



1.888.203.7900  
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## MEETME ADD-IN FOR MICROSOFT OUTLOOK

# MeetMe Controller



### 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 2003, 2007 and 2010.
- An active BT MeetMe account.

#### DEPLOYMENT INSTRUCTIONS

- Download a zip file which contains the .MSI installers for Outlook 2003, 2007 and 2010:  
[http://ams.ring2.com/ams/vnd\\_btci/admin/UA\\_OLT\\_2003\\_ADMIN](http://ams.ring2.com/ams/vnd_btci/admin/UA_OLT_2003_ADMIN)
- 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.

### LEARN MORE

To learn more about MeetMe Controller Microsoft Outlook plugin please visit: <http://support.infiniteconferencing.com>, or contact us at 1.888.203.7900.

### 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.