

# Communicator – Outlook Integration 6.7.1 & Above

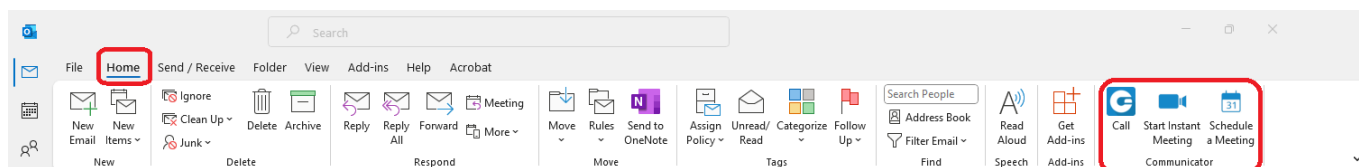
## Outlook Desktop Plugin

Implemented Outlook integration for Communicator meeting. It is delivered with Communicator as a Communicator Outlook plugin and enables clients to:

- Schedule a meeting from Outlook main tab.
- Starting an instant meeting with one contact.
- Starting a meeting with multiple contacts.
- Cancel a meeting.
- Convert an existing event to Communicator Meeting.
- Schedule a meeting directly from the calendar.

## Schedule a meeting

From the Outlook main tab, the user can Schedule a Communicator Meeting. After clicking on the Schedule meeting, a user should see an Outlook meeting appointment window with a schedule settings dialog. Here, the user can set the meeting private or public:

