



# Spontania

## Outlook Plug-in User's Manual

April, 2008

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## Introduction

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The Outlook plug-in can be used to reserve the time and space for a Spontania session. The procedure for making a Spontania session reservation is similar to that for setting an appointment through Outlook. First, however, the Outlook plug-in must be installed in the user's PC.

Prior to install the plug-in, the user must have a moderator role in the Spontania administration before connecting to the URL provided by Dialcom Networks.

**WEBCONTROL**

Group	PC	PDA	MOBILE
BANKINTER1			
WEBCONTROL			

**WEBCONFERENCE**

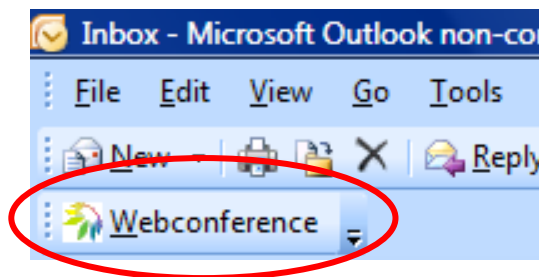
SESSION	Area	ON-LINE	AVAILABILITY	TIMETABLE	AUTHENTICATION	Connect IM   Plugin Outlook				
						PC	PDA	BRIDGE	MOBILE	WIN
AUT.GRUPOS	DESARROLLO	0 / MAX	From 2007-11-12 To 2007-12-31	24 hours	AUTHORIZED USERS					
CISCO	WEBCONFERENCE	0 / 5	PERMANENT	24 hours	FREE					

In general, the Outlook plug-in is installed in the following location:

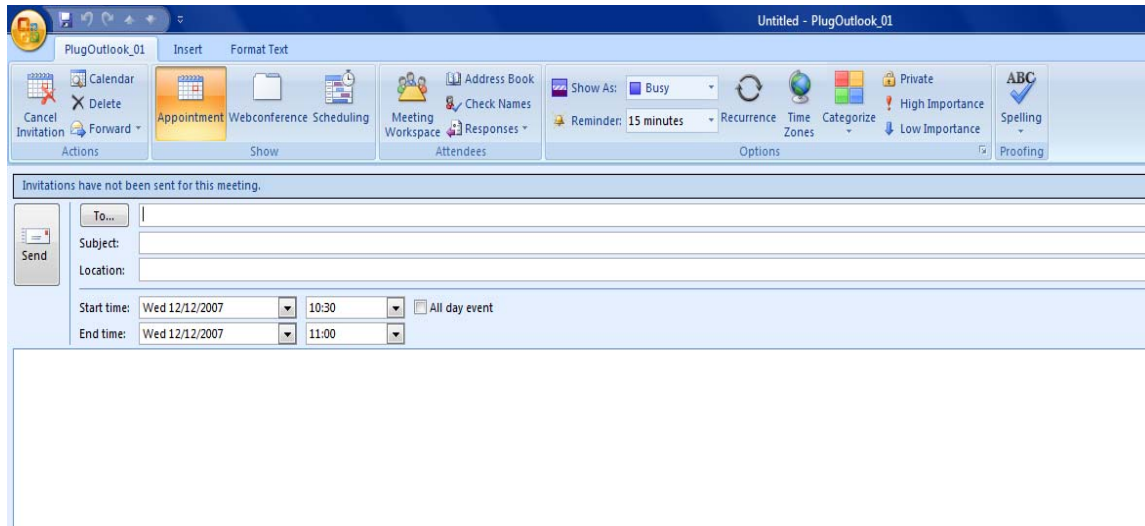
C:\Documents and Settings\<User>\Program Files\Microsoft\Outlook

## Using the Outlook Plug-in

Clicking on the Webconference icon that appears in Microsoft Outlook will open a standard Microsoft Outlook appointment window.



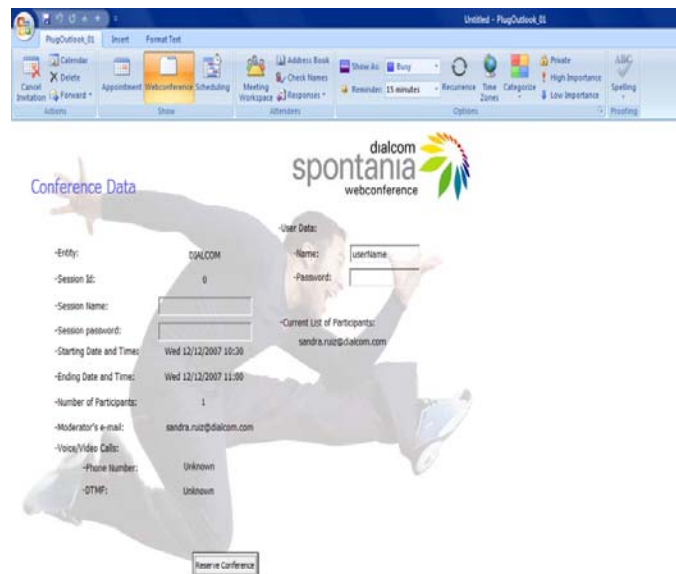
A new tab titled "Webconference" should appear, as shown below:



