



# Outlook Conference Toolbar

## Quick Start Guide

### Quick start

# Outlook conference toolbar



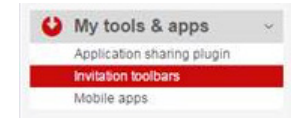
Organise and start meetings in seconds with the Arkadin Outlook Conference Toolbar.

Available for all versions of Outlook from 2007 to 2016.

## Download & installation

To download & install the toolbar:

- Log into ArkadinLounge, [www.anywhereconference.com](http://www.anywhereconference.com)
- Download the toolbar from the home page or the Downloads section in the left hand menu
- Follow the on screen instructions to complete the installation



## Instant access

Select the conference tab and click one of the following icons\* for instant access to the service:



audio console

Click to start or join an audio conference and choose from up to three ways\* of connecting to the meeting: internet audio (VoIP), dial-in or call back



web conference

Click to instantly start your web conference



video conference

Click to instantly start your video conference



web portal

Click to open your ArkadinLounge to manage your account, access your recording and your content bank



web scheduling

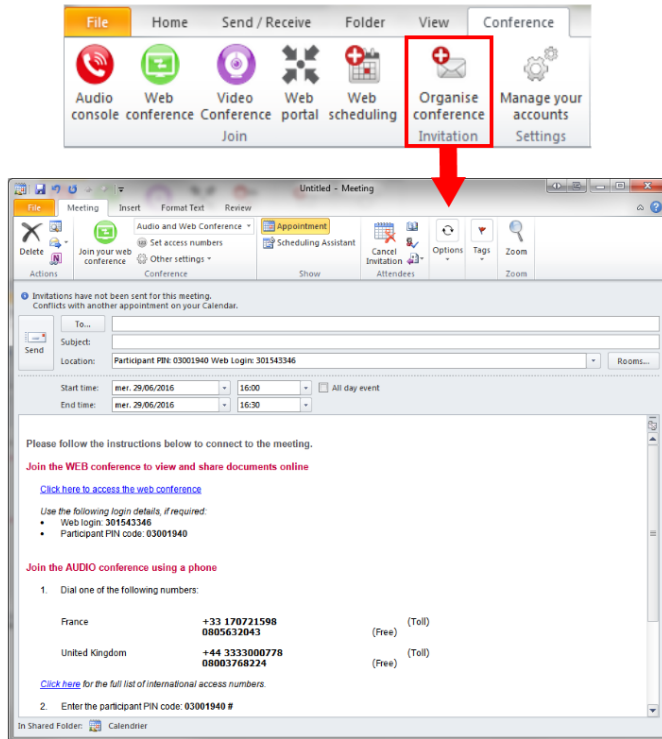
Schedule meetings in ArkadinLounge with the option to generate one time only PIN codes for additional security

\*The options displayed will be determined by the availability of the service on your account.

# Organise conference

## Option 1:

1. Click on the "Organise conference" button to create an invitation prepopulated with your conference details
2. Choose the meeting date and time, add the meeting subject and a Personalised message (optional) and click send

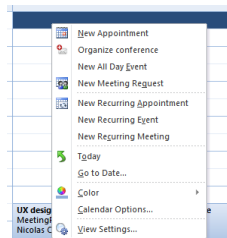


## Option 2:

1. Open your Outlook calendar and create a new meeting invitation
2. Click on "Add conference details"
3. Personalise your message if necessary and send it

## Option 3:

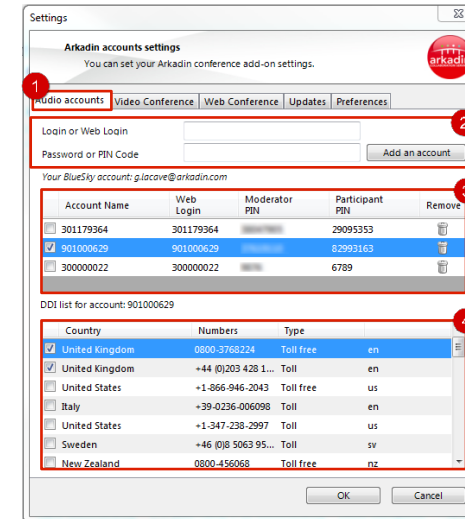
1. Open your Outlook calendar
2. Right click on the date and time required within the calendar view
3. Select "Organise conference" from the drop down menu



# Settings

1. To manage your account click "Manage your accounts" on the toolbar and go to Accounts tab
  2. If you want to add a new account\* enter your Login and your Password then click "Add an account"
- \*If you have installed the add-on from the ArkadinLounge, you do not need to manually add your account
3. Once you have added a new account it will be displayed in the accounts list, you can easily select one of your accounts by ticking the related checkbox. The account you choose will be used by default for your audio, web and video conferences
  4. If you want to add more access numbers to your invitation simply tick the corresponding checkbox then it will be automatically displayed by default in your invitation

NB: The add-on will automatically check for updates to the international access numbers, and the latest upgrade for the add-on. Please note that this process can be disabled from the update tab, by unchecking the 2 checkboxes.



To customize add-on settings, select the "Preferences" tab and then choose your preferred add-on language, invitation type (audio, video and or web) and your default invitation language.

If the Hybrid Audio for Vidyo feature is enabled, the Video Conference quick access button will be displayed in the toolbar and your Vidyo account automatically pre-populated.

# 3 Time Saving Ways to Join a Meeting

1. Click on the web conference link in the invitation and the login screen will automatically populate with the meeting credentials
2. On a mobile, tap your country access number listed in the invitation to dial in and the PIN number will be automatically entered for you
3. Start your conference calls by clicking on the audio console in the meeting toolbar and then select 'Please Call Me' - you only need to enter your phone number the first time you use this feature