



Vidyo™ Extension for Google Chrome Quick User Guide

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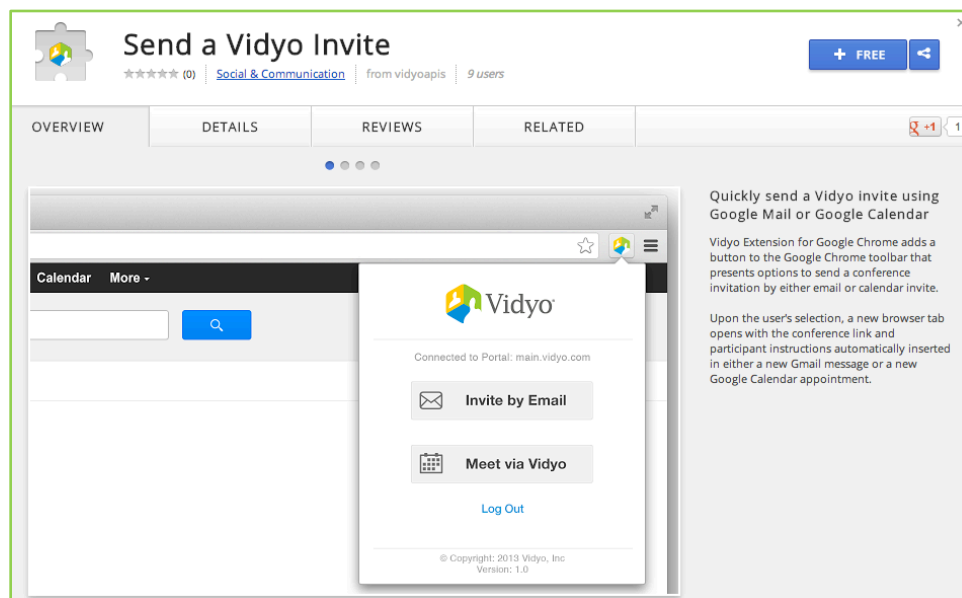
Vidyo Extension for Google Chrome Quick User Guide

If you use Google Chrome, Google Gmail, and Google Calendar, you can use the Vidyo Extension for Google Chrome to invite participants to Vidyo meetings. The Vidyo Extension for Google Chrome lets you use your Gmail email application or your Google Calendar application to easily send either email invitations or calendar invitations with links and instructions for invitees to join your conference.

To obtain the Vidyo Extension for Google Chrome, you must use your Chrome browser and go to the Google Chrome web store at <https://chrome.google.com/webstore/detail/send-a-vidyo-invite/gammckdpcgijghgmfdkdingbnolbbj> or go to the Vidyo web site at <http://www.vidyo.com/support/software-downloads/>

To install and log into the Vidyo Extension for Google Chrome:

1. Find "Send a Vidyo Invite" at the Google Chrome web store.

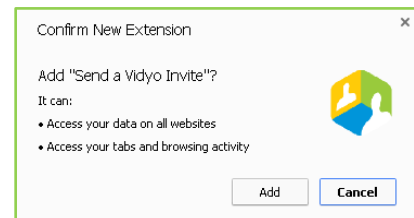


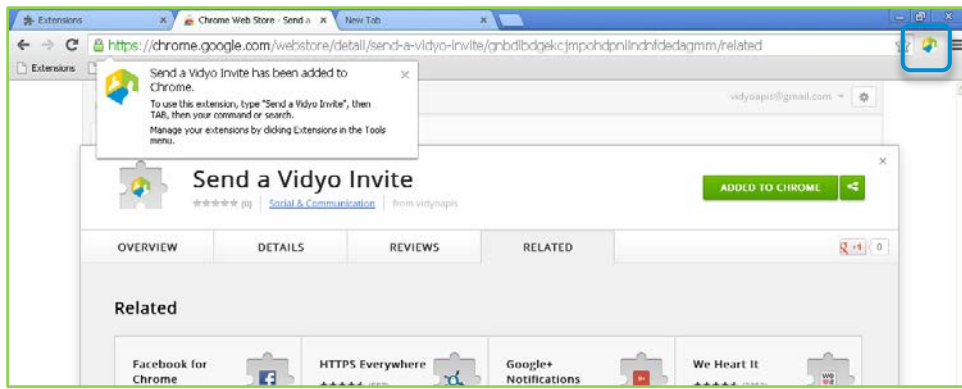
2. Click **FREE**.

A pop-up asks if you want to add the new extension.

