



Microsoft Outlook Meeting Scheduler

Our *Instant Access Plus* scheduler plug-in allows your Microsoft Outlook® email and calendar system to invite participants to your Instant Access Conferencing Audio and/or Web Meeting.

- Send an email invitation to participants that will automatically include the information and instructions participants need to join your Audio and/or Web Meeting Conference.**
- Allow you to start a Web Meeting from your Microsoft Outlook® tool bar**
- Allows participants to click on a link in the email invitation to automatically log in to the Web Meeting.**

Follow the included instructions for installing and using this great tool.

MS Outlook Plug-in Location



A screenshot of a Mozilla Firefox browser window displaying the Instant Access Plus website. The browser's address bar shows the URL 'http://www.instantaccessplus.com/'. A blue arrow points to the address bar, and another blue arrow points to the 'Microsoft Plug-in User Guide' link in the 'Resources' section. A black oval highlights the address bar, and another black oval highlights the 'Microsoft Plug-in User Guide' link. The website content includes the 'iAP Instant Access Plus' logo, a 'Welcome to Instant Access Plus!' message, and sections for 'AUDIO / WEB', 'Instant Access Plus Audio', 'Instant Access Plus Web', and 'Instant Access Plus Recording'. The Windows taskbar at the bottom shows the system clock as 10:22 AM.

Go to www.instantaccessplus.com and select the plug-in link

AUDIO / WEB

Getting Started

- [Instant Access Plus Audio User Guide](#)
- [Instant Access Plus Web User Guide](#)
- [Instant Access Plus Recording User Guide](#)
- [Microsoft Plug-in User Guide](#)

Resources

- [IAP Audio Conferencing Webinar](#)
- [IAP Touch Tone Commands](#)
- [IAP Toll Free Numbers](#)
- [Microsoft Outlook Scheduler Plug-in](#)
- [Test your Browser](#)

Account Management

- [Request Information](#)
- [Open a Conferencing Account](#)
- [Add a New User](#)
- [Delete a User](#)
- [Change Request](#)

Contact

Global Link Communications
888.877.1333
info@instantaccessplus.com

Welcome to Instant Access Plus!

The easiest to use audio conferencing, web conferencing, integrated recording product in the conferencing world today! Holding a conference is as simple as dialing a number and entering an access code. Adding web? Just click a link and use the same pass code as your audio account. Need to record? Just press a button. It's that easy!



Instant Access Plus Audio

Instant Access Plus on-demand Audio Conferencing allows you to initiate a conference 24 hours a day, 7 days per week, without the need to make a reservation or rely on an operator.



Instant Access Plus Web

Instant Access Plus on-demand Web Conferencing enables you to present your Powerpoint slides, or any other PC based application with participants remotely. Utilizing integrated audio conference controls, you can control your audio and web conference!



Instant Access Plus Recording

Instant Access Plus Recording makes your audio and web conference a breeze. Completely integrated with Instant Access Plus Audio and Web, Instant Access Recording

Enter Your Account Info



Conference Scheduler Plug-in Download - Login Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://calendar.cfer.com/ralogonWholesale.jsp

Norton Norton Safe Search Search Cards & Log-ins

Instant Access Plus Conference Scheduler Plug-in Do...

CONFERENCE SCHEDULER PLUG-IN


To download the Conference Scheduler plug-in, enter your Conferencing phone number, 7-digit access code and Chairperson passcode below.

