



InterCall Unified Meeting

Outlook Calendar Integration



Information Hotline
0871 7000 170
+44 (0)1452 546742
conferencing@intercalleurope.com

Reservations
0870 043 4167
+44 (0)1452 553456
resv@intercalleurope.com

www.intercalleurope.com

InterCall 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

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

- + InterCall 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 **InterCall Unified Meeting**.
 - a. Invite text auto-populates
 - b. Can be edited/customized
- 3 Click the Scheduling tab, invite participants and send!

