

QUICK START

InterCall Unified Meeting

Quick Start Guide for Lotus Notes Calendar

Intstall Intercall Unified Meeting and Lotus Notes Plug

Note: Before proceeding with the following steps, please ensure that you have administrator rights to download and install.

1. Download InterCall Unified Meeting by going to www.intercallapac.com/iumgo.
2. Click Download.
3. At the end of the download wizard you'll be automatically directed to a separate web page to download the Lotus Notes plug-in. Once installed, you'll have everything you need to schedule and run effective online meetings.

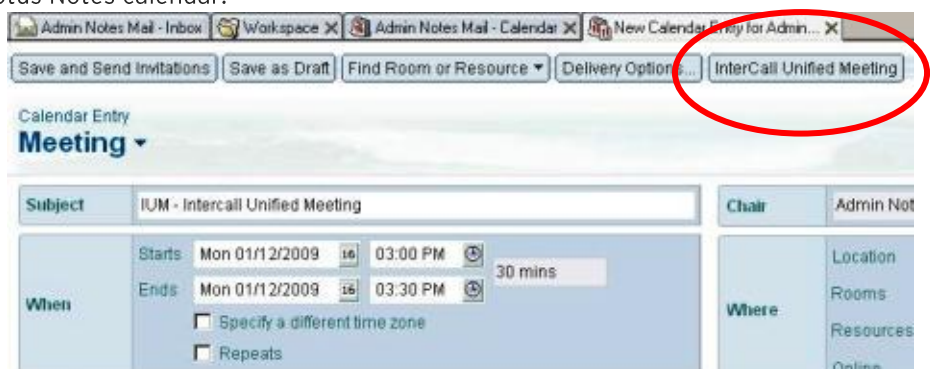


Scheduling a Meeting is as Simple as.... 1-2-3!

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/customized.
3. Select your Invitees and send!

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Start and Join Meetings

1. Open the appointment in your Lotus Notes Calendar. The meeting access information will appear in the body of the appointment.
2. To join the meeting, the moderator and participants click their respective links to join the meeting.
3. InterCall Unified Meeting will prompt moderators and participants to enter telephone numbers to be automatically dialed or choose to dial into the meeting.