

## FreeConference® Outlook Add-In User Guide

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FreeConference®

Simple, Convenient, Reliable

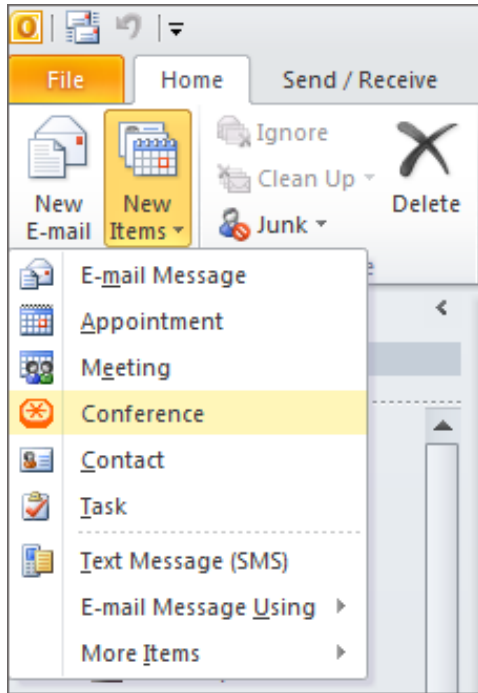


Figure 1

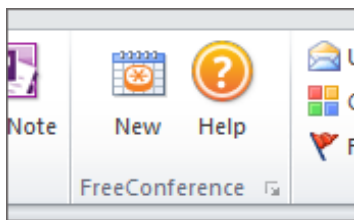


Figure 2

## Registering your FreeConference Outlook Add-In Account


To begin using the add-in, select “Conference” under New Items in the Home Tab (see figure 1). You will be prompted to register your account. If you don’t already have an existing FreeConference account, you can sign up here.



Your dial-in number and access code will now be available for use. This information will automatically be added to your conference meeting invitations.

You can view/edit your account settings by clicking FreeConference in the Ribbon Tool Bar (see figure 2).

## Scheduling with the Outlook Add-In

There are two ways to schedule your meetings in Outlook:

Option 1: Select “Conference” in the New Items menu (see figure 1) or “New” (  ) in the Ribbon Tool Bar (see figure 2)

A meeting request window will be opened (see figure 3). Your dial-in number and access code will automatically be embedded in the text area. You can switch between your Premium (  Toll Free) and Standard (  Toll) dial-in numbers in the Ribbon Tool Bar.

Option 2: Select “Appointment” or “Meeting Request” in the New Items menu (see figure 1)

With Option 2, a meeting request window will be opened but your dial-in number and access code will not automatically be embedded in the text area. You must select Premium (Toll Free) or Standard (Toll) within the Ribbon Tool Bar to embed your conferencing information.

With both options, you can add additional information for your Participants in the message area. Please note that selecting a dial-in number at any time will replace any content in the subject/location lines and the message area. Everyone who enters the dial-in number and participant access code on the date and time prescribed will be connected together.

