



User Guide:

Vast Conference Outlook Plugin

Conferencing Toolbar for Outlook 2010 – 2016

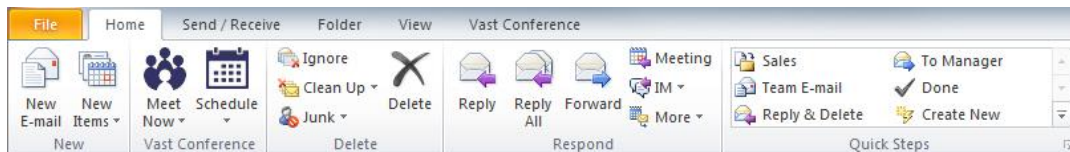
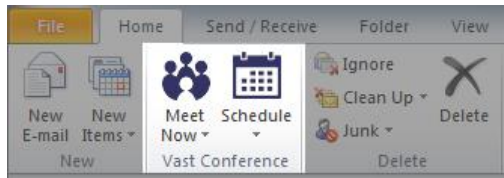
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Vast Conference Outlook Add-In Overview

Use the Vast Conference Outlook plugin to quickly and accurately send conferencing & Web Meeting information to your guests via email or calendar invitation.

Home Ribbon on Outlook 2010 - 2016



Immediate Conference Call Emails - Send out meeting information in emails with the “Meet Now” option. The email invitation includes conference call and/or Web Meeting details with clear, concise formatting so you don’t have to do anything but add attendees and send it on.

Scheduled Conference Call Appointments - Create calendar events for future meetings with your conferencing details included so your attendees receive accurate meeting information directly in their calendars.

Customize Dial-In Numbers - Select the conference dial-in numbers (including international numbers and Web Meeting details if you choose to use them) that you’d like to provide in your templates.

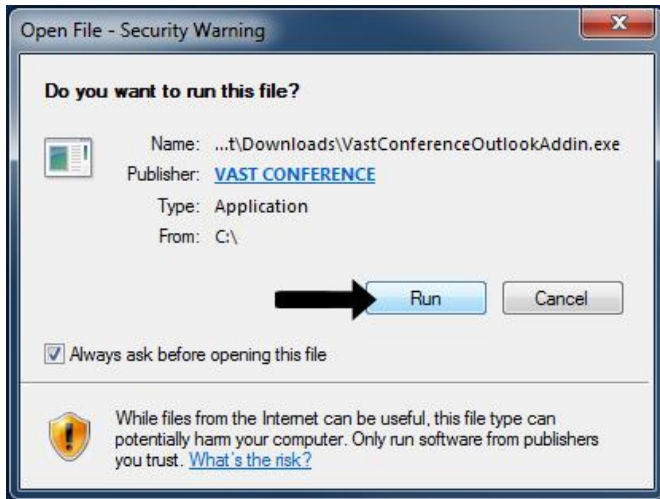
Multiple User Access - Simple sign-in allows you to create and send invitations on behalf of others as needed.

Automatic Updates - The plugin will update automatically so you always have the most up-to-date version.

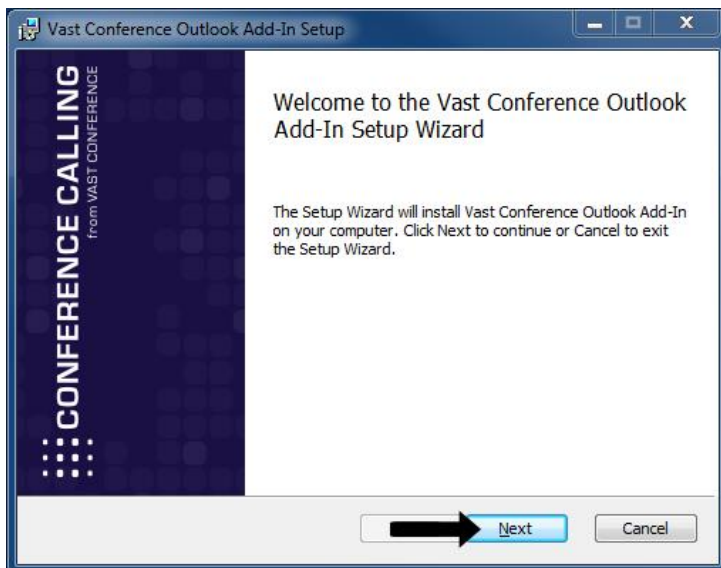
Instructions to Download and Install

Download the Vast Conference Outlook Plugin for free from: <http://www.conferencecalling.com/outlook-plugin.html>. You will be presented with a large green button – “DOWNLOAD IT NOW”.

