

OVERVIEW

# InterCall Unified Meeting

## Lotus Notes Calendar Integration

InterCall Unified Meeting lets you quickly and easily bring people together—from anywhere in the world—so they can see what you want to show them, hear what you have to say and interact in order to learn, collaborate and make decisions. Below you will find helpful tips to easily schedule your meetings using Lotus Notes®.

### Lotus Notes Calendar Tool

InterCall Unified Meeting has tight integration with Lotus Notes to make it easy to schedule meetings and distribute your access information.

- InterCall Unified Meeting “plug-in” button - one click is all it takes to insert your meeting information.
- Auto-populates customisable invite text (e.g., font, size, colour, etc.) - you can make your invitation your own.
- Simplifies scheduling a meeting - no more searching for and mistyping your conference details.

### Scheduling a Meeting is as Simple as... 1-2-3!

1. Open a new calendar entry in your Lotus Notes calendar.
2. Enter the subject and click InterCall Unified Meeting. Invite text auto-populates and can be edited/customised.
3. Select your Invitees and send!

