

## Downloading Your Outlook Plugin

### What is the Outlook Calendar Plugin?

The Outlook Calendar Plugin allows you to automatically insert your Teleconference, Web Conference or Video Conference details directly into your Outlook Calendar invitation with the single click of a button.

### System Requirements

Microsoft Outlook versions: 2010, 2013, 2016

Microsoft Windows 7, 8, 10

Microsoft.Net version 4.5

### Watch the Tutorial Video

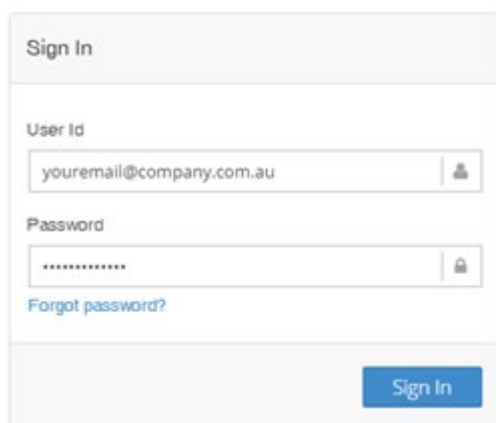
### How to download

The Redback Outlook Calendar Plugin can be downloaded from your Account Management Portal (AMP).

To access your AMP, please go to the Redback home page [www.redbackconferencing.com.au](http://www.redbackconferencing.com.au) and then click on the button in the upper right hand corner titled "My Account".



Enter your user ID and password, and then click on Submit

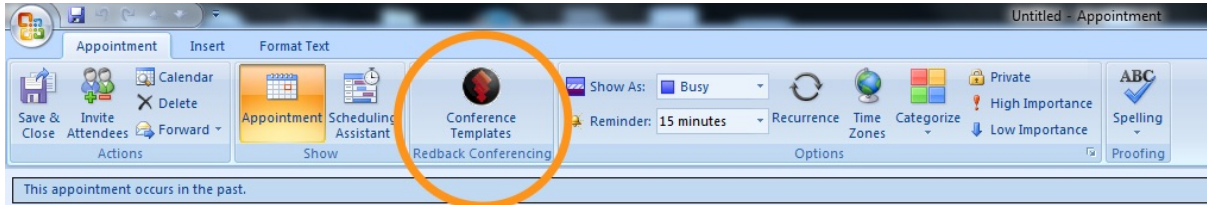
A sign-in form with a light gray background. At the top left is the text "Sign In". Below it are two input fields: "User Id" containing "youremail@company.com.au" and "Password" containing "\*\*\*\*\*". To the right of each field is a small icon (a person for user ID, a lock for password). Below the password field is a blue link "Forgot password?". At the bottom right is a blue button labeled "Sign In".

If you have misplaced or forgotten your user ID and password, click on Forgot Password.

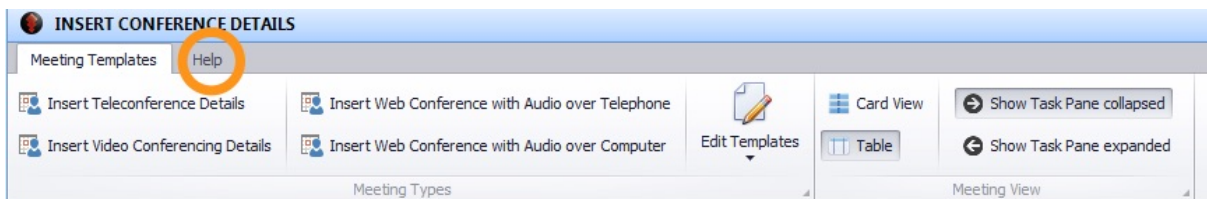
Next, click on Outlook Calendar Plugin located in the left panel

Scroll down and click the green Download button and follow the prompts to install the outlook plugin

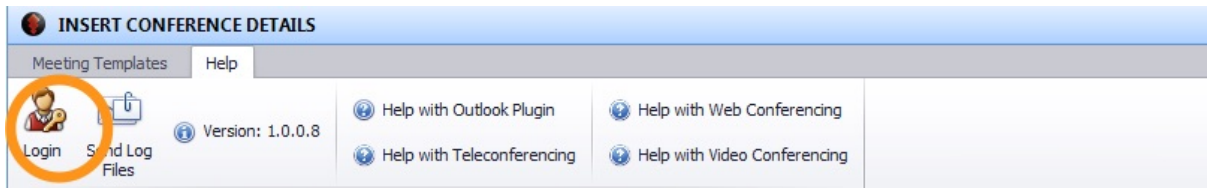
Once installed, simply restart Outlook and the Redback Conferencing icon will appear in your Meeting Invitation Toolbar



Next, click the icon and then select the Help tab



Then, click the Login button



Now, enter your Account Management Portal User ID and Password and then press OK

You are now ready to choose the Conferencing codes you wish to have inserted into your meeting templates.