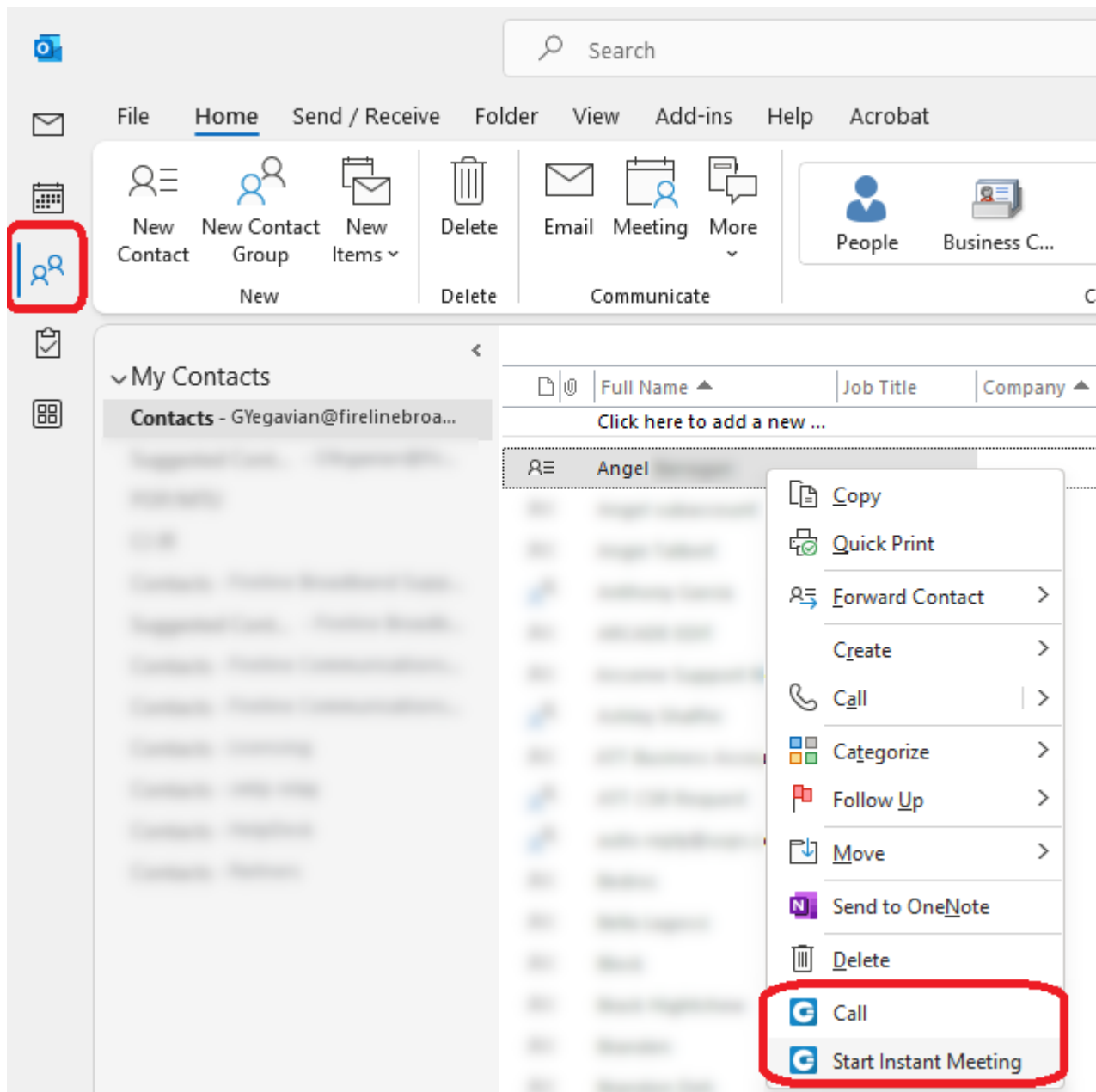


After confirmation, the Outlook appointment interface is filled with meeting data. Users can now change: the subject, and body, set a date, and time and add participants. When entering all necessary data, the user can send invites to participants. Then, a meeting will be added to the

Communicator meeting list.

## Starting an instant meeting with one or multiple contacts

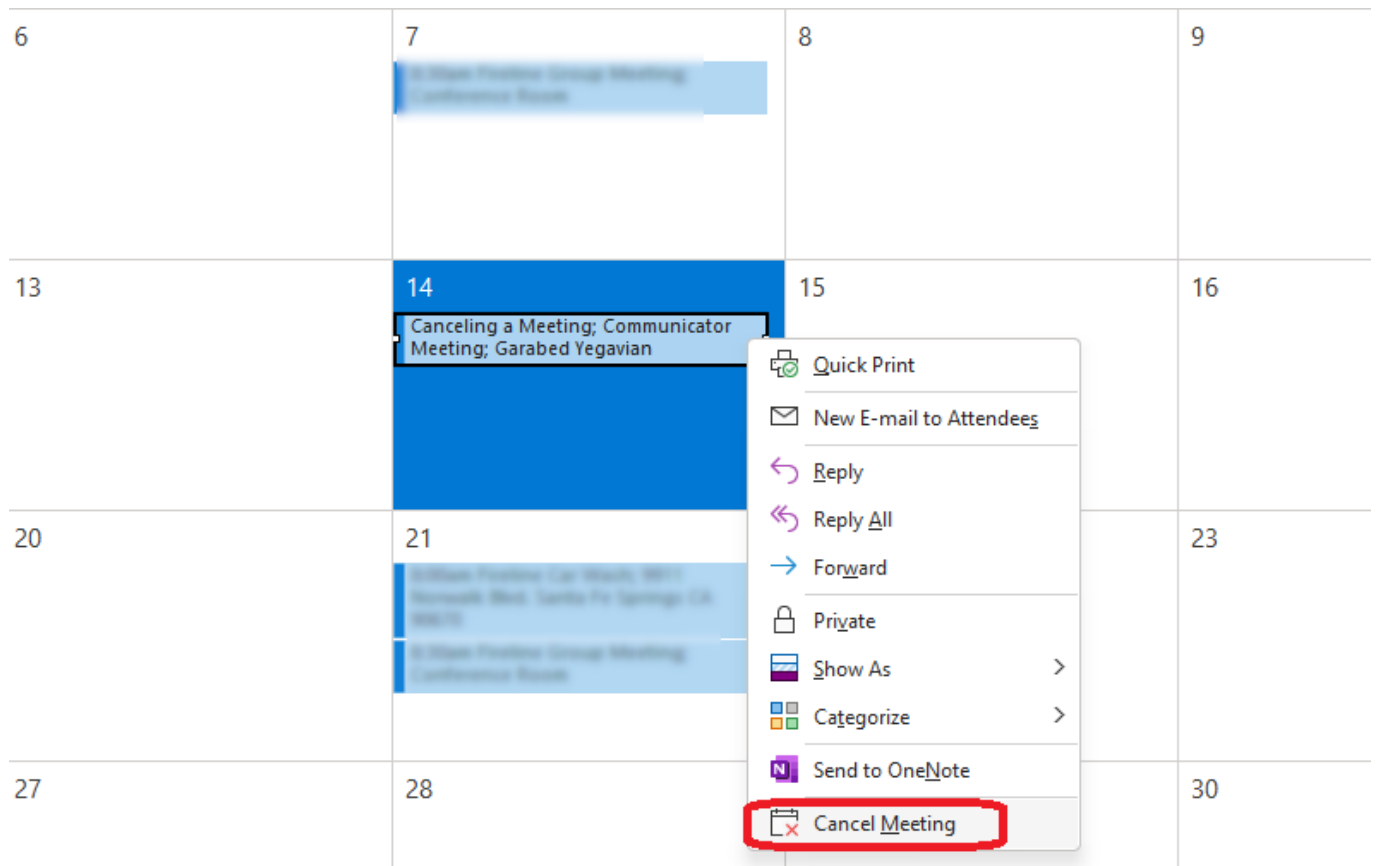
This option allows the user to start an instant meeting with one or multiple contacts by selecting them from the contact list in Outlook. Selected contacts will receive a Meeting invitation.



