MiTeam Meetings Outlook Add-In User Guide

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MiTeam Meetings Outlook Add-In (Web and Desktop)

NOTE: This feature is in trial phase and will be available soon.

The MiTeam Meetings add-in allows you to schedule a MiTeam meeting from your Outlook application. The add-in enables you to add a MiTeam meeting to any new or existing event in your calendar. **NOTE:**

- The add-in does not support Delegate Access. The add-in is disabled for Delegates.
- The add-in cannot be used for scheduling meetings from a shared calendar. For more information, refer to the section *Office add-ins aren't available from a shared calendar* in the Microsoft support documentation.

Supported Outlook Clients

- Office 365 on Windows and Mac
- Outlook 2019 on Windows and Mac
- Outlook 2016 on Windows and Mac
- Outlook 2013 on Windows
- Outlook Web App for Office 365
- Outlook Web App for Exchange 2016
- Outlook Web App for Exchange 2019

Installing the add-in

Outlook Web Application for Office 365

You can install the MiTeam Meetings add-in by performing the following steps:

- a. Open the Outlook web application and switch to calendar view.
- b. Click New event. The Calendar panel opens.
- c. Click and from the panel that opens, click **Get Add-ins**.

Caler	ndar			
ļ	Save 🗐 Discard	🛱 Scheduling Assistant 🛛 🔤 Busy \checkmark 🖉 Categorize \checkmark 🗜 Response options \checkmark		
•	Add a title	Ontional	OneNoteInsightsMy Templates	202
X	Invite attendees	Optional	🗄 Get Add-ins	M Yo
Ŀ	7/22/2020	□ 8:00 AM ∨ to 8:30 AM ∨ Id All day ●	9 AM	
$\zeta 2$	Repeat: Never \vee		10 AM	

- d. In the Add-Ins for Outlook panel that opens, type MiTeam Meetings in the Search field.
- e. From the result panel, select MiTeam Meetings. The add-in information panel opens.
- f. Click Add. MiTeam Meetings will be added as an add-in to your Outlook Web Application.

• Outlook Web Application for Exchange 2016/2019

You can install the MiTeam Meetings add-in by performing the following steps:

a. Open the Outlook web application and select 🔯 > Manage add-ins

	۵ 🗘	?
	Refresh	9
	Automatic replies	
	Display settings	
	Manage add-ins	
	Offline settings	
.]	Change theme	
	Options	

- from the top right of the web application window.
 - In the Manage add-ins panel that opens, click the + sign, and select Add from the Office Store from the drop-down list that appears. You can also click the URL Find more add-ins from Outlook at the Office Store to access the Office Store.

Manage add-ins

Add-ins are built by third parties and <code>k</code> Store...



- c. In the Microsoft Apps store that opens, type MiTeam Meetings in the Search field.
- d. From the result panel, select **MiTeam Meetings** and click **GET IT NOW**. The add-in information panel opens.
- e. Click Install. MiTeam Meetings will be added as an add-in to your Outlook Web Application.

Outlook 2016/2019/Office 365 application on Desktop/MAC

You can install the MiTeam Meetings add-in by performing the following steps:

a. Open the Outlook Desktop/MAC application and click **Home > Get Add-ins** on the ribbon.



NOTE: For Outlook 2016 and Outlook 2019 on MAC devices, click **Home > Store** on the ribbon.

- b. In the Add-Ins for Outlook panel that opens, type MiTeam Meetings in the Search field.
- c. From the result panel, select MiTeam Meetings. The add-in information panel opens.
- d. Click Add. MiTeam Meetings will be added as an add-in to your Outlook Web Application.

Outlook 2013 application on Desktop

You can install the MiTeam Meetings add-in by performing the following steps:

- a. Open the Outlook Desktop application and click **File** > **Manage Add-ins**. The Outlook Web Application opens. Enter your credentials and log in to the application.
- b. In the Manage add-ins panel that opens, click the + sign, and select Add from the Office Store from the drop-down that appears. You can also click the URL Find more apps for Outlook at the Office Store to access the Office Store.

Manage add-ins

Add-ins are built by third parties and <code>k</code> Store...



- c. In the Microsoft Apps store that opens, type MiTeam Meetings in the Search field.
- d. From the result panel, select **MiTeam Meetings** and click **GET IT NOW**. The add-in information panel opens.
- e. Click Install. MiTeam Meetings will be added as an add-in to your Outlook Web Application.

Signing in to your MiTeam Meetings Account from Outlook

After installing the MiTeam Meetings add-in on your Outlook, you must sign in to your MiTeam Meetings account before scheduling a meeting. This is done from the **MiTeam Meetings** task panel in Outlook.

- 1. Access the MiTeam Meetings task panel by performing the following steps:
 - Outlook Web application for Office 365
 - i. Open the Outlook web application and switch to calendar view.
 - ii. Click New event. The Calendar panel opens.
 - iii. Click ******** and from the panel that opens, click **MiTeam Meetings**. The **MiTeam Meetings** task panel opens to the right of the **Calendar** panel.

