

## Using Outlook to Schedule Meetings in VMRs

### Quick Guide

You can use the Pexip VMR Scheduling for Exchange add-in in Outlook to turn any of your new or existing meetings into a meeting that can be held over video or audio in a Virtual Meeting Room (VMR).

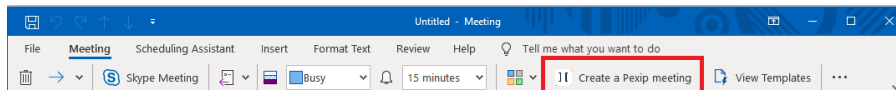
All meetings created in this way will be assigned their own unique VMR which will be created specifically for that meeting. The VMR will have a unique alias, and information about how participants can join the meeting from a variety of video and audio clients will be inserted automatically into the meeting request.

### Locating the add-in

The location of the add-in will depend on the Outlook client that you are using - some examples are given below. These examples use the default Pexip names and icons for the add-in, but these may be different in your deployment.

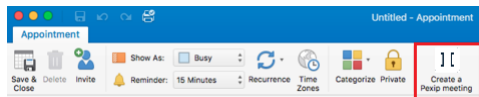
#### Outlook desktop client (new version)

When creating a new meeting request, select the **Create a Pexip meeting** button in the toolbar:



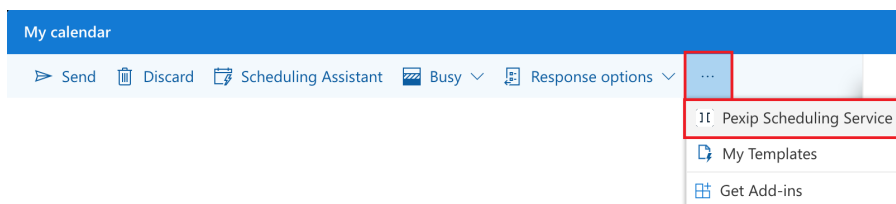
#### Outlook desktop client

When creating a new meeting request, select the **Create a Pexip meeting** button in the toolbar:



#### Office 365 (new version)

When creating a new meeting request, select the **More** button in the toolbar and then **Pexip Scheduling Service**:



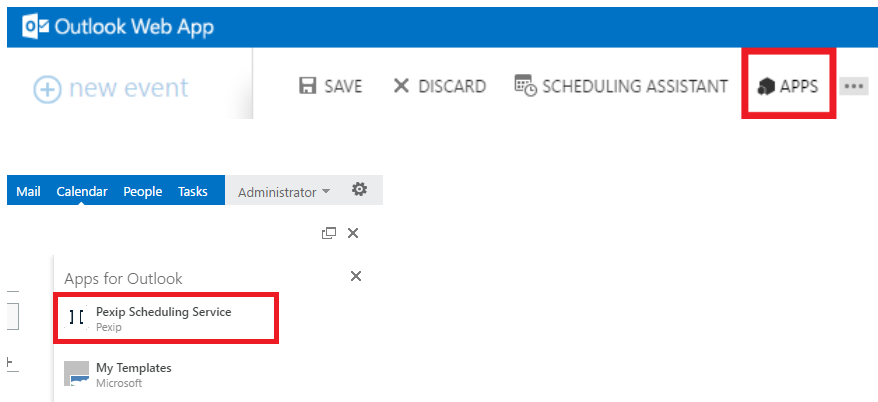
## Office 365

When creating a new meeting request, select the **PEXIP Scheduling Service** button in the toolbar:



## On-prem OWA

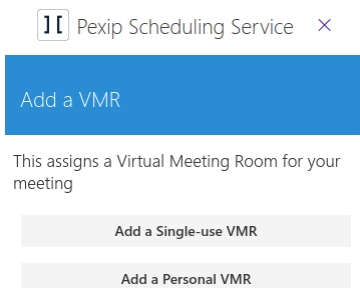
When creating a new meeting request, select the **APPS** button in the toolbar to open the **Apps For Outlook** panel, and then select **Pexip Scheduling Service**:



## Creating a new video meeting

To create a new meeting to be held over video:

1. From your Outlook client, create a new meeting request in your usual way, adding the date, time, rooms and participants as required.
2. Select the [Pexip Scheduling Service add-in](#).
3. If offered a choice, select whether you want to hold the meeting in a **Personal VMR** or a **Single-use VMR**:



## Using a personal VMR

- i** The first time you use a personal VMR, you will be asked to log in using your SSO username and password.

If you have selected a personal VMR (or if that is the only option available to you), details of how to join it will be inserted at the top of the meeting request. Simply add any further information to the meeting request and select **Send**.

If you wish to reschedule or cancel the meeting, you can do this in the usual way by editing the invitation and re-sending it.

## Using a single-use VMR

If you have selected a single-use VMR (or if that is the only option available to you), note that the scheduling service uses a special equipment resource (the name of which will depend on your deployment), which will be added to the attendee list, and details of how to join the meeting will be inserted at the top of the meeting request (above any existing text you have already added).

- i** Do not delete the scheduling service equipment resource as an attendee, or edit any of the details in the joining instructions, particularly the text between **PXPS:-** or **TOK:-** and **#**.

Simply add any further information to the meeting request and select **Send**.

You will soon receive an email from the scheduling service equipment resource accepting the meeting.

You and all other participants will be able to join the VMR at any time between the scheduled start and end times of the meeting. For recurring meetings, you will join the same VMR each time, but it will not be available for use outside of any of the scheduled meeting times.

On the rare occasion that the system is unable to assign a VMR at the point at which you select the **Pexip Scheduling Service** add-in button, the text inserted into the meeting request will state that joining details will be sent in a subsequent email. You should send this request to all attendees as usual. When the system is then able to assign a VMR, a meeting update will be sent on your behalf to all attendees which will include the joining instructions. You will know when this email has been sent because you will receive an updated acceptance email from the scheduling service equipment resource.

Clicking the Pexip button opens up the Pexip Scheduling pane and adds dial-in information to the invitation.

- 1** Select the Pexip icon in Outlook to schedule a meeting. Add attendees to invitation as you would for a regular meeting.
- 2** Attendees will receive a meeting invitation containing dial-in information. The dial-in details are for a unique VMR created specifically for that meeting.
- 3** Join the scheduled VMR using any client – H.323, SIP, Skype for Business, Pexip – by dialling in. After the meeting has ended, the unique VMR will be deleted.

## Changing an existing meeting into a video meeting

If you want to turn a meeting you have already scheduled into a video meeting hosted in a VMR:

1. From your Outlook client, open the meeting request.
2. **Select the Pexip Scheduling Service add-in.**

The scheduling service equipment resource will be added to the attendee list, and details of how to join the meeting will be inserted at the top of the meeting request (above any existing information).

- i** Do not delete the scheduling service equipment resource as an attendee, or edit any of the details in the joining instructions, particularly the text between **PXPS:-** or **TOK:-** and **#**.
3. Make any further changes to the meeting and select **Send**.

The updated meeting request will be sent to all attendees.

You will soon receive an acceptance email from the equipment resource to confirm that the meeting has been successfully scheduled as a video meeting.

## Editing or canceling an existing video meeting

If you want to change the details of an existing video meeting, such as changing its date or time, adding or removing participants, or canceling it completely, you can do this as you would any other Outlook meeting. However, in all cases you must not remove from the attendee list the equipment resource (the name of which will depend on your system's configuration).

If you want to change your video meeting back into a normal meeting, you must cancel the meeting and then re-create it without activating the Pexip add-in.