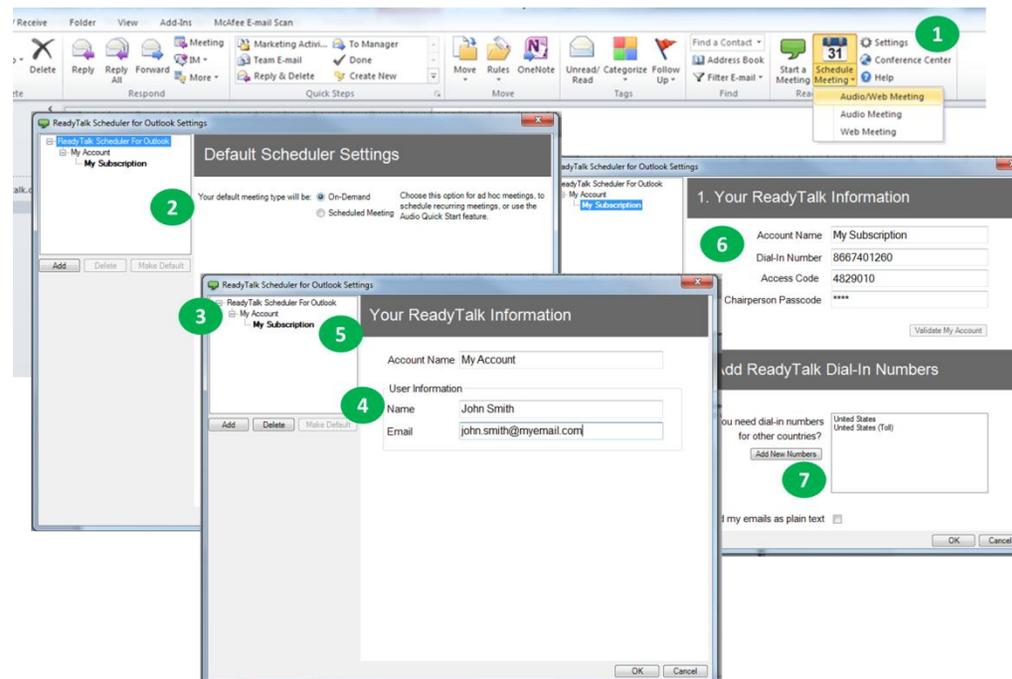


ReadyTalk Scheduler for Outlook 2007-2013 Quick Start Guide

Getting Started

To start using the ReadyTalk Scheduler for Outlook 2007-2013 after you've successfully installed it, open Microsoft Outlook 2007 or 2010 and:

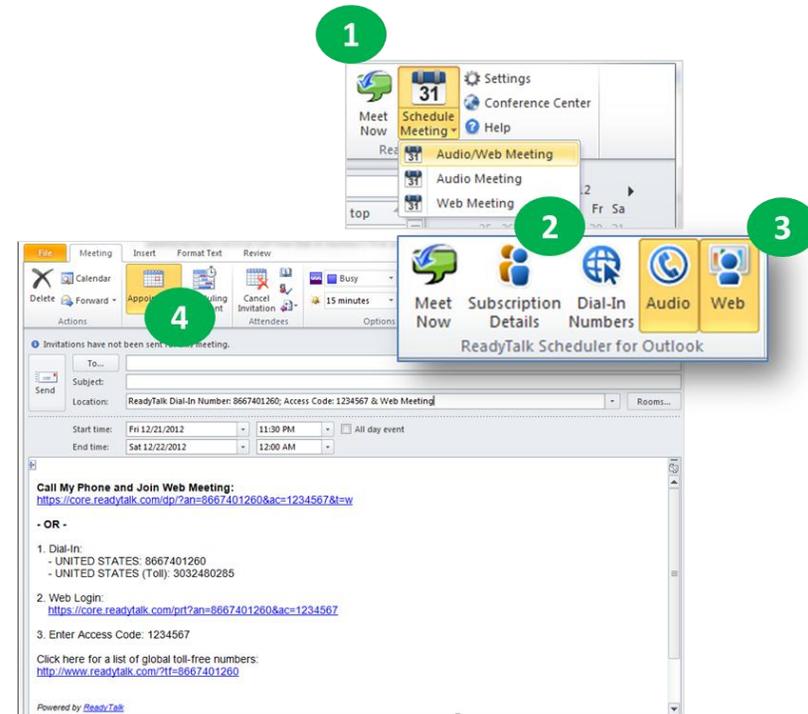
1. Click **Settings** to open the "ReadyTalk Scheduler for Outlook Setup" window.
2. Choose the default meeting type (On-Demand or Scheduled Meeting)
3. Click on **My Account**.
4. Enter your **User Information** for your ReadyTalk account.
5. Click **My Subscription**.
6. Enter the **ReadyTalk Information** for the subscription you'll be managing.
7. Click **Edit** to select the default ReadyTalk dial-in numbers you want to include in your invitations.
8. Click **Ok**.



Schedule a Meeting

To create a Microsoft Outlook meeting invite for a ReadyTalk on-demand or scheduled meeting, while in your inbox:

1. Click **Schedule Meeting** to create an Outlook meeting invite using your default meeting preferences (set in your ReadyTalk Scheduler Settings) or click on a specific meeting type from the Schedule Meeting dropdown.
 - a. **Subscription Details** will appear if managing multiple subscriptions under your “Settings”, allowing you to quickly swap between the access code details used in your meeting invite.
2. (Optional) Click **Dial-In Numbers** to add/remove additional Dial-In numbers to your meeting invite.
3. (Optional) Click the **Audio** or **Web** buttons to quickly toggle between adding and removing audio and web meeting details to your meeting invite.
4. Enter the email addresses of your invitees in the **To** field and click **Send**.



Start a Meeting

To start an on-demand or scheduled meeting from the ReadyTalk Scheduler for Outlook:

1. Click **Meet Now** from either your Outlook inbox or your Outlook meeting invite to launch the ReadyTalk Conference Controls and start an on-demand or scheduled meeting.

