



3CMeNow Scheduler Add-In for Microsoft Outlook Install & Setup (New) Outlook Add-In System Requirements

- One of the Outlook versions listed below
 - Outlook 2007 (32bit/64bit)
 - Outlook 2010 (32bit/64bit)
 - Outlook 2013 (32bit/64bit)
 - Microsoft Exchange 2007/2010 Server on your campus network
- A dedicated email account for receiving meeting messages including accepted and declined meeting invitations.
- A connection to your campus network. You use a VPN if accessing the SCOPIA Add-in from a public network.

Installing the SCOPIA® Outlook Add-In

1. Open your web browser and from the 3CMeNow.org Homepage click **Log In** to access the online scheduler
2. Enter your credentials provided by 3CMeNow Help Desk (User Name, Password & Organization) and click **Sign In**
(See figure 1)

Figure 1-Login page for Online Scheduler User Portal

3. Click **Settings** (See figure 2)

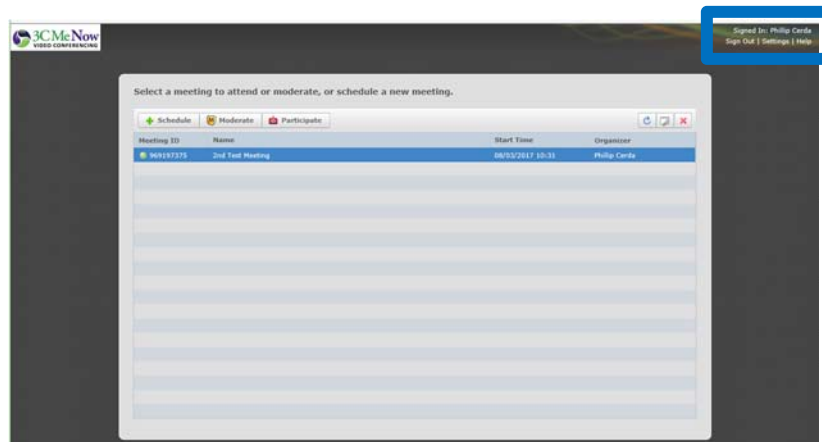


Figure 2-Loggedin to 3CMeNow Online Scheduler User Portal

4. Click [Click here to install the Scopia Management Add-in for Microsoft office outlook](#) when the Preferences window opens. (See figure 3)

