

# Outlook Add-in User Guide

# Contents

<b>Schedule Video Meetings with Outlook</b>	<b>1</b>
Software Requirements	1
Install the Outlook Add-In	2
Schedule a Video Meeting	3
Manage Your Account	4

# Schedule Video Meetings with Outlook

The Microsoft® Outlook® add-in for scheduling meetings lets you invite participants to your RP1Cloud virtual meeting room (VMR) using your email and calendar software.

## Software Requirements

The Outlook add-in requires the following versions of Microsoft Office and Windows®.

### Outlook Add-In Software Requirements

Software	Version
Microsoft Office	<ul style="list-style-type: none"><li>• Office 2013</li><li>• Office 2010</li><li>• Office 2007</li></ul> <p><b>Note:</b> The Outlook add-in is not supported by Outlook for Mac®</p>
Microsoft Windows	<ul style="list-style-type: none"><li>• Windows 8</li><li>• Windows 7</li></ul>

**Note: Enterprise User License required.** You need an Enterprise User License (EUL) to use the Outlook add-in.

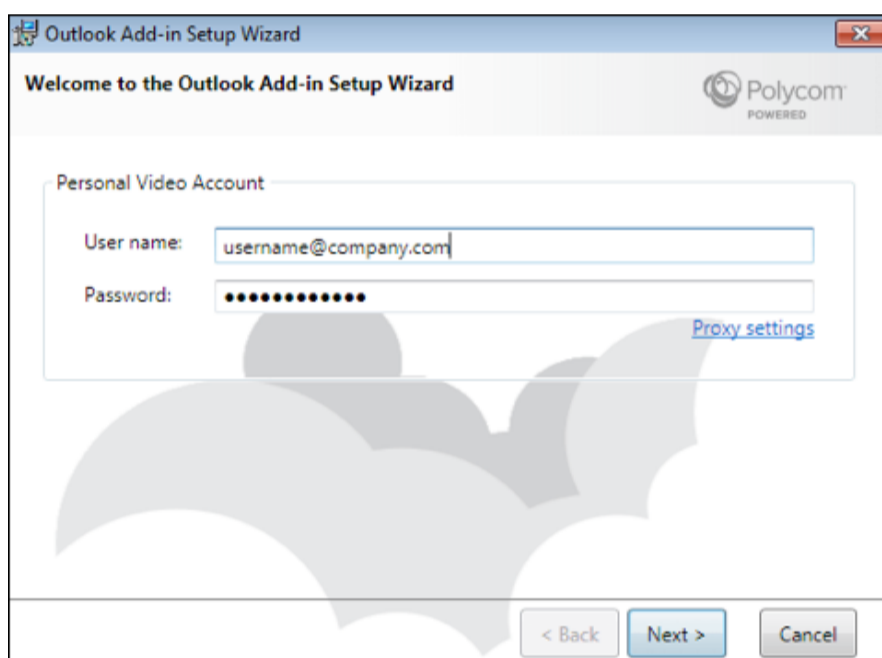
# Install the Outlook Add-In

To install the Outlook add-in, you need to first download it [here](#).

**Troubleshooting:** Using the add-in with Office 2007 requires Visual Studio and Visual C++ Redistributable. If you do not have these prerequisites, you will be prompted to install them and restart the add-in installation.

## To install the Outlook add-in:

1. [Download the RP1Cloud Outlook Add-in](#). A **Setup.exe** file downloads to your hard drive.
2. Open the setup file to begin installing the add-in.
3. Enter the following information in the first screen of the **Outlook Add-in Setup Wizard** dialog box:
  - User name: <your video address>
  - Password: <your service password>



4. Click **Next**, and click **Next** again on the following **Ready to Install** dialog box.
5. When the **Installation completed** screen appears, click **OK**, and restart Outlook. The Outlook add-in should appear on the top toolbar in Outlook.

**Note:** When you are using Outlook and have an Internet connection, the add-in automatically notifies you if a new version of the software is available.

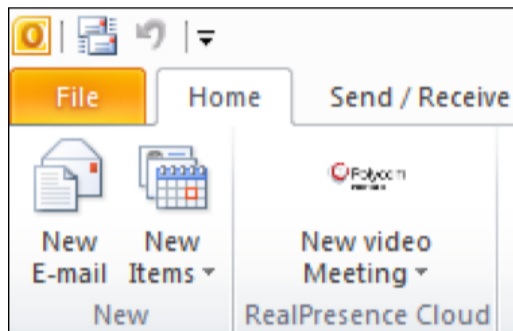
## Schedule a Video Meeting

The Outlook add-in lets you schedule a meeting and invite participants to your VMR in much the same way that you schedule other meetings through Outlook.