Conferencing phone number

7-digit access code

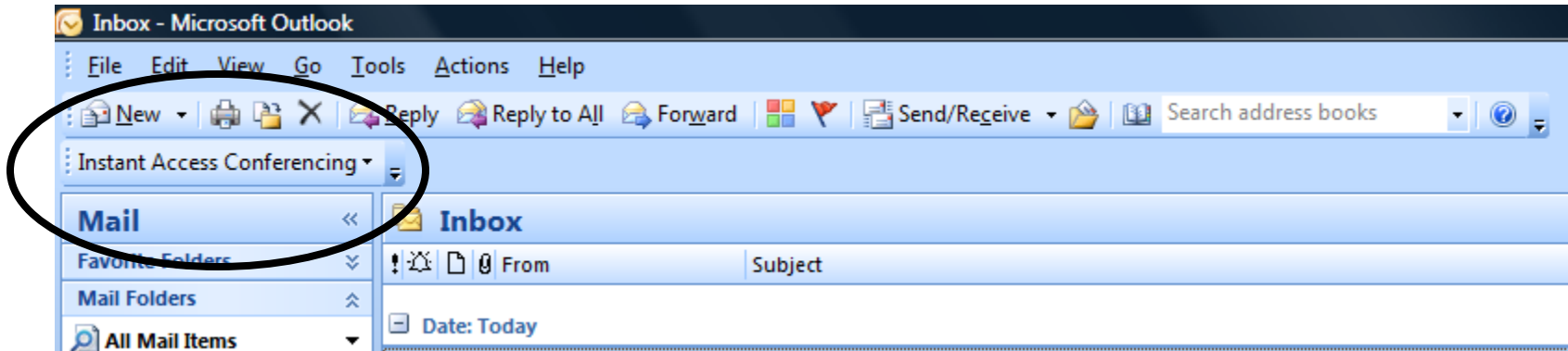
Chairperson passcode

Login Clear



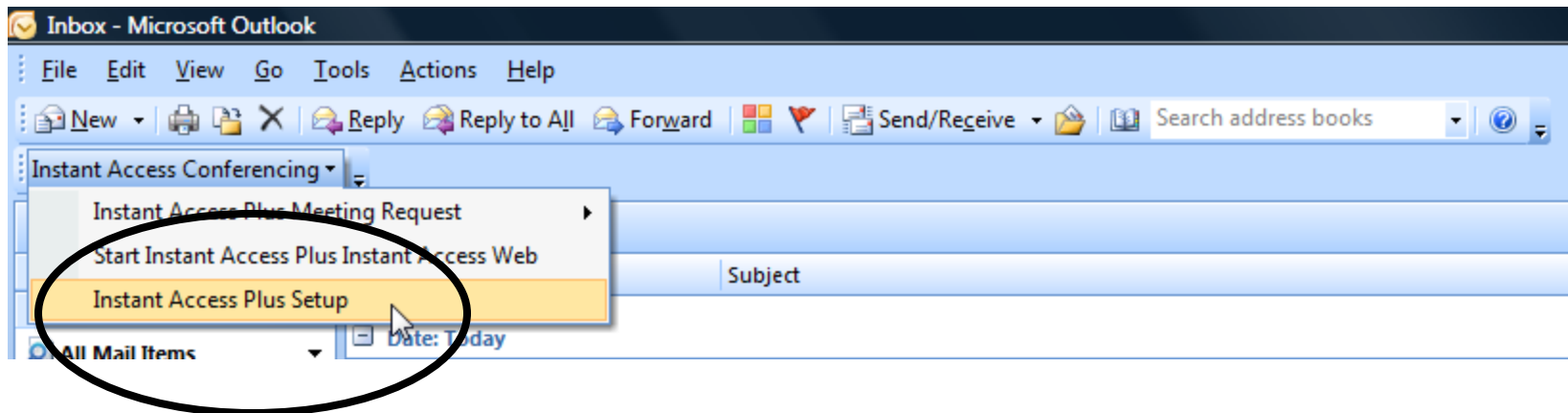
Enter your Chairperson numbers with no spaces, dashes or parenthesis