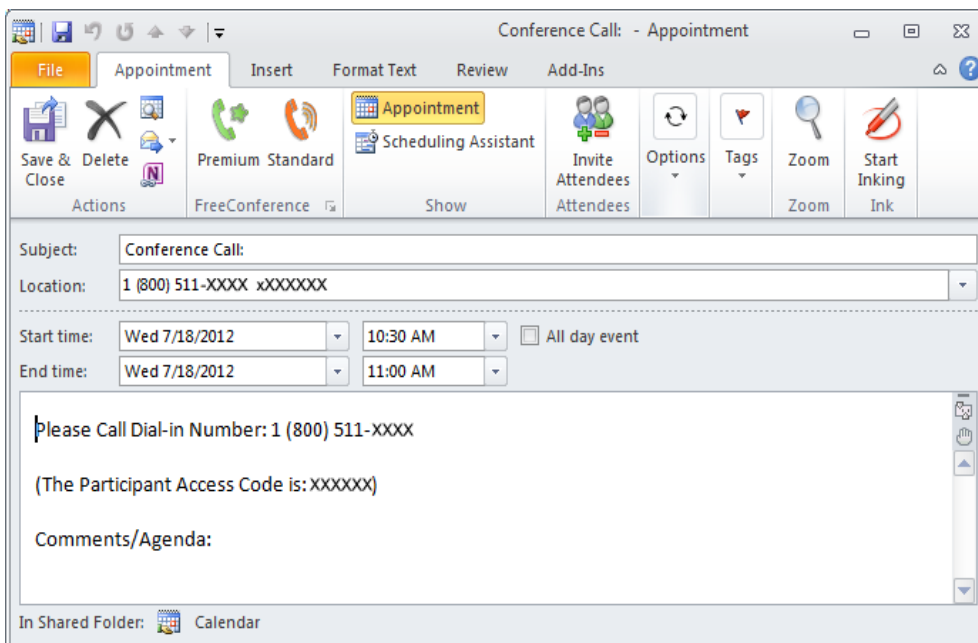


Figure 3

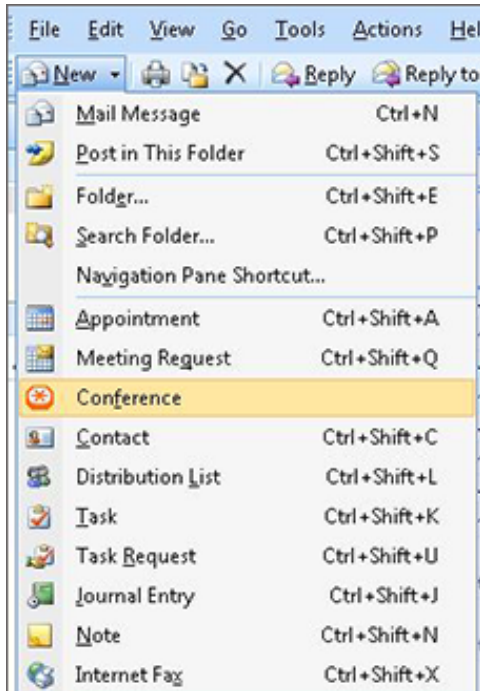


Figure 1

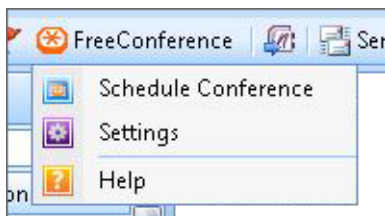


Figure 2

## Registering your FreeConference Outlook Add-In Account


To begin using the add-in, select “Conference” under New on the Command Bar (see figure 1). You will be prompted to register your account. If you don’t already have an existing FreeConference account, you can sign up here.



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You can view/edit your account settings by clicking Settings (  ) in the Command Bar (see figure 2).

## Scheduling with the Outlook Add-In

There are two ways to schedule your meetings in Outlook:

Option 1: Select “Conference” in the New menu (see figure 1) or “Schedule Conference” (  ) in the Command Bar (see figure 2)

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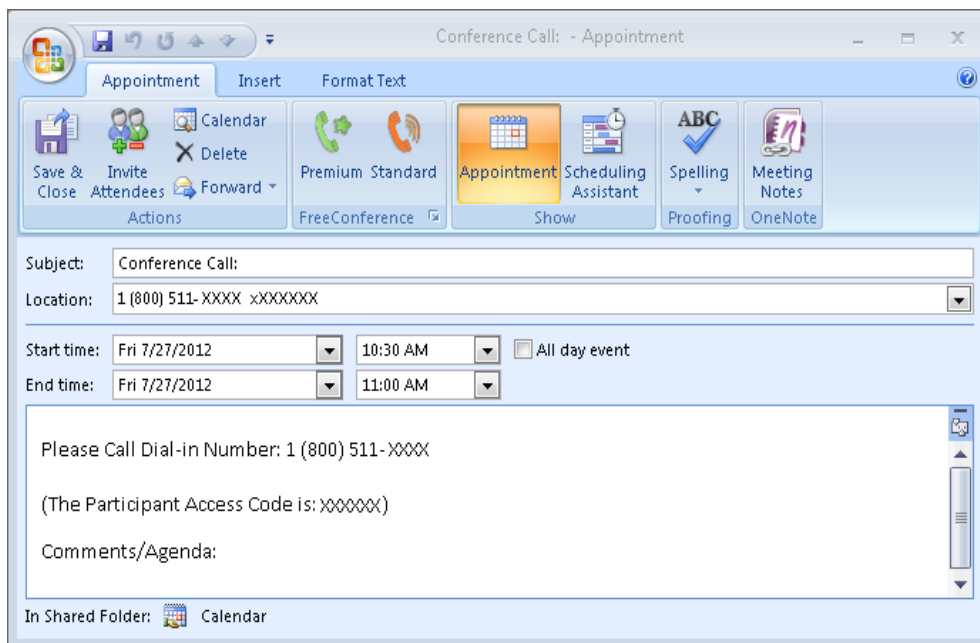


