

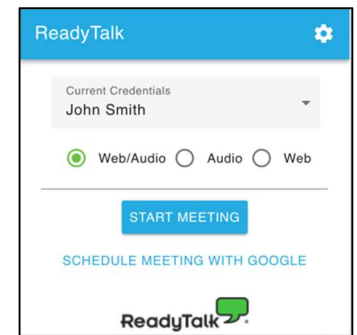





Google Calendar


ReadyTalk's Google Calendar Extension, you can quickly include meeting details in your calendar appointments. To get started...

1. Navigate [here](#) to install the **ReadyTalk Google Calendar Integration** from the Chrome Web Store.
2. Once added, click on the  icon near the top right corner of your Chrome browser and then click the **ADD CREDENTIALS** button.
3. Enter in a **Display Name**, ReadyTalk **Dial-In Number**, 7-digit **Access Code**, **Passcode**, and then click the **VALIDATE CREDENTIALS** button.
4. On the next screen, you can choose the **Default Settings** for your meetings. Click **Save Defaults** when you are done choosing.
5. To begin utilizing the extension, click on the  icon near the top right corner of your Chrome browser.
6. To schedule a meeting using your Google Calendar, select which Credentials/Access Code you would like to use, choose your meeting type (If different from your default option), and then select the **SCHEDULE MEETING WITH GOOGLE** option.
7. This will open a new calendar appointment window and will pre-populate the body of the appointment with details that your audience members can use to join your **"On-Demand"** meeting.
8. Be sure to add a title, change the date and time, add any additional details to your invitation before sending it to your audience.



Notes:

- The "ReadyTalk Google Calendar Integration" is a Google Chrome Extension and is only available when using a Google Chrome Web Browser.
- If you are unfamiliar with how to utilize Google Calendar (e.g. Send Invitations, Schedule an Appointment, etc. please review the [Getting Started](#) page offered by Google.
- This integration utilizes **"On-Demand"** meeting information in the body of your invitation. As a result, you will NOT see a meeting **"Scheduled"** within your ReadyTalk Conference Center. Be sure to use the "Start Meeting" button located in the integration to launch your meeting or launch an "On-Demand" meeting from your Conference Center when starting your meeting.
- The information contained in the body of the invitation is for your audience members ONLY. After sending your audience the invitation, you can start your meeting by clicking on the  icon near the top right corner of your Chrome browser and clicking the "Start Meeting" button.

To add additional Access Codes to the extension, click on the  icon near the top right corner of the screen, click on the image of the cog wheel, and then click on the "+" symbol.

Need Help?

<https://www.readytalk.com/contact>