Scheduler Tool Bar



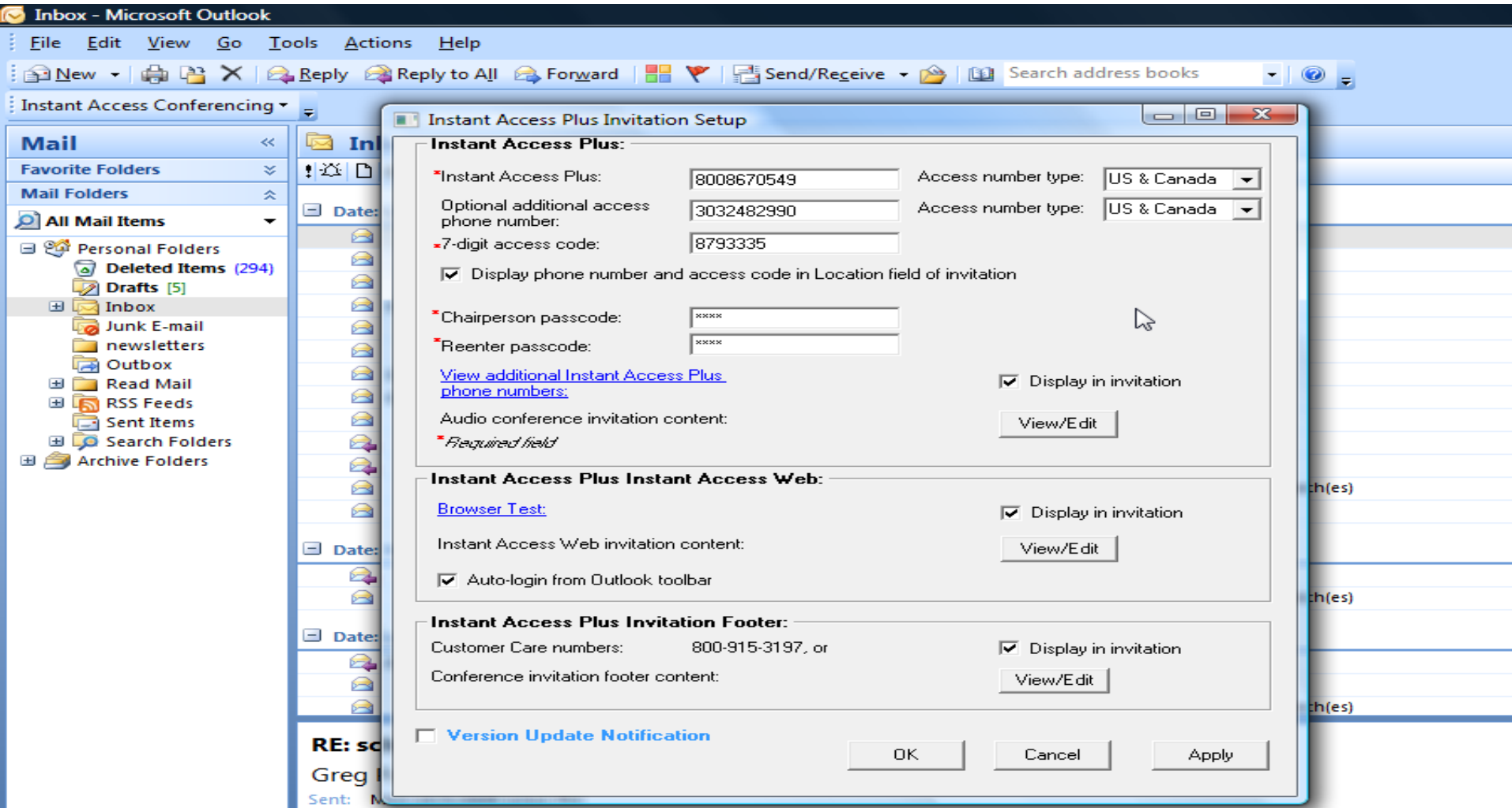
After Restart, Button Appears on your Microsoft Outlook Tool Bar

Scheduler Setup



From the drop down menu, select Instant Access Plus Setup

Scheduler Setup Information



Instant Access Plus Invitation Setup

Instant Access Plus:

*Instant Access Plus: 8008670549 Access number type: US & Canada
Optional additional access phone number: 3032482990 Access number type: US & Canada
*7-digit access code: 8793335
 Display phone number and access code in Location field of invitation

*Chairperson passcode: [masked]
*Reenter passcode: [masked]

[View additional Instant Access Plus phone numbers:](#) Display in invitation
Audio conference invitation content: View/Edit

*Required field

Instant Access Plus Instant Access Web:

[Browser Test:](#) Display in invitation
Instant Access Web invitation content: View/Edit
 Auto-login from Outlook toolbar

Instant Access Plus Invitation Footer:

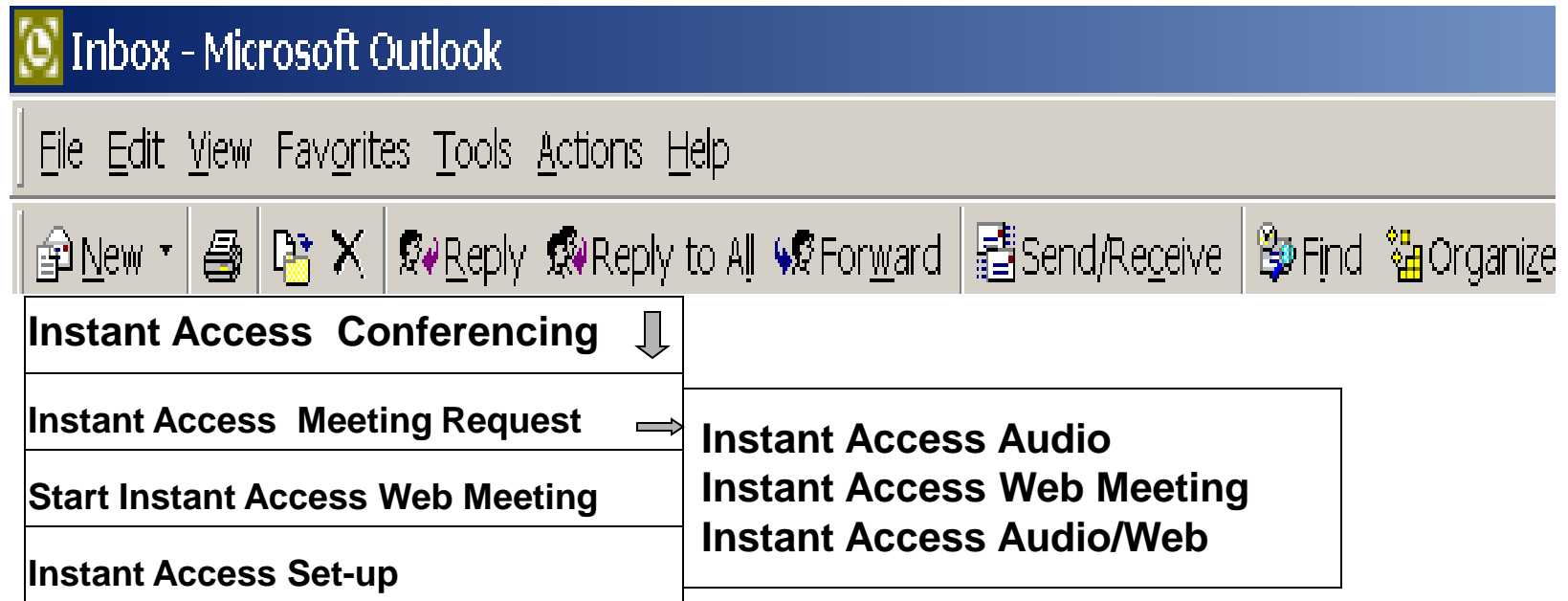
Customer Care numbers: 800-915-3197, or Display in invitation
Conference invitation footer content: View/Edit

[Version Update Notification](#)

OK Cancel Apply

Enter your account details, select 'Apply', then select 'OK'

Scheduler Tool Bar



The image shows a screenshot of the Microsoft Outlook interface. The title bar reads "Inbox - Microsoft Outlook". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", "Actions", and "Help". The tool bar contains icons for "New", "Print", "Delete", "Reply", "Reply to All", "Forward", "Send/Receive", "Find", and "Organize". A context menu is open over the "Reply" icon, showing the following options:

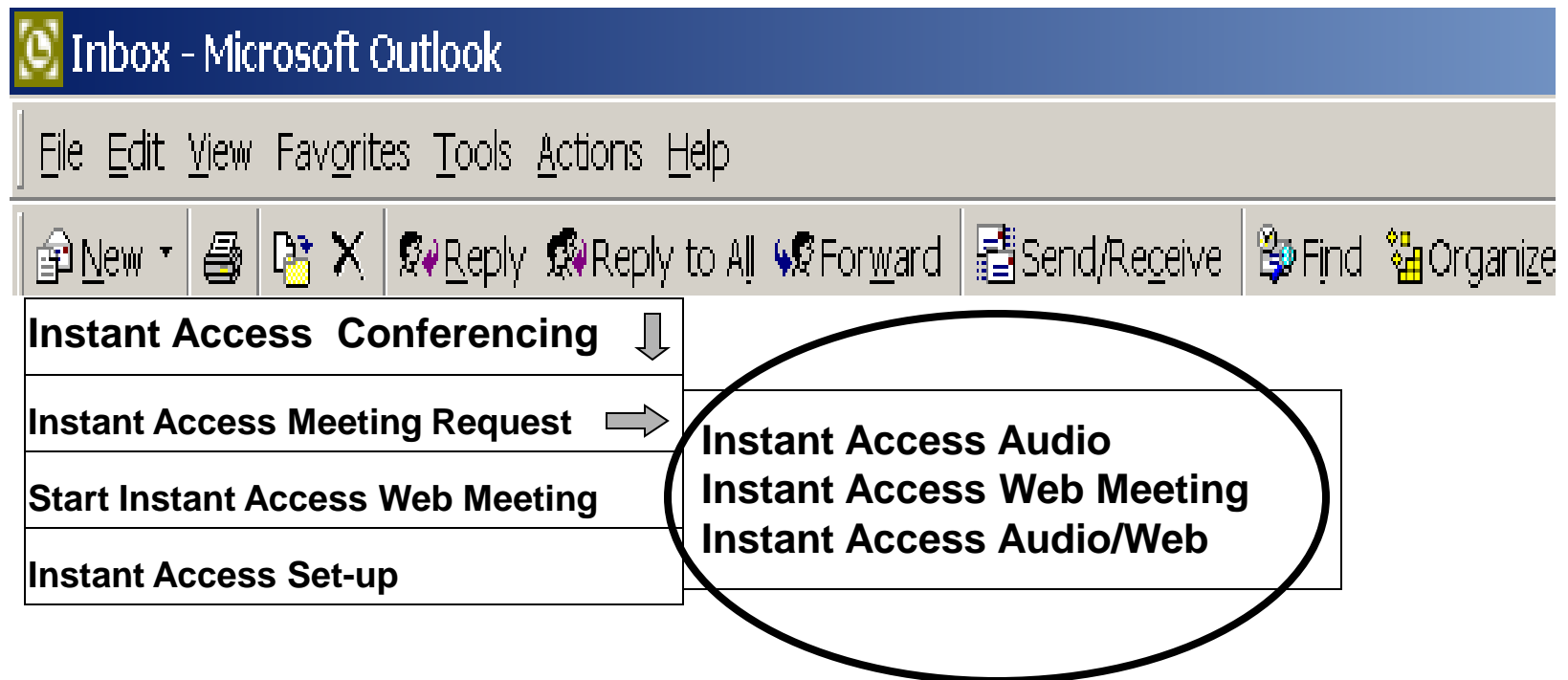
- Instant Access Conferencing (with a downward arrow)
- Instant Access Meeting Request (with a rightward arrow)
- Start Instant Access Web Meeting
- Instant Access Set-up