Once the plugin has been downloaded, close Microsoft Outlook. Next, double-click and run VastConferenceOutlookAddin.exe and follow the guided installation wizard that follows.



The installation wizard will guide you through the process step-by-step. From this window, click Next, read and accept the license agreement, install and finish.



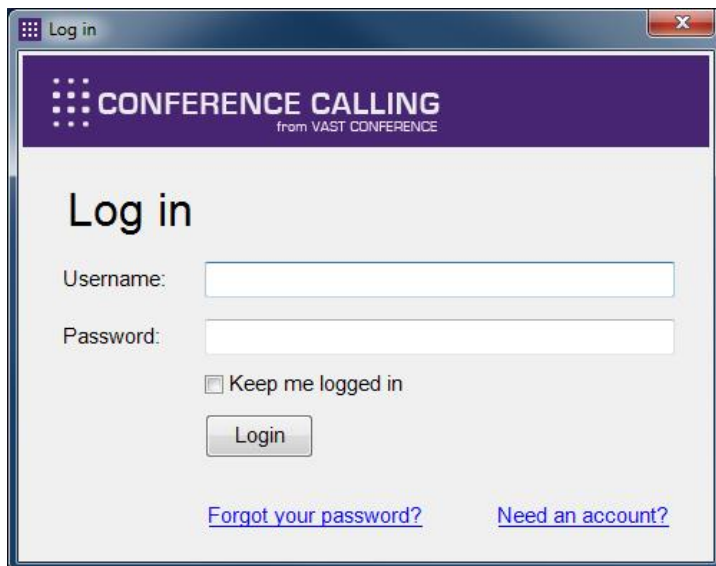
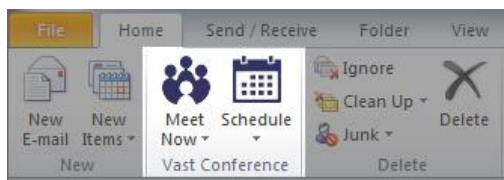
System Requirements:

- Windows XP SP3, Windows 7 or later versions
- Outlook 2010 / Outlook 2013 / Outlook 2016

Log In to Your Account

Open Microsoft Outlook and find your newly installed Vast Conference Outlook Add-In in the Home Ribbon. Click any of the options to Log In to your account and start scheduling.

From the Outlook home ribbon:



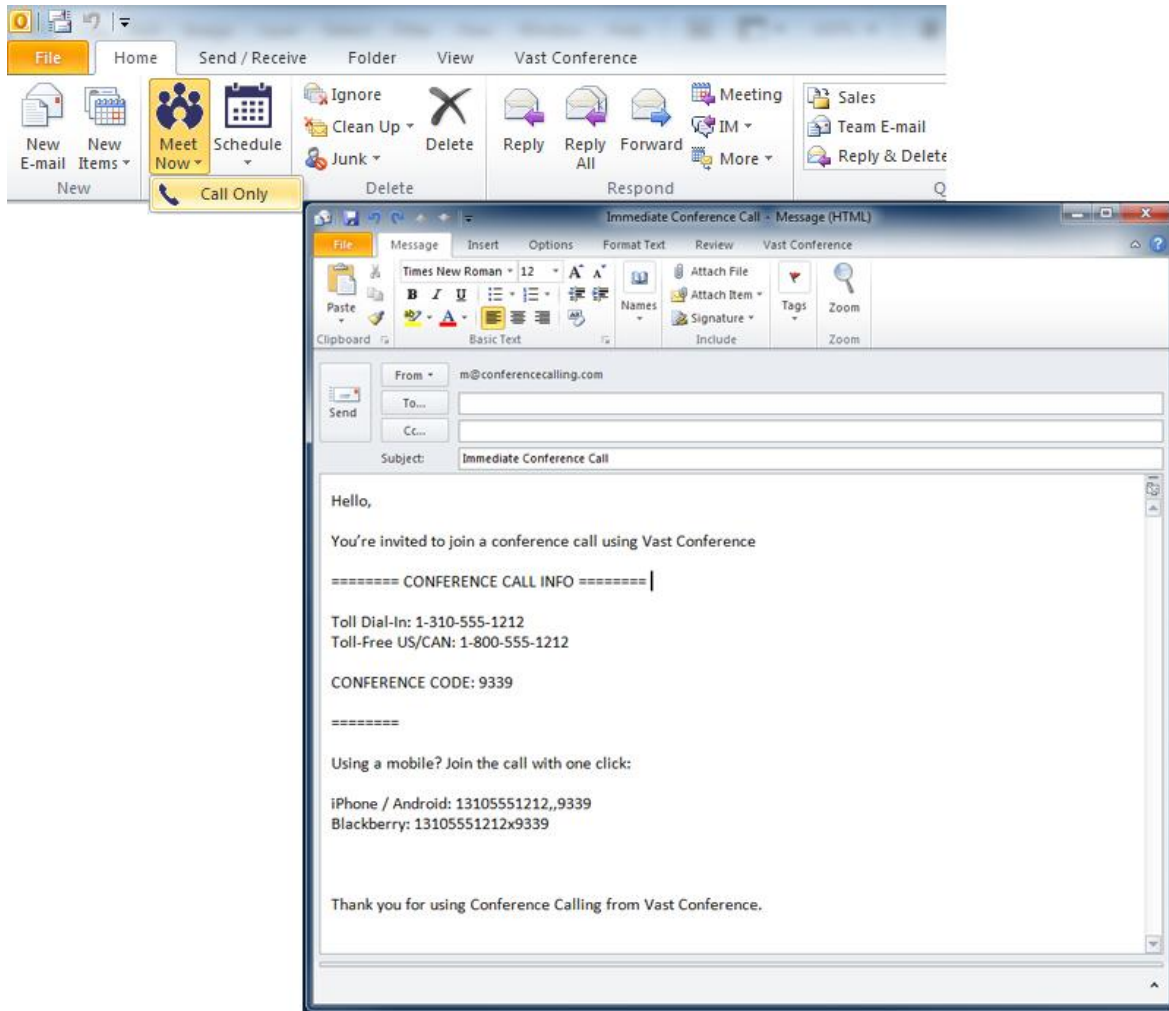
Notes:

Your username is always an email address.

If you are unable to login – click [Forgot your password?](#) and reset your password.

