



This guide explains how to install Desktop Video Conferencing and the Meeting Outlook Plugin on a PC or MAC.

Compatibility

The meeting application is supported on Windows 8 (desktop edition) and 10 and Mac 10.12 and later.

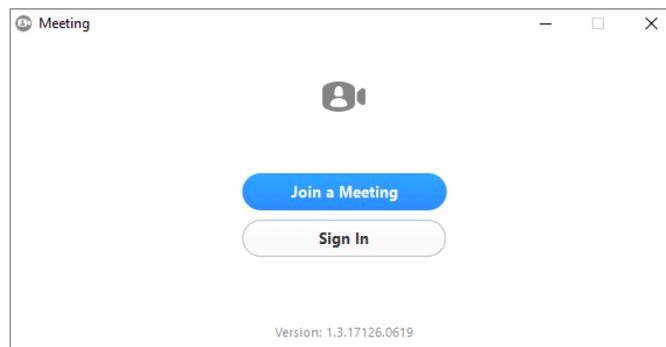
Please note that if you are a MaX UC user, you should not be running both MaX UC and the meeting application.

Credentials

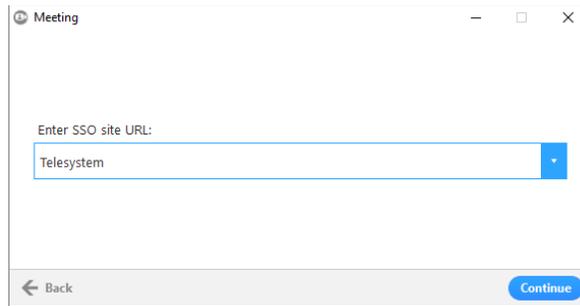
To use and log into the application, you will need your **direct dial phone number** and CommPortal **password**. If you don't have this information, please see your system administrator or contact Telesystem.

Installation

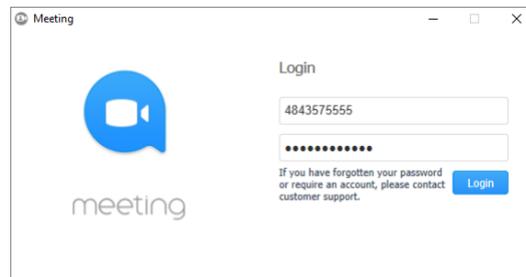
1. Download the *Meeting* software by visiting www.telesystem.us/video-conferencing
2. When the download of the exe file completes, choose to *Run/launch* it to install. If prompted, keep choosing the *Next* and *Install and Finish* options on the following screens until installation is complete.
3. After installation, the application will launch automatically. If it does not, choose the *Meeting* application from your start menu to launch.



4. Click *Sign In*.
5. Choose **Telesystem** from the drop down then click *Continue*.



6. Enter your **direct phone number** and current **password** as your credentials on the login screen. Then, click **Login**.



7. If credentials were entered properly, Meeting will launch for use.

Outlook Plugin Installation

Compatibility

Integration for Video Conferencing is supported for Outlook clients running alongside both the premise-based Outlook Exchange server and the Outlook Exchange online service (used for Outlook 365).

Credentials

To use and log into the application, you will need your **direct dial phone number** and CommPortal **password**. If you don't have this information, please see your system administrator or contact Telesystem.

Installation

1. Download the software by visiting www.telesystem.us/video-conferencing
2. When the download of the exe file completes, choose to *Run/launch* it to install. If prompted, keep choosing the *Next* and *Install and Finish* options on the following screens until installation is complete.
3. Restart Outlook. The *Schedule a Meeting* option will appear when sending calendar invitations from Outlook to integrate the outlook calendar with your *Meeting* application.

