

## Eagle Conferencing Outlook Conference Tool User Guide

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## About This Guide

This guide has been created to help user in installing and optimal use of Outlook Conference Tool Bar. Here we will discuss the pre-requisites, download, installation procedures and use of Outlook Conference Tool Bar.

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## Download the Outlook Conference Tool

You can download the Outlook Conference Tool from <http://www.eagleconferencing.in> using any standard web browser like Internet Explorer, Mozilla Firefox, Safari, Netscape, Google Chrome etc.



## Installing the Outlook Conference Tool

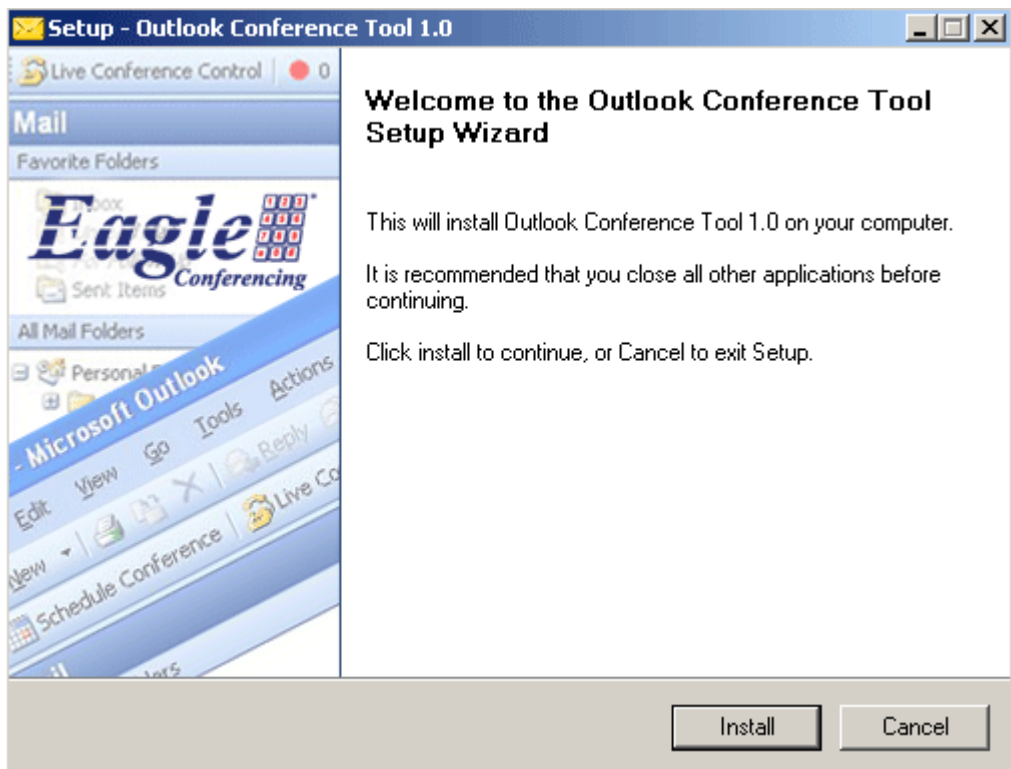
**Pre-requisites:** This Tool Bar is optimized to work in below environment:

Operating System: Microsoft® Windows®XP, Microsoft® Windows Vista®,

Office System: Microsoft® Office Outlook 2003® or Office Outlook 2007®

Microsoft® .Net Framework 2.0 or newer

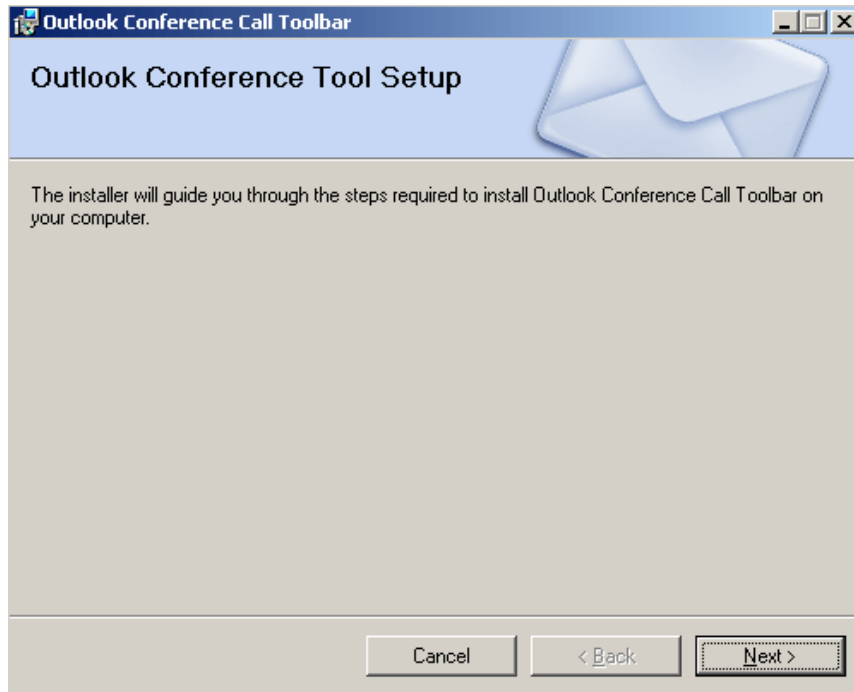
- A. Before starting the installations please close the Outlook if it is running.
- B. Double click on the downloaded OutlookConferenceTool.exe file and click on "Install".



