

# Outlook Conference Toolbar

## Quick Start Guide

### Quick start

## Outlook conference toolbar



Organize and start meetings in seconds with the Outlook Conference Toolbar.

Available for all versions of Outlook from 2007 to 2016.

### Download & installation

To download & install the toolbar:

- Log into TheLounge, [www.atconference.com/meet](http://www.atconference.com/meet)
- Download the toolbar from the Downloads section in the left hand menu
- Follow the on screen instructions to complete the installation

### Instant access

Select the conference tab and click one of the following icons\* for instant access to the service:



audio  
console

Click to start or join an audio conference and choose from up to three ways\* of connecting to the meeting: Internet audio (VoIP), dial-in or call back



web  
conference

Click to instantly start your web conference

web portal

Click to open TheLounge to manage your account and to access your recordings and content bank

web  
scheduling

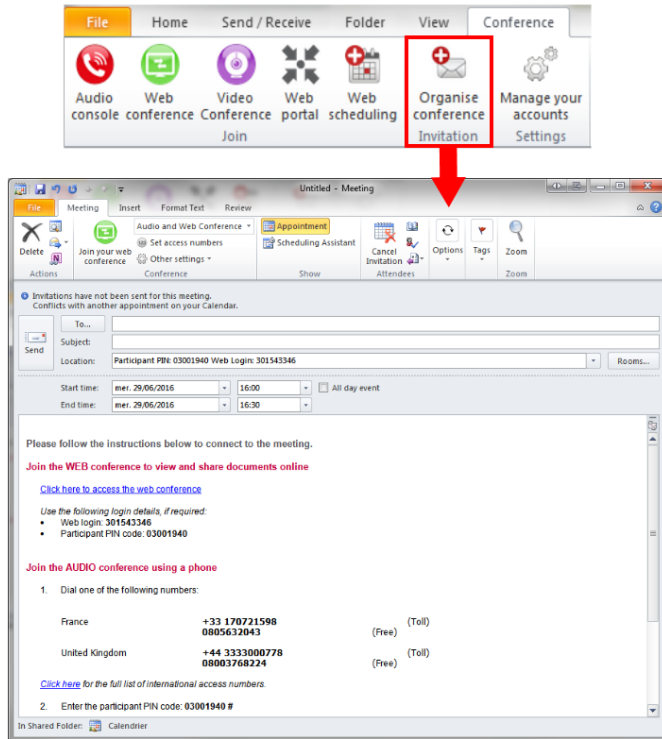
Schedule meetings in TheLounge with the option to generate one time only PIN codes for additional security

\*The options displayed will be determined by the availability of the service on your account.

# Organize conference

## Option 1:

1. Click on the "Organize conference" button to create an invitation pre-populated with your conference details
2. Choose the meeting date and time, add the meeting subject and a personalized message (optional) and click send

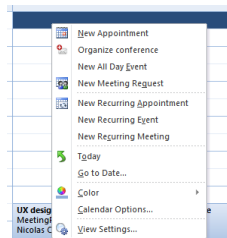


## Option 2:

1. Open your Outlook calendar and create a new meeting invitation
2. Click on "Add conference details"
3. Personalize your message if necessary and send it

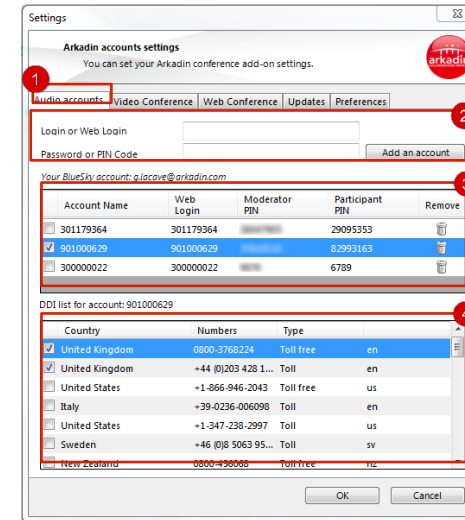
## Option 3:

1. Open your Outlook calendar
2. Right click on the date and time required within the calendar view
3. Select "Organize conference" from the drop down menu



# Settings

1. To manage your account click "Manage your accounts" on the toolbar and navigate to the Accounts tab
2. If you want to add a new account\* enter your Login and Password, then click "Add an account"  
\*If you have installed the add-on from the TheLounge, you do not need to manually add your account
3. Once you have added a new account it will be displayed in the accounts list, You can easily select one of your accounts by selecting the related checkbox. The account you choose will be used by default for your audio and web conferences.
4. If you want to add more access numbers to your invitation, simply select the corresponding checkbox and it will be automatically displayed by default in your invitation



To customize add-on settings, select the Preferences tab. You can then choose your preferred add-on language, invitation type (audio or web), and your default invitation language.

# 3 Time Saving Ways to Join a Meeting

1. Click on the web conference link in the invitation and the login screen will automatically populate with the meeting credentials.
2. On a mobile phone, tap your country access number listed in the invitation to dial in and the access code will be automatically entered for you.
3. Start your conference calls by clicking on 'Audio Console' in the meeting toolbar, and then select 'Please Call Me' - you only need to enter your phone number the first time you use this feature.