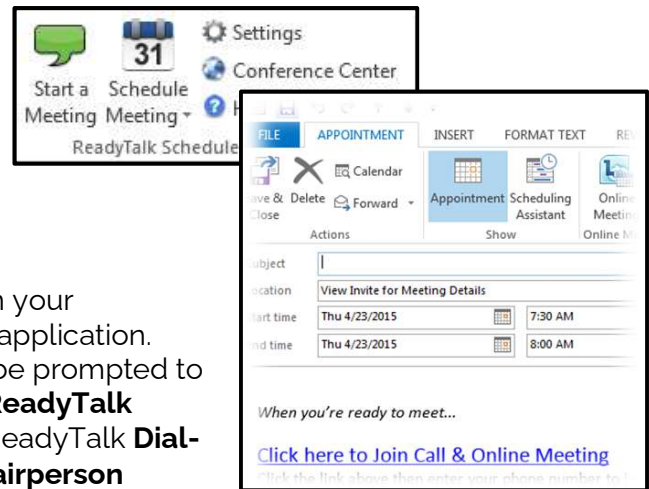




Outlook Scheduler

With ReadyTalk's Outlook Scheduler, you can schedule meetings directly from Microsoft Outlook and send calendar appointments to your invitees. To get started...




1. Exit out of your Microsoft Outlook application and then click [here](#) to download the ReadyTalk Outlook Scheduler for Microsoft Windows.
2. Once the file has been downloaded, run the file and follow the instructions on the Installation Wizard.
3. Once the integration has been installed on your computer, launch your Microsoft Outlook application. Once you have opened Outlook, you will be prompted to enter your ReadyTalk credentials on the **ReadyTalk Setup** screen*. Enter your **Name**, **Email**, ReadyTalk **Dial-In Number**, 7-digit **Access Code**, your **Chairperson Passcode**, and then click **Next**.
4. On the next page, use the **Add New Numbers** button to add any additional default conferencing telephone numbers you wish to add to your calendar appointment invitations (A United States toll number is included by default). Click the **I'm Finished with Setup** button to complete the setup process.
5. You should then see a ReadyTalk banner near the top of your Outlook application with a **Start Meeting** button, a **Schedule Meeting** drop down menu, a **Settings** menu, and a **Conference Center** button.
6. To schedule a meeting** , click on the **Schedule Meeting** drop-down menu and choose the type of meeting you would like to schedule: **Audio Meeting**, **Web Meeting**, or **Audio/Web Meeting**. An Outlook appointment window will then open, pre-populated with the information your participants need to join your meeting.
7. When you send out your calendar appointment to your invitees, individuals can join your meeting by clicking on the **Click here to Join Call & Online Meeting** link located in the body of the appointment window. This will bring them to a **Call-Me** page. From that page, individuals can enter their **Name** and their personal **Phone Number** and then click the **Call Me & Join Online Meeting** button to be brought into the web and audio portions of the meeting.
8. To start a meeting, open your appointment and click on the **Start Meeting** button near the top of that window. You will then be brought to a **Call-Me** page. Enter your **Name**, **Passcode**, and personal **Phone Number**, and then click the **Call Me & Start Online Meeting** button. You will receive a call shortly afterwards. Answer the call and follow the prompts to start your audio meeting. Your web meeting controls will automatically launch after your audio conference has started.



System Requirements:

- Microsoft Outlook 2007 (Service Pack 3), 2010, & 2013 (32-bit and 64-bit versions).
- Windows XP (Service Pack 3), Server 2003 (Service Pack 1), Vista, 7, 8+
- Microsoft .NET Framework 4.0 Extended or higher
- Microsoft .NET version 4.0 Client Profile or higher
- Microsoft SQL Server Compact 4.0 or higher
- Microsoft C++ 2010 Runtime or higher
- Microsoft Visual Studio Tools for Office (VSTO) Runtime 2010 or higher

Notes:

- *You can add multiple ReadyTalk credentials to your Outlook application. To do so, click on the **Settings** button  located on the ReadyTalk Scheduler banner bar near the top of your Outlook application, select the name of your account located in the top left corner of the screen, click on the **Add** button, select the **My Subscription** option on the left side of the screen, add your additional **Access Code** and **Chairperson Passcode**, and then click the **Validate My Account** button. When you schedule a new meeting, be sure to select the  **Subscription Details** button near the top of your appointment window, select the set of ReadyTalk credentials you wish to use for the meeting, and then click the **Use** button.
- **By default, scheduling a meeting in Outlook will not add the meeting to your ReadyTalk Conference Center. Instead, On-Demand meeting information will be populated on your calendar appointment. To schedule a meeting so it appears in your Conference Center, click on the **Settings** button  located on the ReadyTalk Scheduler banner bar near the top of your Outlook application, select the circle next to the **Scheduled Meeting** option, and then click **OK**.
- If you are an IT administrator and desire to install this application silently on your user's machines, click [here](#) for more information.