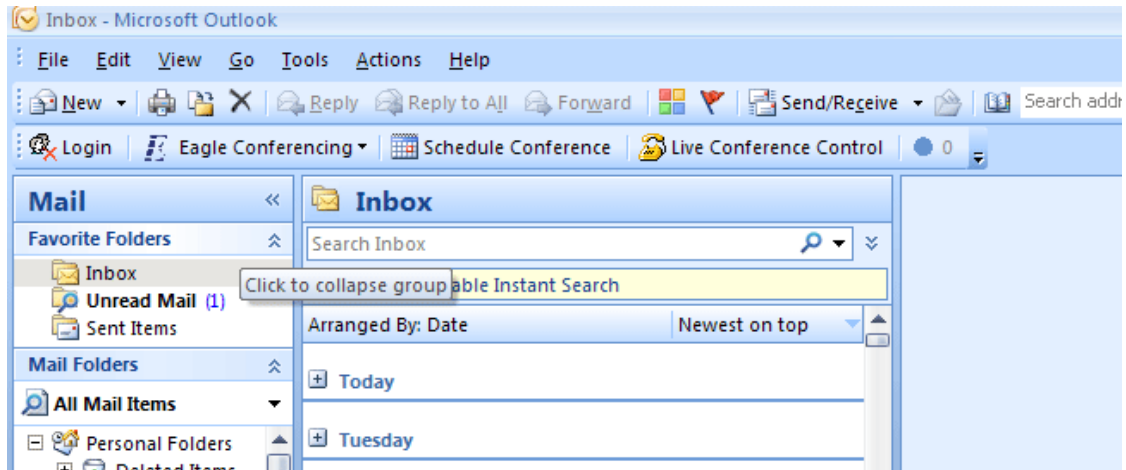
- C. This will prepare the system for installation and next will ask your confirmation for installation of some of the Microsoft Office Components. Click on "Install".



- D. On the next screen the installation will start, click on "Next" and follow the instructions.



- E. After the installation is done you can start the outlook. You toolbar is installed and will show in Outlook as below:



### Logging in to Conferencing Account

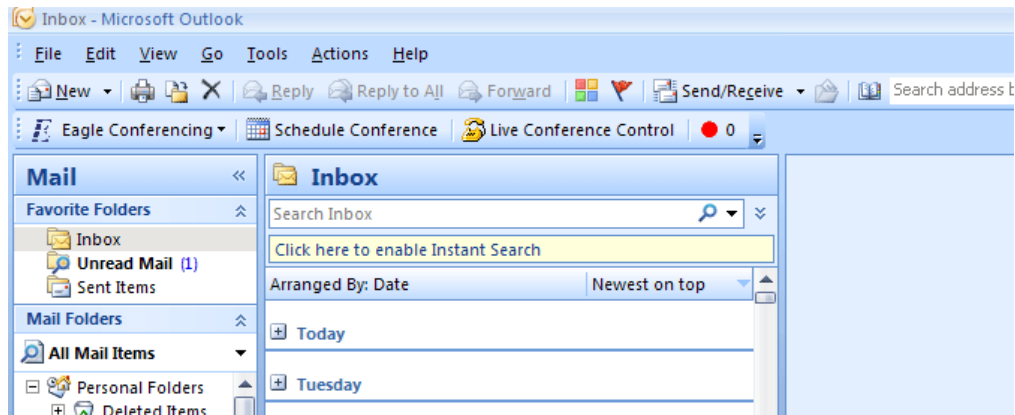
- A. Now you can login to your conferencing account by clicking on "" button at right most side on the toolbar.



- B. Do not have an account? No problem, Just Click on "Sign UP" and it will bring you the signup page.