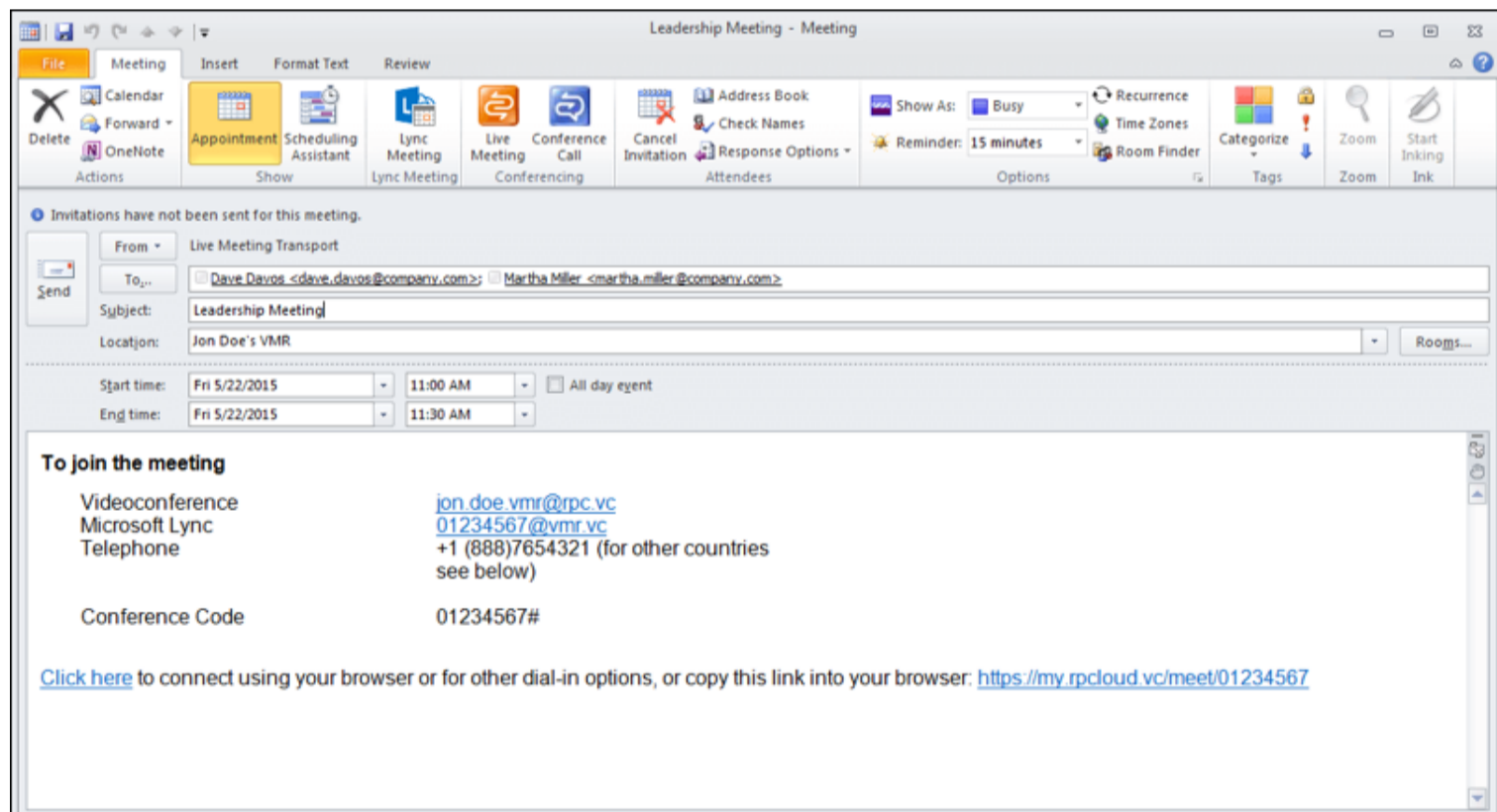
**Note:** The Outlook add-in user interface is roughly the same if you are using Office 2013 or Office 2010 but looks different with Office 2007. The figures in the following instructions are from Office 2010.

### To schedule a video meeting using the Outlook add-in:

- From the Outlook **Home** tab, do one of the following:
  - Click the **Polycom Powered** logo.
  - Click the **New video Meeting** dropdown menu and select **New video meeting**.



Either option creates a meeting invite that contains prepopulated information about how participants can join.



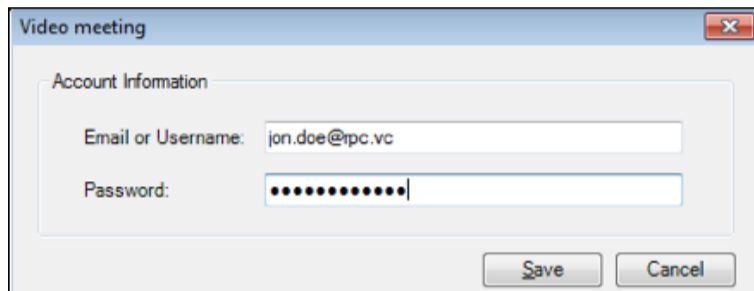
- Fill in the requisite fields:
  - Participants' email addresses
  - Start and end time of the meeting
  - (Optional) Other relevant meeting information in the body
- Click **Send**. Your meeting information is sent to the invited participants and also appears in your calendar.

# Manage Your Account

The Outlook add-in also has options for managing your RP1Cloud account.

## To update your service credentials:

1. From the Outlook **Home** tab, click the **New video Meeting** dropdown menu.
2. Select **Account**.
3. Update your service credentials in the **Video meeting** dialog box.



The screenshot shows a 'Video meeting' dialog box. It contains a section for 'Account Information' with two input fields. The first field is labeled 'Email or Username' and contains the text 'jon.doe@pc.vc'. The second field is labeled 'Password' and contains a series of dots representing a masked password. At the bottom of the dialog box, there are two buttons: 'Save' and 'Cancel'.

## To view add-in and service support information:

1. From the Outlook Home tab, click the **New video Meeting** dropdown menu.
2. Select **About**. An **About** dialog box appears with version information about the add-in and options for getting service support.

# Contact

## Sales:

sales@rp1cloud.com  
1.844.204.0023

## Customer Success:

customersuccess@rp1cloud.com  
1.844.204.0023