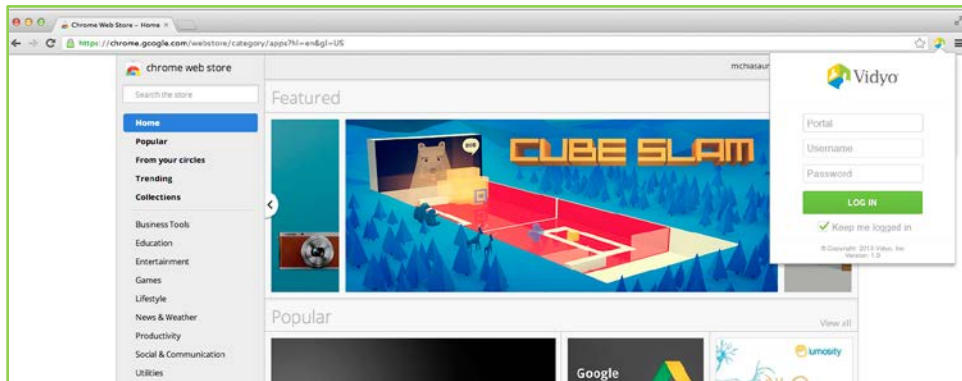
3. Click **Add**.

The Vidyo Extension for Google Chrome is added to your Chrome browser and a Vidyo icon appears on the browser window.





4. Click the Vidyo icon to open the Vidyo Extension for Google Chrome.

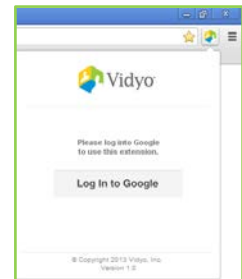


5. Enter your VidyoPortal URL or IP address, and your username and password.

Select the **Keep me logged in** check box if you want to stay logged in to the VidyoPortal even when you close your Google Chrome browser.

6. Click **Log In**.

Note: If you want to log in to the Vidyo Extension for Google Chrome at a later time and you are not already logged in to your Google account, you will have to first click **Log In to Google**.

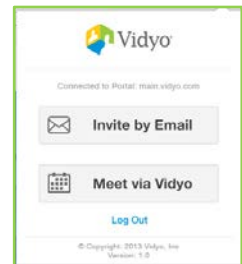


To use the Vidyo Extension for Google Chrome to send a meeting invitation via Gmail:

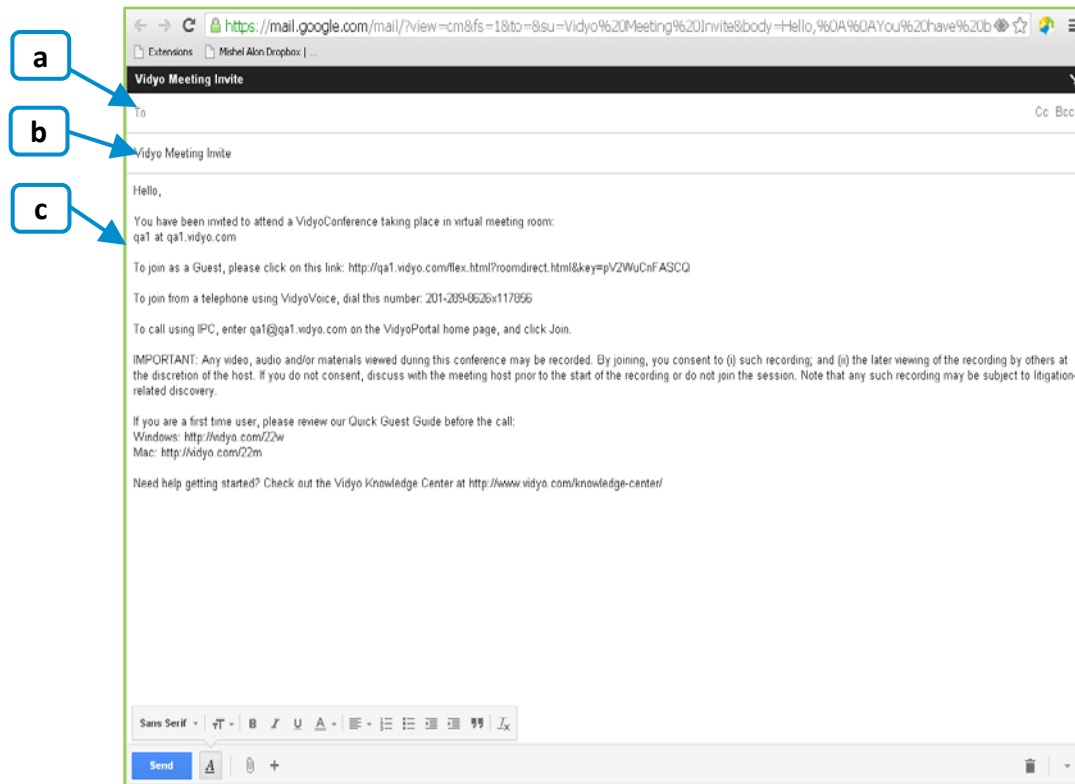
1. Click **Invite by Email**.
2. The Vidyo Meeting Invite appears.

Note: The meeting invitation pre-fills with your personal Vidyo room information.

