

OUTLOOK PLUGIN USER GUIDE

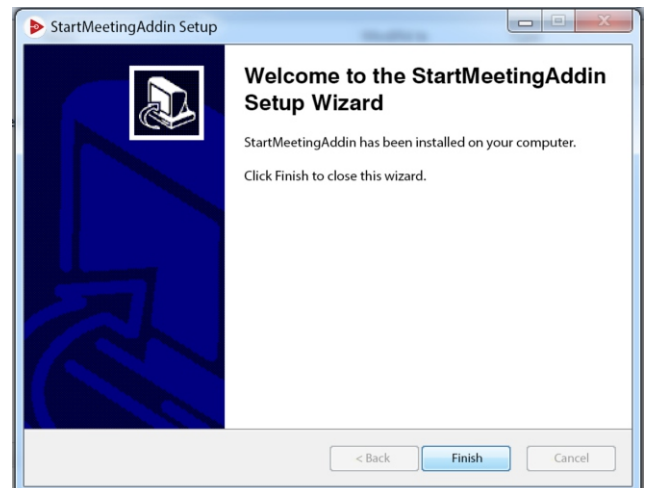
USER GUIDE - OUTLOOK PLUGIN

INSTALLATION

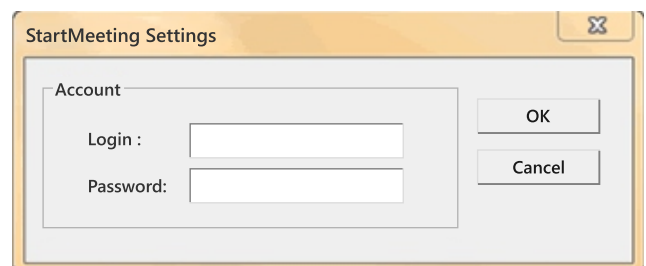
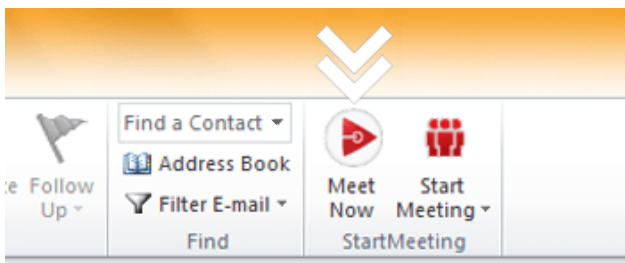
1. Download the Outlook Plugin:

<https://www.startmeeting.com/desktopApp/outlook/StartMeetingMicrosoftOfficePluginSetup.exe>

Locate the downloaded file and double click to open it:



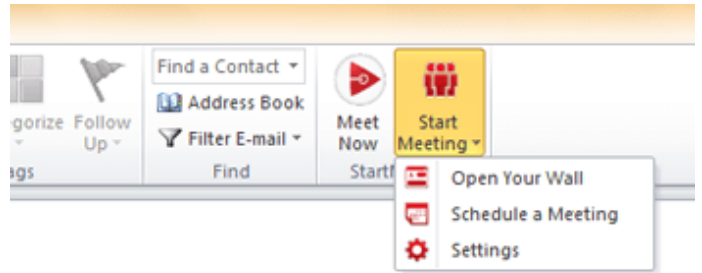
2. Click **Finish** to complete the installation:
3. Open Outlook and click **Meet Now** to log in to your account:



4. Enter your **StartMeeting** Login (**ends on @onHub1.com**) and **Password** to link your account to Outlook:

SCHEDULE A MEETING

1. To schedule a meeting, click **StartMeeting**, then **Schedule a Meeting**:



2. An **Appointment** will open that is pre-populated with your meeting information. You can then set the date and time, as well as add participants by clicking **Invite Attendees**

