

Outlook Plugin

Live Meeting installs a plugin into Outlook 2010, shown below. From this plugin, users are able to schedule Live Meetings with contacts or alternatively set up a Live Meeting immediately.



Scheduling Live Meetings

To schedule a Live Meeting, click on the **Schedule a Live Meeting** button on the Outlook toolbar.

This will open a new Calendar Appointment window which allows users to create a Live Meeting Calendar appointment and send it to the desired attendees. At the bottom of the Calendar Appointment are details on how to enter the Live Meeting appointment.