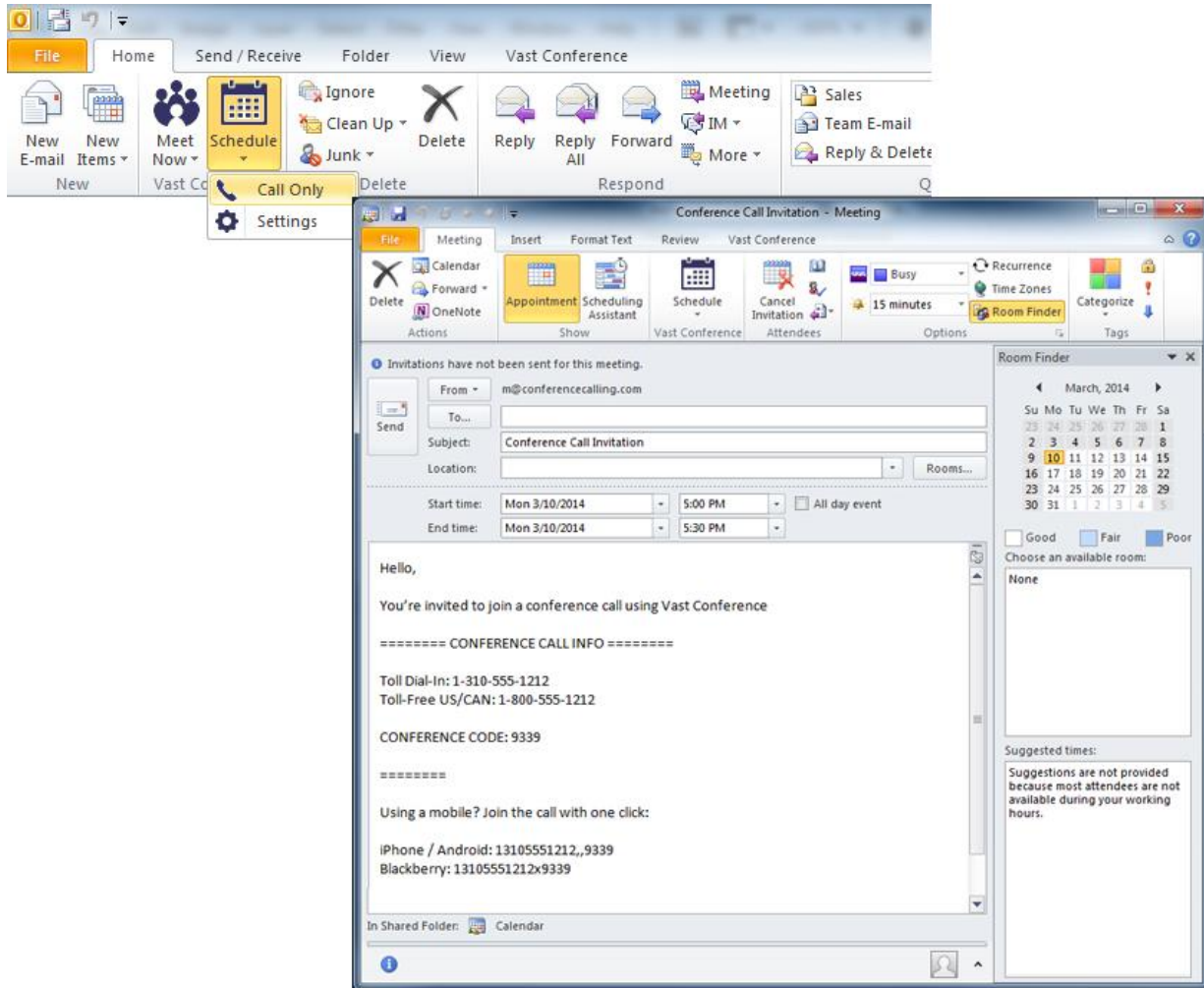
Email Invitations

Click Meet Now and select “Call Only” to generate an email template with your conference call details. Select “Web Meeting” if you’d like to include a Web Meeting link as well. This option can be used for more immediate conferencing needs instead of a more formal scheduled call, or any time you need to share your conference information over email



Calendar Appointments

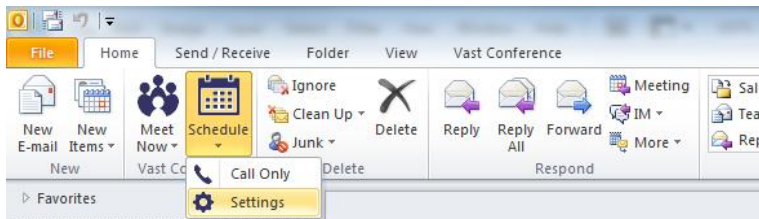
Click Schedule then select “Call Only” or “Web Meeting” to generate a calendar invitation with your meeting details. Here’s an example of what the calendar invitation will look like.



Enter your attendees email addresses, choose the date and time of your meeting and send it off.

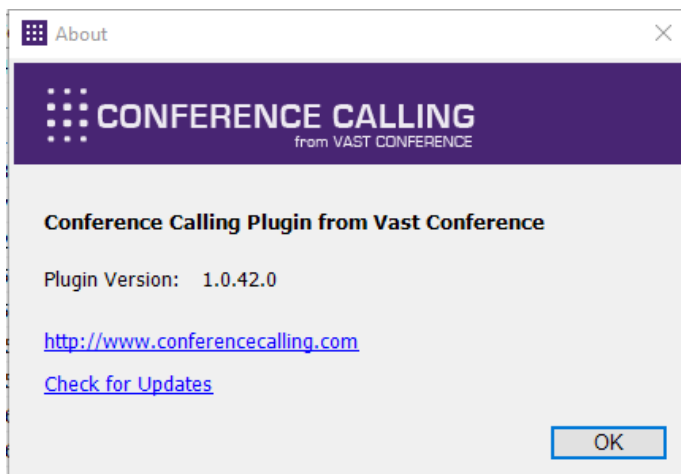
Managing Dial-In Numbers to Display

You can set certain dial-in numbers to display in your templates by default or for a single conference event. From the Settings tab, check the box next to any In-Country or Toll-Free International Dial-In number where available to include it in your template



Identifying the Plugin Version Number

In the Settings section, click “About” to view the plugin version number. This number may be helpful when communicating with technical support.



Uninstalling Vast Conference Outlook Add-In

Note: You must close Microsoft Outlook before you can uninstall

1. Click the Start button > then Control Panel
2. Under Programs > Click Uninstall a program
3. Right-click **Vast Conference Outlook Add-In** > Uninstall
4. Click Yes to complete uninstall