## Canceling a meeting

When you open a Communicator meeting from the Outlook calendar list, you have the option to cancel this meeting. Simply right click on the meeting and select Cancel Meeting.

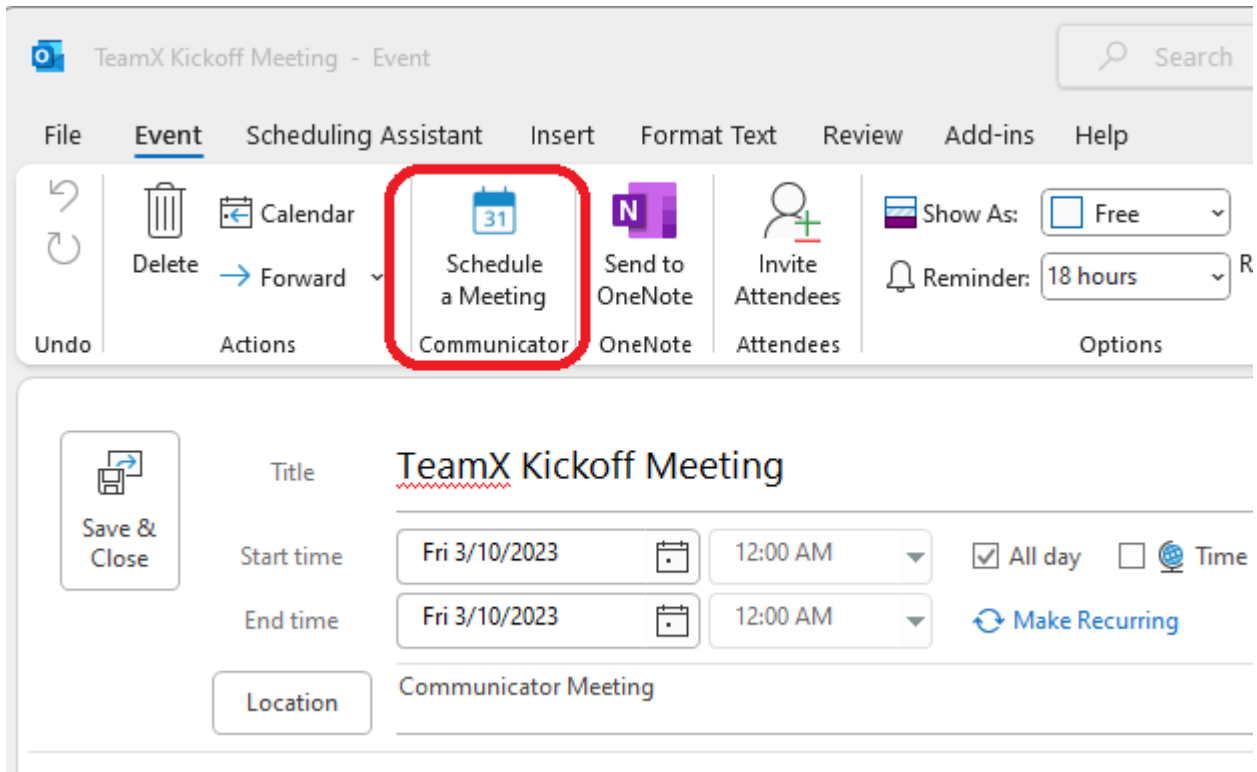
**Note:** This option will only delete the Communicator meeting, but the appointment in Outlook will remain.



