BT MeetMe Add-in for Microsoft® Outlook

Installation guide for IT managed deployments

This guide provides instructions for the deployment of the Add-in via an IT managed deployment to many users.

System Requirements

- Windows XP, Vista, or 7.

- Outlook 2007 or 2003.

- An active BT MeetMe account.

Deployment instructions

- Download a zip file which contains the .MSI installers for Outlook 2003 and 2007.
  http://www.btconferencing.com/products-and-services/bt-meetme-audio-conferencing/downloads/

- Read the **"readme.txt"** instructions contained in the zip file.

- Make sure the pre-requisite components (described in the read-me) are installed on target PCs before deploying the Add-in.

- Follow the instructions of the IT utility you are using to manage the silent installation.

For more information please contact:

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- Email: **conferencing.customer.svc@bt.com**
- Visit: **www.btconferencing.com**

Features

The Outlook Add-in is a tool that makes it easier to schedule, join, and monitor your conference calls.

- **Scheduling:** With just a couple of clicks, your conference details and Global Access numbers are automatically inserted into your Microsoft® Outlook calendar invitations and emails.

- **Joining:** When you are ready to join your conference, you can use the add-in to select a phone number to be called back on.

- **Monitoring:** The add-in enables one-click access to the web-based Desktop Controller, which provides real-time visibility and control over your conference.

- **Call start alerts:** Receive an alert on your desktop as soon as the first participant joins your conference.

Configuration

- After the Add-in has been installed, the user will be prompted to enter their chairperson and participant passcodes to login.

- The user's full list of available dial-in numbers will be downloaded and automatically synchronized every 12 hours.

Offices worldwide