3. Edit the Vidyo Meeting Invite as needed.
 - a. In the To field, enter the email addresses of the guests you want to invite to the meeting.



- b. In the Vidyo Meeting Invite field, change the subject of the email if you wish.
- c. Edit the email content if you wish, but do not change the links to the meeting.



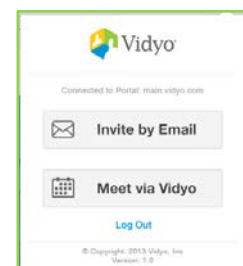
4. Click **Send** to send the invitations.

To use the Vidyo Extension for Google Chrome to send a meeting invitation via Google Calendar:

1. Click **Meet via Vidyo**.

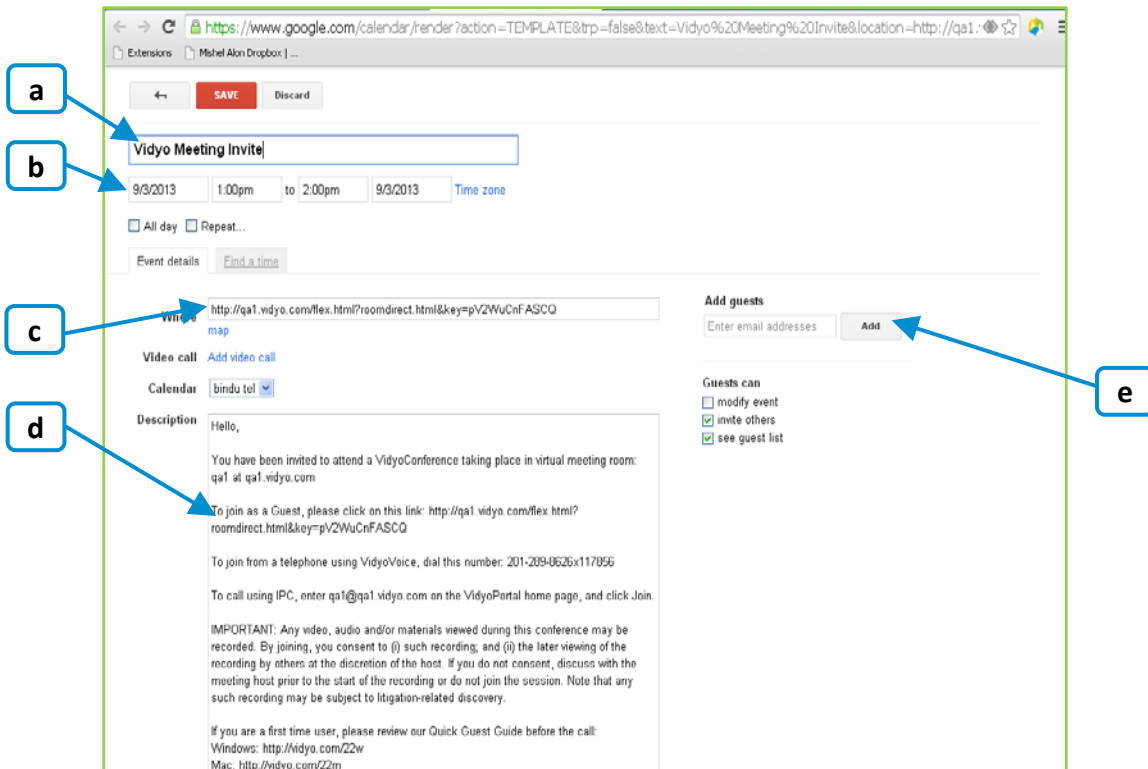
The Vidyo Meeting Invite appears.

Note: The meeting invitation pre-fills with your personal Vidyo room information.



2. Edit the Vidyo Meeting Invite as needed.
 - a. Change the title of the invitation if you wish.
 - b. Select a date and time and select whether the event is an all-day or repeated event.
 - c. View the link to the meeting (typically, you should not change this link).
 - d. Select a different calendar and edit the meeting description if you wish.
 - e. Enter each guest you want to invite to the meeting and click **Add**.

You can also select the check boxes to allow the guests various privileges, such as the ability to invite other guests to the meeting.



3. Click **Save**.

A pop-up asks if you want to send the invitations to the meeting.

4. Click **Send** to send the invitations.

Note: The invitation may go to the recipient's Spam email folder. However, once the recipient marks it as "Not Spam", this will not happen again.

To log out or to uninstall the Vidyo Extension for Google Chrome:

- To log out of the Vidyo Extension for Google Chrome, click **Log Out** on the Vidyo Extension. (Remember that if you log out of your Google account, you will have to log back in to Google before you can use the Vidyo Extension for Google Chrome.)
- To uninstall, either right-click the Vidyo Extension for Google Chrome icon and click **Remove** or click the wastebasket icon on the chrome://extensions/ page and then click **Remove**.