Fill in the different fields, as for a traditional Outlook meeting:

- List of attendees
- Subject
- Start time and date
- End time and date
- DO NOT SELECT "This is an online meeting using:"

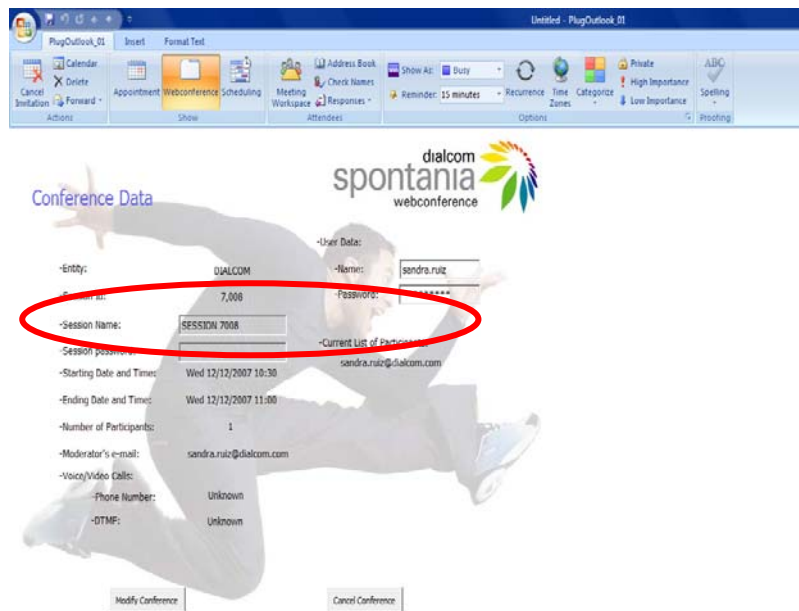
When all of the fields have been completed, go to the "Webconference" tab. The following window will appear:



User information must be provided. Enter the user name and password under which the moderator (the user calling the meeting) is registered in the Spontania server.

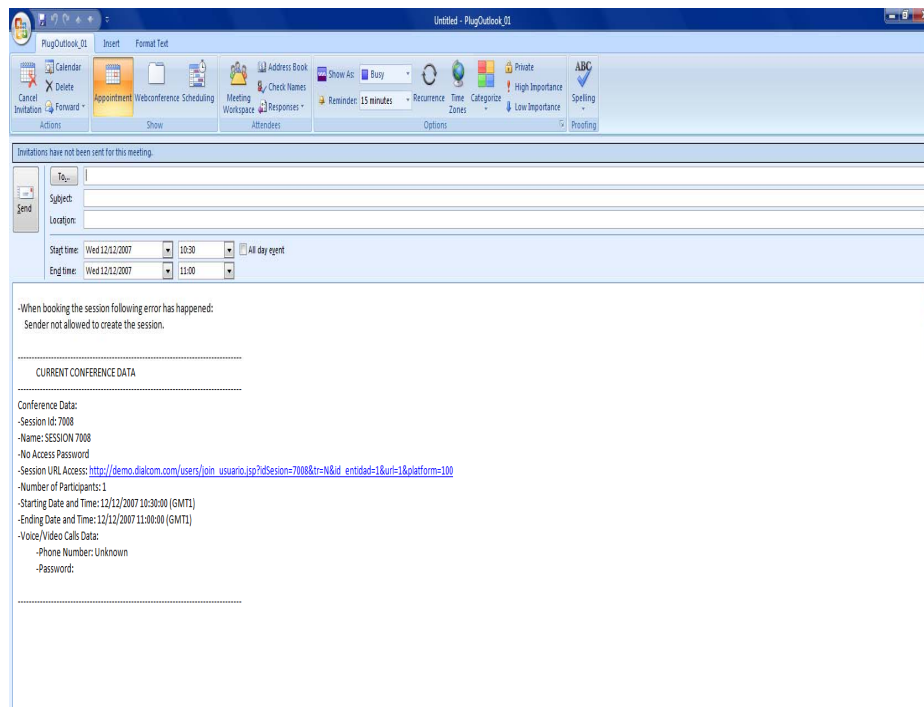
A session name and password may also be entered if a password-protected session is desired.

After verifying that all participants are listed and the start and end times are correct, click on the "Reserve Conference" button.



When the Spontania session reservation has been made, the buttons "Modify Conference" and "Cancel Conference" will appear.

Returning to the "Appointment" tab box, information about the reserved Spontania session will appear, as shown in the illustration below:



Once the meeting has been scheduled, the moderator may modify any aspects of the Spontania session reservation by making the necessary changes to the Outlook appointment and then entering the "Room Reservation" tab and clicking on either "Modify Room" or "Cancel Room" button.