

BT MeetMe Add-in for Outlook

IT Managers guide

The Outlook Add-in this user guide is designed to make conferencing simpler and easier for users to schedule, distribute and join remote meetings. It will encourage the use of audio conferencing and drive the associated benefits of a more efficient and effective workforce and meeting Corporate Social Responsibilities. The Outlook Add-in allows users to schedule conference calls, insert the correct global access numbers and send an invite to all participants.

Requirements

PC running Microsoft® Windows XP, Vista, or 7

Software requires are Microsoft® Outlook 2003 or 2007

In addition, for each Outlook version the following will be installed by the Add-in installer if not present. Where the software is to be silently installed using the msi, then these pre-requisites must already exist.

Outlook 2003:

- Microsoft .NET Framework 2.0 or later
- Microsoft Visual Studio 2005 Tools for Office Runtime or later
- Microsoft Office 2003 Primary Interop Assemblies (PIAs) or later

Outlook 2007:

- Microsoft .NET Framework 3.5 or later
- Microsoft Visual Studio Tools for the Microsoft Office Runtime (version 3.0) or later
- Microsoft Office 2007 Primary Interop Assemblies (PIAs) or later

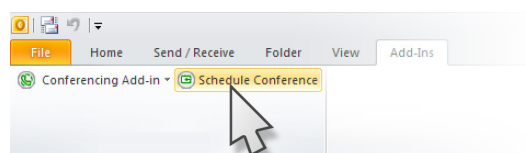
Deployment

End users can easily install this Add-in by downloading and installing the executable from the online location provided by BT in welcome emails and on BT Conferencing websites.

As an administrator, you should download the .msi file, for distribution and silent install as per your preferred desk top management solution.

Configuration

After the installation of the Add-in, a toolbar is created and a Conferencing menu available in Outlook.



The main options that are provided are:

- Conferencing Add-in. This drops down a menu to configure the Login details, Help, and About.
- Schedule a Conference . This will schedule an Audio call using the Outlook calendar function

After the completion of the install, users will be prompted to enter their login details which comprises their BT participant and chair passcodes, this identifies the user and returns the appropriate set of global access conferencing numbers to the users tool.

When the user first schedules a call they can select which Global Access numbers will be used for all subsequent invites, these can also be changed at any time when scheduling a call.

Every 6 hours, and on opening Outlook the Add-in will connect and ensure it has the latest set of Global Access numbers for the configured account.

For more information please contact:

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- 🌐 Visit: **www.btconferencing.com**