



Bringing it all together

# BT MeetMe Add-in for Outlook

## No more searching for dial-in numbers

BT believes 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, BT has created a simple to use tool to communicate your global conference details to meeting participants.

### How simple?

Two mouse clicks and the BT MeetMe Add-in creates a conference invite populated with your unique passcodes.

### 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 BT MeetMe customers.

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



## Benefits

- Automatically insert your dial-in numbers and passcode in a few clicks. No more typing in your dial-in numbers and passcode. Once configured, the BT MeetMe Add-in for Outlook will automatically insert those details into your Outlook meeting invite.
- Simply select and insert Global Access numbers into your meeting invite. No more cutting and pasting Global Access numbers. You will be able to select the Global Access numbers your participants need from a simple list.
- Automatic updates of your BT MeetMe details. If your BT MeetMe dial-in numbers or passcodes ever change, the Add-in will automatically update those details for the next meeting you schedule.
- Fast to download - Easy to use.

## Price

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

## Download

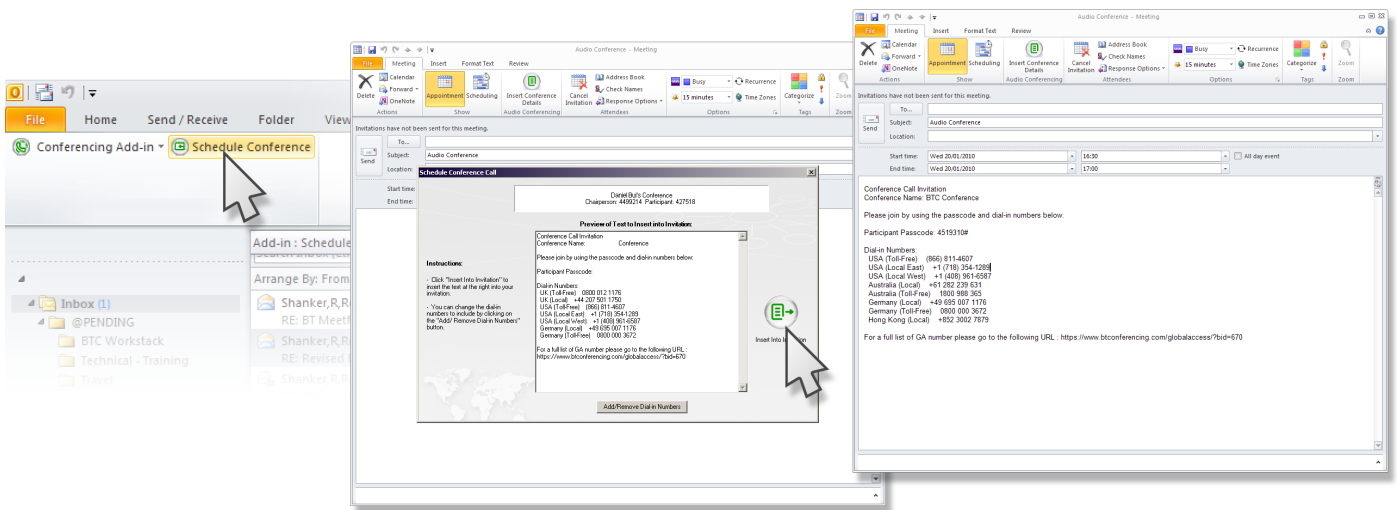
The BT MeetMe Add-in for Microsoft® Outlook can be installed in one of two ways:

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

### Step 1: Schedule conference

### Step 2: Insert your details

### Step 3: Send your meeting invitation



## For more information please contact:

- ☎ UK Freephone: **0 800 61 62 62**
- ☎ International: **+44 207 298 4055**
- ✉ Email: **confencing.customer.svc@bt.com**
- 🌐 Visit: **www.btconfencing.com**

## Offices worldwide

The services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms and any part of any contract.

© British Telecommunications plc 2010.  
Registered office: 81 Newgate Street, London EC1A 7AJ.  
Registered in England No: 1800000. Designed by BT Conferencing.

## Minimum system requirements

### Supported operating systems:

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

### Supported email clients:

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