The context menu also displays a list of options for the "Instant Access Meeting Request" item:

- Instant Access Audio
- Instant Access Web Meeting
- Instant Access Audio/Web

Places Quick Access Buttons On Your Microsoft Outlook Tool Bar

Choose Meeting Request



The screenshot shows the Microsoft Outlook interface. The title bar reads "Inbox - Microsoft Outlook". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", "Actions", and "Help". The toolbar contains icons for "New", "Print", "Delete", "Reply", "Reply to All", "Forward", "Send/Receive", "Find", and "Organize". The "Instant Access Conferencing" menu is open, showing the following options:

- Instant Access Conferencing (with a downward arrow)
- Instant Access Meeting Request (with a rightward arrow)
- Start Instant Access Web Meeting
- Instant Access Set-up

The "Instant Access Meeting Request" option is highlighted, and a sub-menu is visible to its right, containing the following options:

- Instant Access Audio
- Instant Access Web Meeting
- Instant Access Audio/Web

A large black oval is drawn around the sub-menu options.

Choose which type of Meeting Request is best for each meeting invitation

Email Invitation



FW: Test Invite from Scheduler Plug-in - Meeting

Accept | Tentative | Decline | Propose New Time | Calendar...

File Edit View Insert Format Tools Actions Help

Appointment | Scheduling

Accepted on 11/17/2004 2:25 PM.
This appointment occurs in the past.

Organizer: Paul Keating [pkeating@glcevents.com] Sent: Wed 11/17/2004 7:04 AM

Subject: FW: Test Invite from Scheduler Plug-in

Location: Instant Access Plus phone number: 8008670549; 7-digit access code: 8793335 Label: None

Start time: Wed 11/17/2004 7:00 AM All day event

End time: Wed 11/17/2004 7:30 AM

Reminder: 15 minutes Show time as: Busy

Meeting Workspace... This is an online meeting using: Microsoft NetMeeting

INSTANT ACCESS PLUS DIAL IN INFORMATION
You have been invited to join an audio conference.
Dial Instant Access Plus phone number: 8008670549 (US & Canada)
3032482990
View additional Instant Access Plus phone numbers:
<https://enrollment.cfer.com/globalinknumbers?an=8008670549&ac=8793335&login=true>
Enter 7-digit access code: 8793335
You will be placed on music hold until the Chairperson starts the conference.

INSTANT ACCESS PLUS INSTANT ACCESS WEB PARTICIPANT LOGIN INFORMATION
You have been invited to join a Web Conference.
Click here to automatically login:
<https://www.callinfo.com/pt?host=instantaccess&ac=8793335&an=8008670549>
Enter your participant registration information.
You will view a "Lobby screen" until the Chairperson starts the Web Conference.
To test your browser and network connections for compatibility prior to the conference, go to:
<http://test.callinfo.com>

Email invitation is ready to be sent to participants. Select the appropriate date, time and add your meeting name to the subject line. Note: all email content can be edited if you wish to do so.