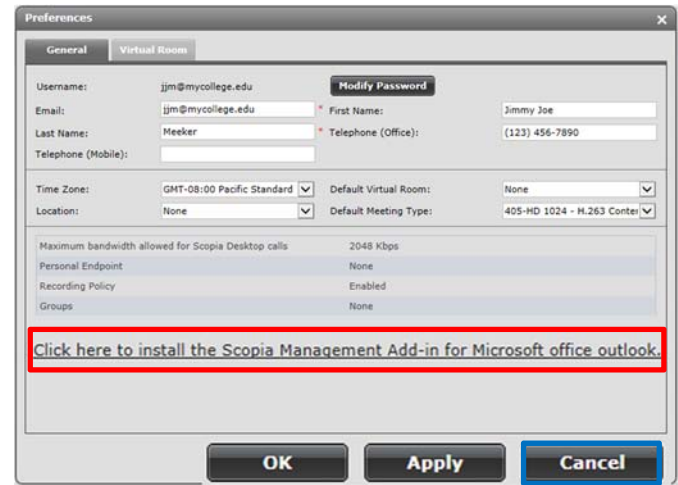




Figure 3-3CMeNow User Portal Settings Window

5. Click  (See figure 3)

6. Click  in the Notification Bar (See figure 4)

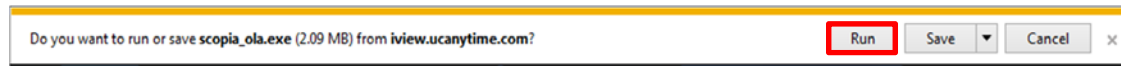



Figure 4-3Windows Notification Bar

7. Click  when the Welcome to Scopia Meeting window opens. (See figure 5)

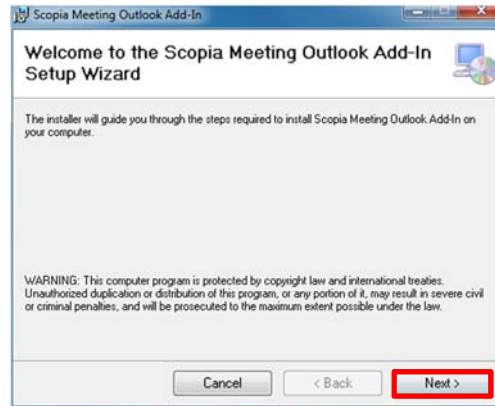
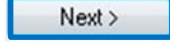


Figure 5-Welcome to the Scopia Meeting Outlook Add-In Window

8. Click  to start the Scopia Meeting Outlook Add-In installation. (See figure 6)

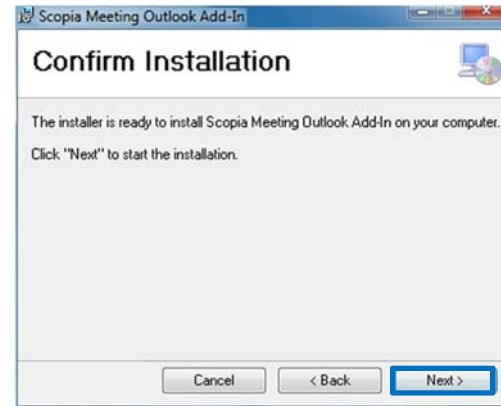
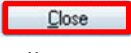


Figure 6-Confirm Installation Window

9. Please wait as the **Scopia Meeting Outlook Add-In** installs. (See figure 7)



Figure 7-Scopia Meeting Outlook Installation Window

10. Click  upon completion of installation. (See figure 8)

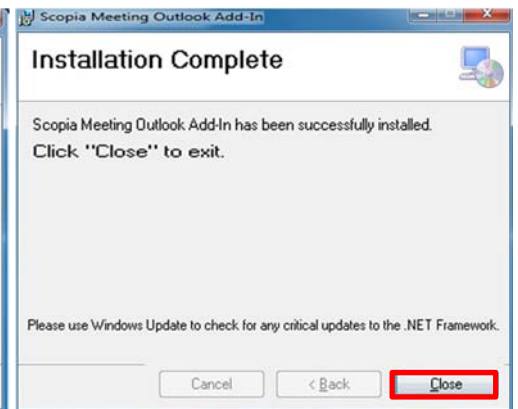



Figure 8-Reoccurring Meeting Window-Repeats Monthly

SCOPIA® Meeting Settings

1. Open Microsoft Outlook  and



click **Scopia** located in the Home tab on the right. (See figure 9)

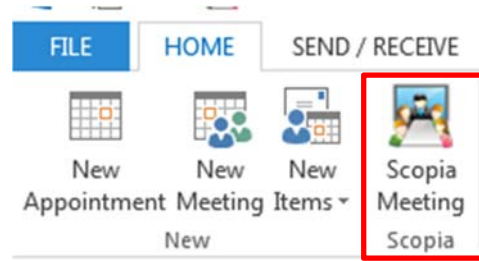


Figure 9-Outlook Home Tab-SCOPIA Meeting Button

One of two windows will Open:

2. Click **OK** if the **Scopia Meeting Settings** Prompt window opens. (See figure 10)

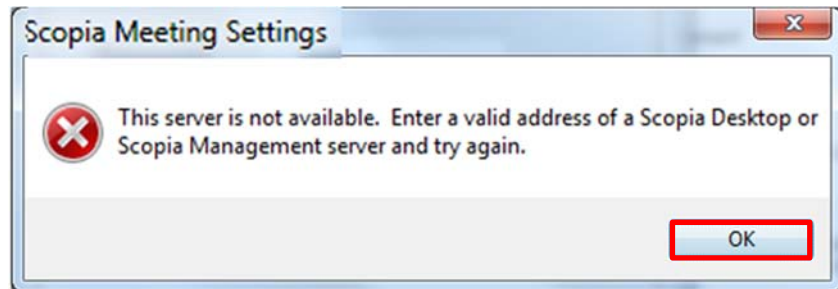


Figure 10-Scopia Meeting Settings Window

3. Or, click **Yes** IF the **SCOPIA Meeting Management** Window opens. (See figure 11)

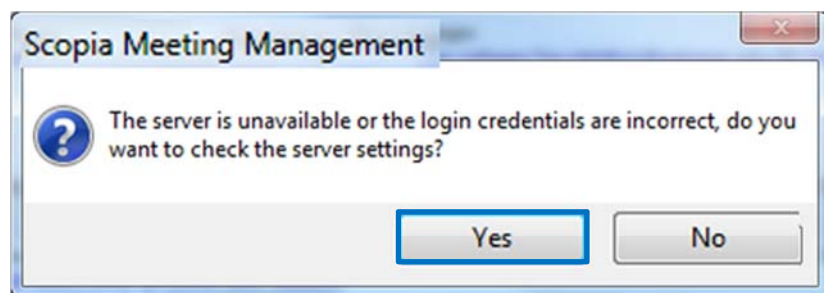


Figure 11-Scopia Meeting Management Prompt Window

The Scopia Meeting Settings window opens

4. Paste the following information in the indicated fields: (See figure 12)

Server URL: <http://iview.ucanytime.com>

Enter your account username and include
"@californiacommunitycollege"

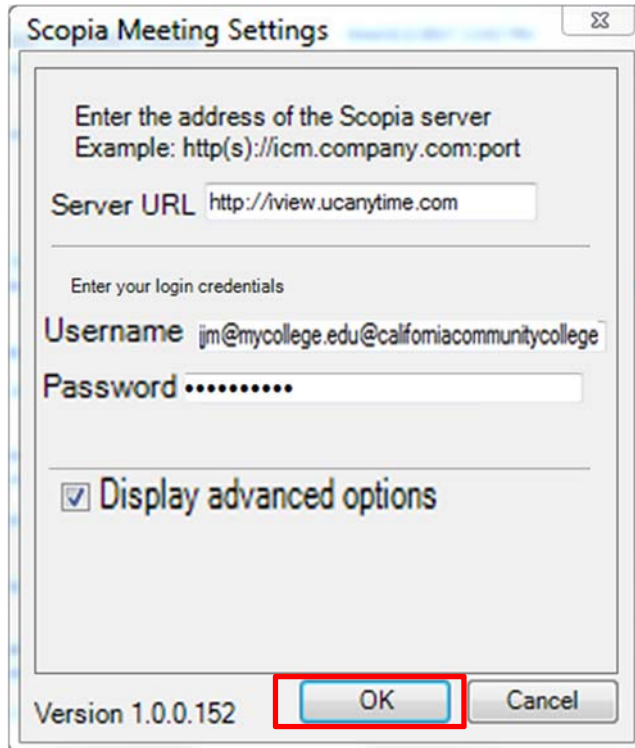
For example

jjm@mycollege.edu@californiacommunitycollege

Enter your account password

5. Ensure the Display advanced options box is checked.
6. Click
7. Exit and reopen Outlook.

You are now ready to schedule your meeting using the SCOPIA® Outlook Add-In



The image shows a dialog box titled "Scopia Meeting Settings". It contains the following fields and options:

- Instruction: "Enter the address of the Scopia server" with an example: "http(s)://icm.company.com:port".
- Field: "Server URL" with the value "http://iview.ucanytime.com".
- Section: "Enter your login credentials".
- Field: "Username" with the value "jjm@mycollege.edu@californiacommunitycollege".
- Field: "Password" with masked characters "*****".
- Option: A checked checkbox labeled "Display advanced options".
- Buttons: "OK" and "Cancel" at the bottom right.
- Version: "Version 1.0.0.152" at the bottom left.

Red boxes highlight the "OK" button in the top right and the "OK" button at the bottom right of the dialog.

Figure 12-Outlook SCOPIA Meeting Settings Window