



Covene Cohesion Add-In for Microsoft Outlook – User Guide

A Module for Pexip Infinity Integration

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Table of Contents

1	Overview.....	3
2	Steps for Use	3
2.1.1	Scheduling a Meeting	3
2.1.2	Modifying a Scheduled Meeting	6
2.1.3	Deleting/Canceling a Scheduled Meeting.....	6
2.1.4	Accessing a Meeting Conference Room	6
3	Contact Information for Further Support	7

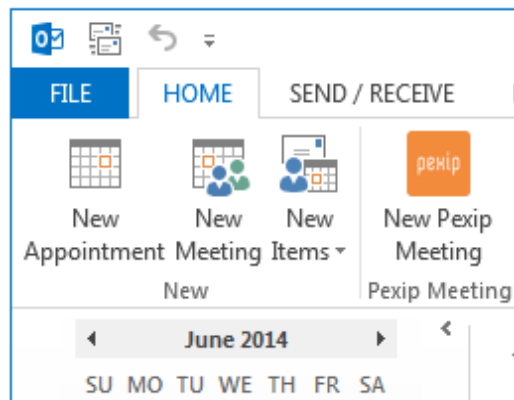
1 Overview

The Covene Cohesion Outlook Add-In for Pexip Infinity provides users a simple way to schedule video conferences in Outlook. The add-in and Covene Cohesion platform seamlessly integrate with Microsoft Outlook to make scheduling easy. Because of native integration with Outlook, scheduling a video meeting is done using the same workflows that are used to schedule a standard Outlook meeting.

2 Steps for Use

2.1.1 Scheduling a Meeting (Method 1)

Schedule a meeting by clicking the ***New Pexip Meeting** button that is installed in the ribbon on the Calendar page.



**The button text and icon can be modified during installation and may look different from the image above.*

The meeting body will be populated with a greeting, and clickable link(s) for each method of connecting to the conference room. If the system was configured to require PIN access, guest PIN information for your meeting participants to use, will be populated in the meeting message body.

NOTE: All of the automatically populated information in the body may be deleted or modified without affecting the meeting room scheduling, however modifying information in the meeting body does not change it on the server.

NOTE: It is recommended meeting body information not be modified or removed. If meeting body information is removed, participants may not know how to join the meeting. The meeting information can be reinserted by clicking the New Pexip Meeting button located on the ribbon at the top of the opened meeting window.

Outlook Integration for Pexip Infinity User Guide

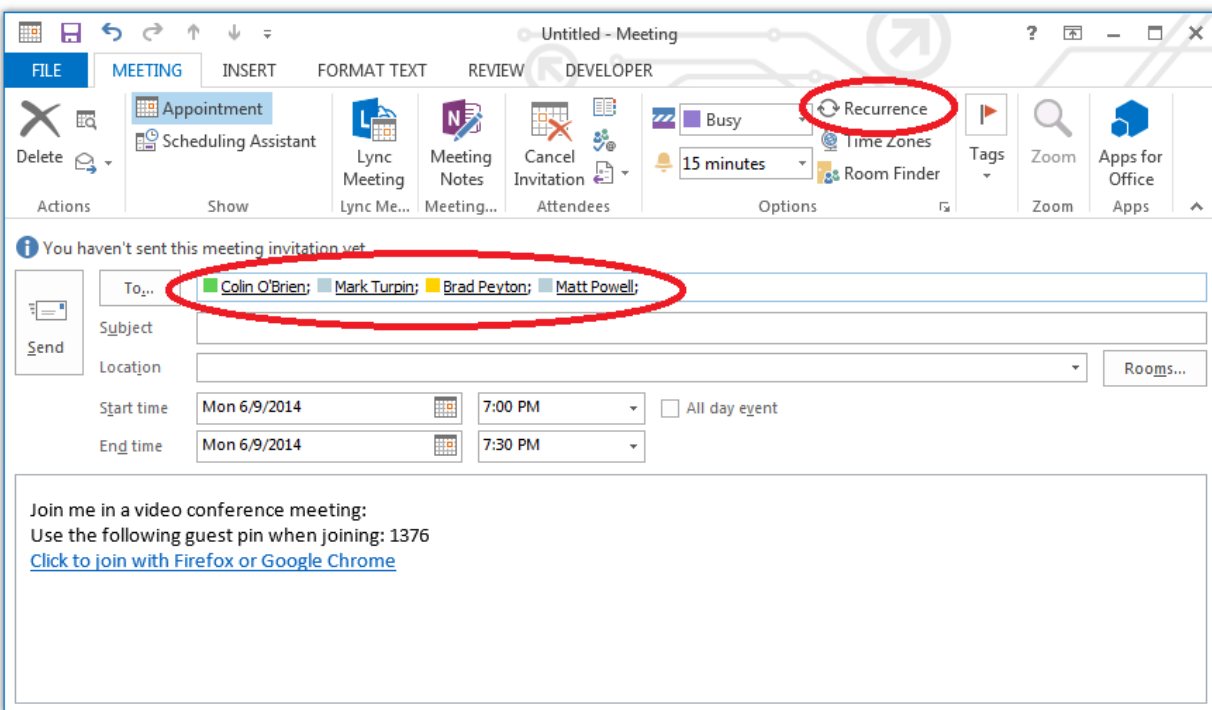
Scheduling a Meeting Continued...

