

QUICK START

# InterCall Unified Meeting

## Quick Start Guide for Outlook Calendar

### Install Intercall Unified Meeting

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](http://www.intercallapac.com/iumgo).
2. Click **Download**.
3. Simply follow the download wizard and you'll have everything you need to schedule and run effective online meetings.



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

1. Double-click the specific meeting time in your Outlook calendar.
2. Enter the subject and click **InterCall Unified Meeting**.
3. Click the Scheduling tab, invite participants and send!

### Start and Join Meetings

1. Open the appointment in your Outlook 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.