Figure 3

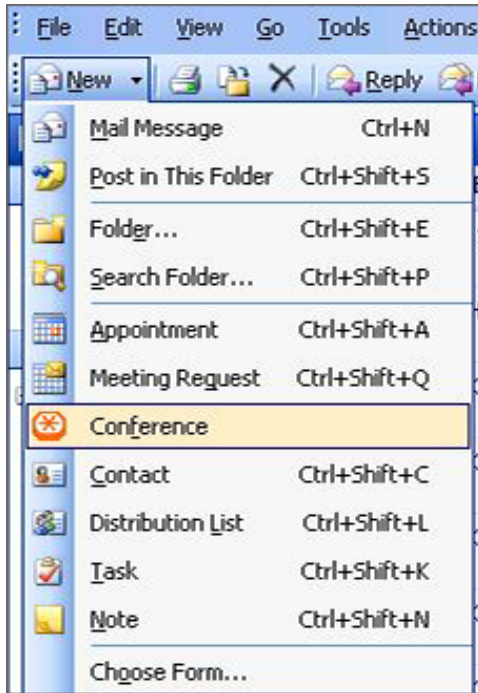


Figure 1

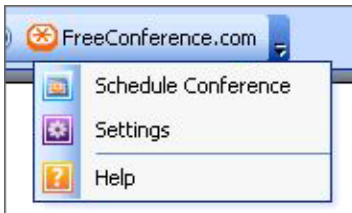


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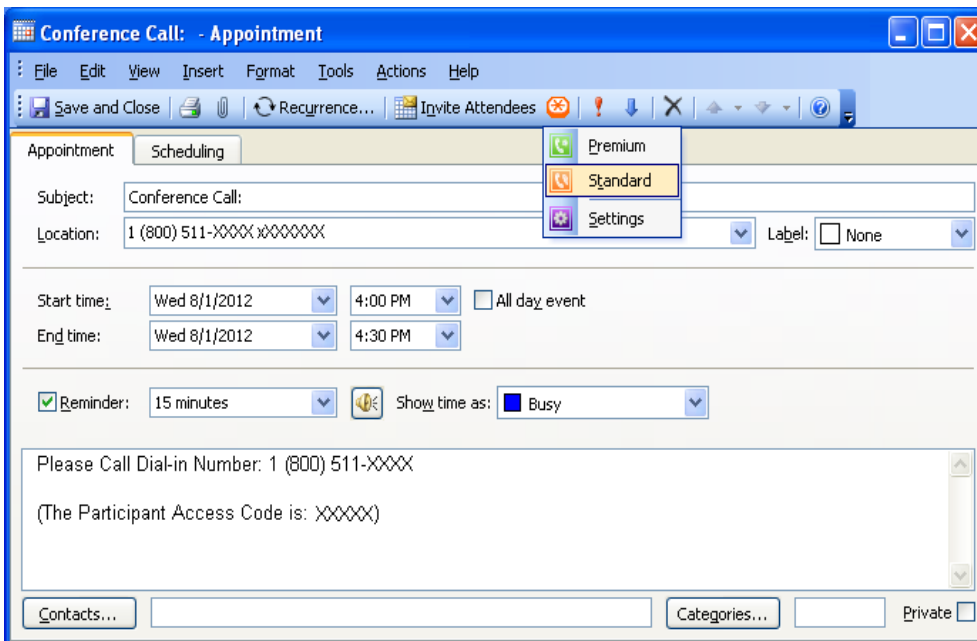


Figure 3

## FreeConference Outlook Add-In FAQs

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### What do I need to use the Outlook Add-In?

The FreeConference Outlook Add-In works with Microsoft Windows™ and requires Microsoft Outlook™ 2003 or a more recent version of Outlook. The add-in does not work on Office for Mac computers.

### Where do I get my Dial-in Number and Access Code?

Once you've installed the Outlook Add-In, you will be prompted to register or sign in. You will then see your Dial-in Number and Access Code.

I already have an account with FreeConference, including a Conference-On-Demand dial-in number. Is this the same number you use for the Outlook Add-In?

Yes, if you have an account at FreeConference, your On Demand dial-in number will be the same.

### Will I get the same conference information to use if I install the Outlook Add-In on multiple computers?

Yes, if your registration information (based on the email address you provide) is the same. If you wish to have a different account, you will need to register under a different email address.

I have an older version of the Outlook Add-In. Do I need to uninstall the older version before installing the new one?

Yes, you can uninstall the add-in through your computer's Control Panel by highlighting "Outlook Conference Manager for FreeConference" in your program list, then select "Remove" or "Uninstall".

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