



Vidyo™ Extension for Google Calendar Quick User Guide

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Vidyo Extension for Google Calendar

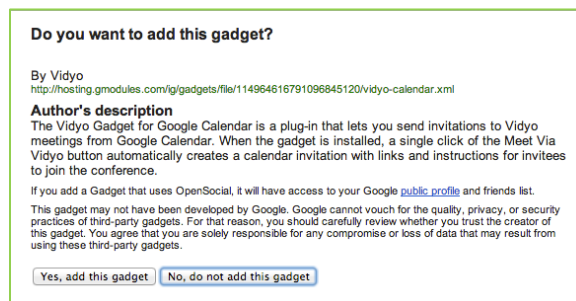
Quick User Guide

The Vidyo Extension for Google Calendar is a plug-in that lets you send invitations to Vidyo meetings from Google Calendar. When the extension is installed, a single click of the **Meet Via Vidyo** button automatically creates a calendar invitation with links and instructions for invitees to join the Vidyo conference.

To install and use the Vidyo Extension for Google Calendar:

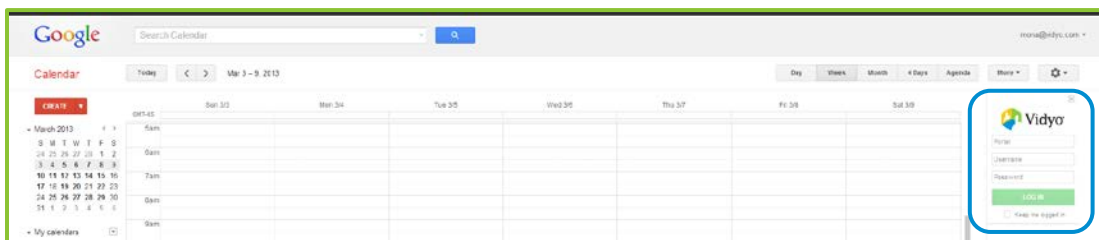
1. Click the Vidyo Extension for Google Calendar installation link at <https://www.google.com/calendar/render?gadgeturl=http://hosting.gmodules.com/ig/gadgets/file/112207942891450380249/vidyo-calendar.xml>

A pop-up asks if you want to add the Vidyo Extension to your calendar.



2. Click **Yes, add this gadget**.

The Vidyo Extension appears on your calendar.

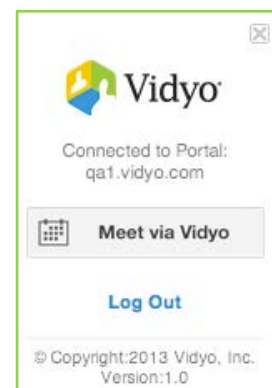


3. Enter your VidyoPortal URL or IP address, and your username and password.

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

4. Click **Log In**.
5. Click **Meet Via Vidyo**.

The Vidyo Meeting Invite appears.



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

6. Edit the Vidyo Meeting Invite as needed.

The screenshot shows the 'Vidyo Meeting Invite' form. Callout 'a' points to the title field 'Vidyo Meeting Invite'. Callout 'b' points to the date and time fields: '6/5/2013', '1:30pm', 'to', '2:30pm', '6/5/2013', and 'Time zone'. Callout 'c' points to the 'Where' field containing the URL 'http://Main.vidyo.com/flex.html?roomdirect.html&key=V9VmJLb72e2H'. Callout 'd' points to the 'Calendar' dropdown menu showing 'Mona Cocciardi'. Callout 'e' points to the 'Add' button in the 'Add guests' section.

- Change the title of the invitation if you wish.
- Select a date and time and select whether the event is an all-day or repeated event.
- View the link to the meeting (typically, you should not change this link).
- Select a different calendar and edit the meeting description if you wish.
- 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.

7. Click **Save**.

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

The dialog box has a title 'Send invitations?' and a close button (X). The main text asks 'Would you like to send invitations to guests?'. At the bottom, there are two buttons: 'Send' and 'Don't send'.

8. 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 Calendar:

- To log out, click **Log Out** on the Vidyo Extension.
- To uninstall, click the X at the top-right corner of the Vidyo Extension.