## Convert existing event to Communicator Meeting

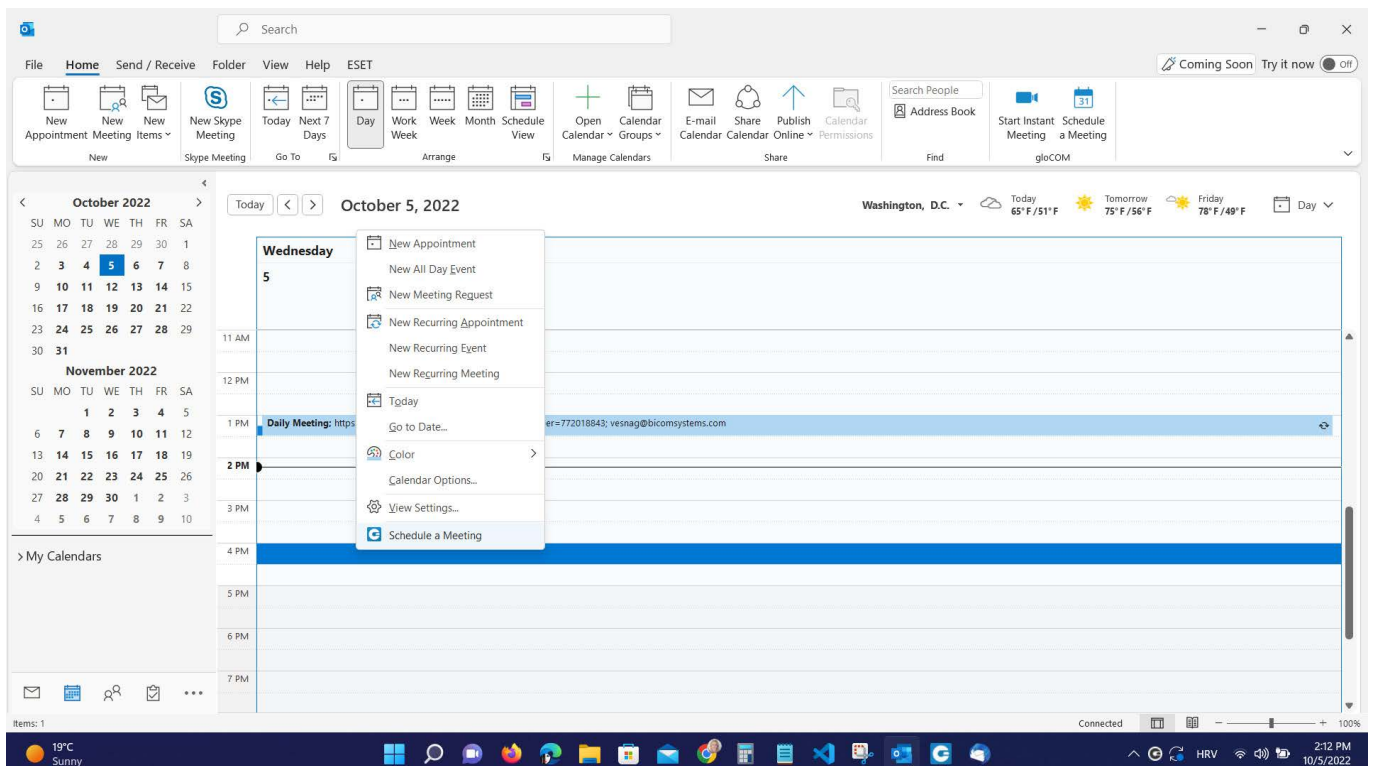
Find an existing event in the Outlook calendar and convert it to a Communicator Meeting.

**Note:** The meeting will be added to Communicator Scheduled meetings list.



## Schedule a Meeting Directly from the Calendar

Select the date and time in Outlook calendar, right-click on it and select Schedule a Meeting from the drop-down menu.



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