

SCOPIA® Outlook Add-In-How-To Schedule a Quick Meeting Room (New)

- 1. Open Outlook.
- 2. Click the Calendar tab at the bottom of Outlook. Your Outlook Calendar will open.



3. Click Scopia on the **Outlook** Home ribbon. 23 Schedule a Scopia Meeting window opens. Schedule a Scopia Meeting (See Figure 1) Select where you want to host this meeting 4. You do not need to make any modifications in this window. Just click to exit the New Meeting (969175031) Schedule a Scopia Meeting window. Meeting PIN Moderator PIN (See Figure 1) \odot Cancel

Figure 1—Schedule a Scopia Meeting Window—Advanced Meeting Settings

Skype Meeting | TeamViewer | Meeting Notes

Attendees

Your Outlook Calendar Invite will open. Invite Invite Attendees Attendees 5. Click Attendees on the Outlook Appointment ribbon if the To field is not active. Otherwise, if you do not see Attendees on the **Outlook Appointment** ribbon, skip to step six. (See Figure 2) **₽** Untitled - Appoi APPOINTMENT INSERT FORMAT TEXT REVIEW DEVELOPER ADD-INS Calendar Save & Delete Scopia Schedule Appointment Scheduling Skype Online Meeting Invite 🖳 Forward 🤻 Close Meeting a Meeting Assistant Meeting Meeting Notes Attendees

Show

Figure 2—Outlook Calendar Invite—Basic Meeting Settings

Actions

6. You may now add recipients to the **To** field. (You must send the meeting to yourself).

Scopia

7. You may also enter agenda items above ***************************** in the message body.

Zoom

8. Schedule the Meeting as you typically do in Outlook.