UNIFIED MEETING 5
Google Calendar Gadget User Guide

Does your day run on Google Calendar? Now you can synchronise your calendar with your meetings with the Unified Meeting® 5 Google Calendar Gadget.

With just one click from your Google Calendar you can insert all the meeting connection details your participants will need to join your meeting. When it’s time to meet, one click from your calendar will get your meeting started.

General Information

- The Unified Meeting 5 Google Calendar Gadget is available for download at https://content.conferencing.com/gadget/meet_InstGadget.html
- The following browsers are supported: Microsoft Internet Explorer® 9 or higher, Google Chrome™ 11 or higher, Mozilla® Firefox® 10 or higher and Safari® 6.1.6 or higher.
- The gadget allows scheduling in English, German, Spanish, French, Italian, Dutch, Portuguese, Swedish, Russian, Chinese (Simplified & Traditional), Japanese and Korean.

Installation

Follow the steps below to install the Unified Meeting 5 Google Calendar Gadget:

1. Click this Google Gadget Download URL: https://content.conferencing.com/gadget/meet_InstGadget.html
2. Click the Google Calendar button.
3. Log in to your Google Calendar account if you are not logged in already.
4. Click Yes, add this gadget.
5. You will then see the gadget added to the sidebar of your calendar.
Schedule a Meeting

1. Enter in your Unified Meeting 5 login (same as conference code) into the Web Login field. Check Remember Me to save your web login. Please note: This field value is stored with your calendar and not on your computer. Therefore, if you were to open up your Google Calendar on another computer, it will still display your saved field value. Clear All will remove the saved field value.

2. Click Create Event to open the Google Create Event window. The description field will contain the customisable invitation text for Unified Meeting 5.

3. Add guests to be invited to your meeting and click Save.
Start a Meeting

The Start Meeting button in the gadget will have different behaviour depending on your system set up.

- If you installed Unified Meeting 5 on your computer and the desktop launcher is signed in with the same login (conference code) the Start Meeting page will be launched.

- If you installed Unified Meeting 5 on your computer and the desktop launcher is either not signed in or is signed in using a different login the Join Meeting page will be displayed.
  - To start a meeting, click I am the moderator and enter the full credentials to start the meeting from the Join Meeting page.