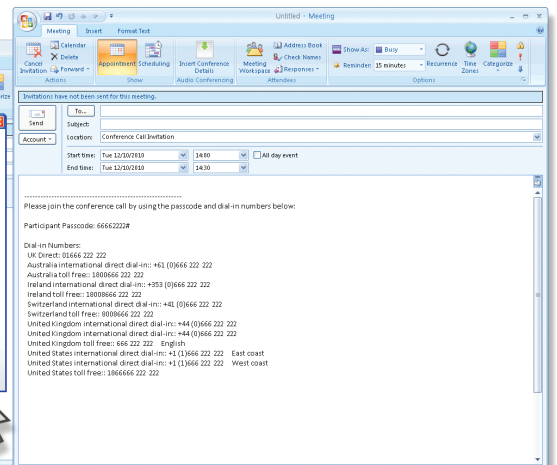
Step 1: Schedule conference



Step 2: Insert your details



Step 3: Send your meeting invitation



Minimum system requirements

Supported operating systems:

- Microsoft® Windows 7™
- Microsoft® Windows Vista™
- Microsoft® Windows XP™

Supported email clients:

- Microsoft® Outlook 2003™
- Microsoft® Outlook 2007™