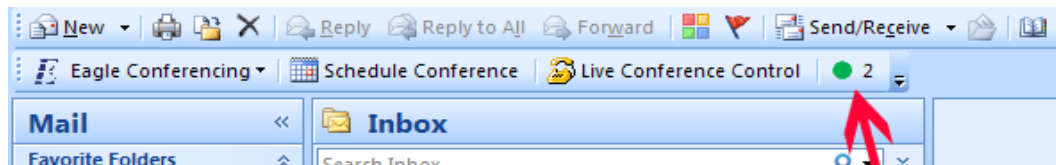
C. After login the toolbar will show something like below:



## Features of the Outlook Conference Tool

The Outlook Conference Toolbar has below features:

- A. Conference Help: Will give you all the features available on Audio Conference for a Conference Host and Participants. The help window is available under "Eagle Conferencing" toolbar menu.
- B. Refer a Friend: Clicking on this button you can refer the service by email to your Friends, Relatives or Business Associates. The option is available under "Eagle Conferencing" toolbar menu.
- C. Conference Schedule: The Toolbar gives you a option to send the conference schedules to the participants just with on click.
- D. Live Conference Status: This is a unique feature of the toolbar. Gives you the status of your Audio Conference. **There is a DOT at the rightmost on the toolbar. If you are not logged in the DOT is Gray in color. After login it turns RED and if you have a conference running it will be GREEN with a number. The number shows: Number of callers in the conference.**



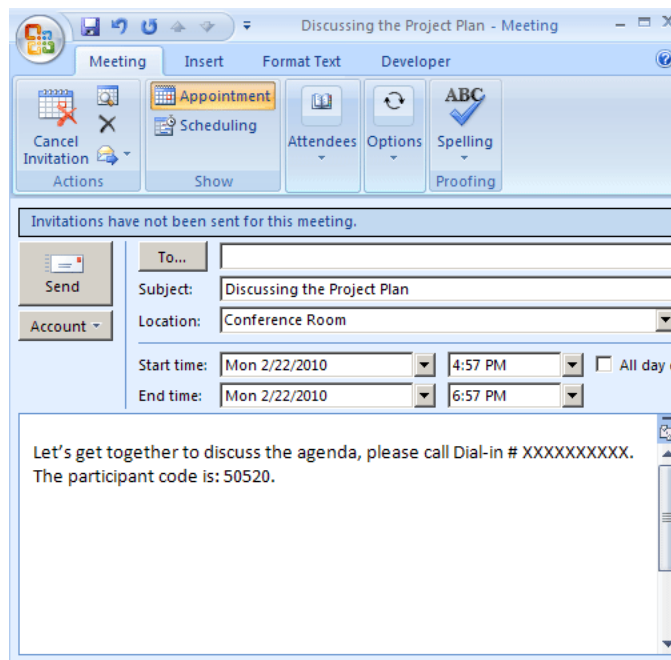


- E. **Live Conference Control:** This is also a unique feature of Outlook Conference Toolbar. By Clicking this button you will land on the Live Conference Control page, and you can control you conference from here like: Conference Lecture Mode, Conference Security, Conference Recording and Playback, Drop a Conference, Mute / Un-mute a caller, Drop Caller, Past Conference Statistics and many more.

## Creating and Sending Conference Schedules

This feature you can use by clicking on the button “Schedule Conference”. This will open up New Outlook Calendar Window with All Conference Information “Pre-Filled” including the Dial-In number and Participant Code.

You can simply set the Date and Time of the conference and as you make in any Outlook Calendar Meeting and choose your participant from your address book (or enter the email address manually). Click on “Send” and your Conference schedule will be sent to selected /entered participants email address. On receiving the same they can save the Meeting schedule to their Outlook, Google or Blackberry Calendar.



## Conference Touch Tone Controls

Following touch tone controls available from your phone for the Moderator in the conference:

- A. \*2 (Toggle) To Stop or Start Recording
- B. \*3 (Toggle) To Stop or Start Recording Playback
- C. \*5 (Toggle) To Stop or Start Lecture Conference (Listen Only)
- D. \*6 (Toggle) To Self Mute / Un-mute (Mute Your Line)
- E. \*7 (Toggle) To Start or Stop Conference Security (Lock)
- F. \*8 (Toggle) To Start or Stop Roster Playback (Participant Count)

Following touch tone controls available from your phone for the Participants in the conference:

- \*2 (Toggle) To Self Mute / Un-mute (Mute Your Line)

## Conference FAQs

### Who is the moderator?

A moderator is the organizer of the conference call. Using a special code, the moderator opens the conference line, allowing other callers to dial in.

### Who are participants and attendees?

A participant or attendee is anyone invited by the moderator to participate in the conference call. Participants access the conference line by entering their participant code, which is provided by the moderator in the invitation.

### How does a participant access the conference line?

With our state-of-the-art system, connecting to a conference call is easy. Participants simply:

1. Call the conference bridge number



2. Enter their pass code
3. Confirm the day, date, and time of the call

It is important that participants not call the conference bridge number early or at any other time than that which is scheduled; access to the conference line is only available as arranged for by the moderator. The correct pass code must be entered to gain access.

**What should be done to avoid echoing in the conference call?**

In the rare event that echoing occurs during your call, there is usually an easy solution.

- Be sure that all callers have connected using their own line; neither participants nor moderators should use three-way calling during the conference.
- In addition, each person should call in separately to maintain the high quality of the teleconference line.
- If an echo occurs only while a particular participant talks, that individual should hang up and reconnect.

**Can the moderator end the call before scheduled?**

At any time, the moderator can press “##” to end the conference immediately.

**For More Information please visit <http://www.eagleconferencing.in>**