At least one user must be entered as an attendee and specify the desired date and time of the meeting.

If your organization books rooms resources using Outlook, you can also add rooms to the meeting by clicking the “Rooms...” button.

If a room has a video conferencing system, and the room is configured for auto-dial and auto-disconnect, a room's video system will be scheduled to automatically connect at the start of the meeting and disconnect at the end of the meeting. *Please consult with your Pexip Administrator to verify your organization's room resource auto-dial and auto-disconnect settings.*

If desired, you may specify meeting recurrence settings. Recurrence settings are accessed in the ribbon at the top of the meeting window, in the meeting tab.



TIP: If attendees have not yet been identified, add yourself to the list. You can modify the meeting and resend it later.

Click 'Send' to schedule the meeting with the new information.

NOTE: While it is permitted to save a meeting without sending, any modifications made to the meeting that are not sent will not be applied to the video meeting.

NOTE: In large organizations it may take up to 5 minutes after scheduling a meeting before the meeting room is available. Room resources may be delayed by 1 minute before connecting.



2.1.2 Scheduling a Meeting (Method 2)

Instead of opening a new video meeting from the New Video Meeting button described in the previous method, a new or existing Outlook meeting can be opened, then converted into a video meeting by clicking the New Video Meeting button in the meeting window ribbon.

NOTE: When using this method on a recurring meeting, the meeting series must be opened when inserting the meeting information for the first time. If the meeting is an instance of a series and has not yet been scheduled as a video meeting, the New Video Meeting button will not appear.

2.1.3 Modifying a Scheduled Meeting

A meeting may be modified by opening the meeting, changing the meeting information, and clicking '**Send Update**'.

2.1.4 Deleting/Canceling a Scheduled Meeting

Deleting/canceling a meeting can be accomplished in the same way a meeting is deleted in Outlook. Methods include:

- By first selecting the meeting in the Outlook calendar, clicking the delete key.
- Right-clicking the meeting in the Outlook calendar, and selecting cancel from the context menu.
- Opening the meeting, and clicking the Cancel Meeting button.

When a meeting is deleted, a meeting cancellation window for the meeting will open. The meeting information can be modified, such as adding commentary to the body of the email. Cancellation is finalized by clicking the **Send Cancellation** button. Meeting participants will receive the meeting cancellation and if you use dynamic meeting rooms, the meeting room creation will be deleted.

2.1.5 Accessing a Meeting Conference Room

Conference rooms will be available at the scheduled start time. Once the meeting's end time is reached, the conference room will be no longer be accessible.

NOTE: When a meeting time is reached but there still active participants in the conference room, the meeting will not be disrupted, and the conference room will continue to remain accessible until all users have left.



3 Contact Information for Further Support

For further assistance, please contact your organization's support team:

Support Team	Support Number	Support Email