Calen	lar	ය ×
	Save 📋 Discard 📑 Scheduling Assistant 🧧 Busy \vee 🛷 Categorize \vee 👍 Response options 🗸	
•	Add a title	MiTeam Meetings ×
8	Invite attendees Optional	
Ŀ	6/2/2020 🛗 8:00 AM \checkmark to 8:30 AM \checkmark @ All day •	Sign in to add MiTeam Meetings to your Outlook
Q	Repeat: Never \vee	calendar
0	Search for a room or location Teams meeting	Sign in to MITeam Meetings
C	Remind me: 15 minutes before $$	
=	Add a description or attach documents	

- Outlook Web application for Exchange 2016/2019

- i. Open the Outlook web application and switch to calendar view.
- ii. Click New > Calendar event. The Details panel opens.

	+ New	✓ 🗄	Add calendar 🗸						
	Calendar e	event	1020 2						
	Email mes	2020 *							
S	unday	Monda	ay Tuesday						
iii. Click the icon at the top of the panel.									
1	🛿 Attach	Charm 🗸	Categorize 🗸 🕞						

The **MiTeam Meetings** task panel is displayed to the right of the **Details** panel.

			MiTeam Meetin
Details		Feedback	English
Add a title for the event			
			🖂 Mitel
Add a location or a room			
Start			Sign in to add MiTeam Meetings to y Outlook calendar
Thu 10/1/2020	3:30 AM	· · ·	Sign in to MiTeam Mostings
End			Sign in to wirearn weetings
Thu 10/1/2020	4:30 AM	-	•
All day Private			
Repeat	Save to calendar		
Never	← Calendar	-	
Reminder	Show as		
15 minutes	- Busy	-	

- Outlook Desktop/MAC application

- i. Open your Outlook Desktop/MAC application and click **Home > New Items > Meeting**. The **Meeting** panel opens.
- ii. In the Meeting tab, click MiTeam Meetings.



MiTeam Meetings

The **MiTeam Meetings** task panel is displayed to the right of the **Meeting** panel.



2. Sign in to your MiTeam Meetings account by clicking **Sign in to MiTeam Meetings**. The Mitel Accounts login page opens in a new window.

NOTE: If you are using Outlook Web Application, you will be prompted to allow permission to display a new window when you click **Sign in to MiTeam Meetings**. Click **Allow**.

3. Enter the email address and the password for your MiTeam Meetings account and follow the prompts to log in.

NOTE:

- If your email address is registered with multiple customer accounts, a Multiple accounts located.
 Additional account information needed to proceed message is displayed and the Account ID field appears. Enter the Account ID in this field.
- You must have a valid MiTeam Meetings license to log in to the MiTeam Meetings account. If you do not have a valid license, the application will display the message shown in the following figure.



After successful login, you will be redirected to the Outlook application, and the MiTeam Meetings task panel is displayed as shown in the following figure.

1 You haven't sent this meeting invitation yet.						MiTeam Meetings			×
\triangleright	Title							English	~
Send	Required						Add a subject/title t	to your event to	
	Optional						begin. We will use t	he title as your	
	Start time	Wed 30-09-2020	÷	13:00	•		meeting name.		
	End time	Wed 30-09-2020	÷	13:30	•		Add MiTeam	Meeting	
	Location			Q Roor	n Finder				

NOTE: You can change the default language set on **MiTeam Meetings** task panel by clicking the language selector option, and selecting any language from the dropdown list.



Scheduling a Meeting

To schedule or create a MiTeam meeting from your Outlook, use the following procedure.

- 1. Open your Outlook Calendar and create a new meeting. A panel opens where you must enter the necessary information for the meeting.
- 2. Access the MiTeam Meetings task panel by performing the following steps:
 - Outlook Web application for Office 365
 - i. Click **iii** and from the panel that opens, click **MiTeam Meetings**.



- Outlook Web application for Exchange 2016/2019





MiTeam Meetings

3. The MiTeam Meetings task panel is displayed to the right of the meeting panel.

f You haven't sent this meeting invitation yet.						MiTeam Meetings			×
\triangleright	Title							English	~
Send	Required	8					Add a subject/title	to your event to	
	Optional						begin. We will use t	the title as your	
	Start time	Wed 30-09-2020	÷	13:00	•		meeting nume.		
	End time	Wed 30-09-2020	÷	13:30	•		Add MiTeam	Meeting	3
	Location			Q Roor	m Finder				

- 4. Enter the meeting details such as Title, Start Time, End time and Location, and add the invitees.
- 5. In the MiTeam Meetings task panel, click the down arrow beside Dial-in Country. A list of countries for which there is a dial-in number is displayed. Choose the country you want to add to the invite by selecting the check box associated with that country.

NOTE: The selected dial-in country will become the default country for all future meetings.

You have	n't sent this meet	ting invitation yet.				MiTeam Meet	ings		2
\triangleright	Title	Sales Meeting	1					English	~
Send	Required					Add	MiTeam M	leeting	
	Optional								
	Start time	Thu 01-10-2020	÷	15:30	Ŧ	Dial-in country	Sele	Canada ect All	V
	End time	Thu 01-10-2020	÷	17:00	•		Belg	jium	
	Location		••	Room Fin	der		🔲 Braz	zil	
							🗹 Can	ada	
							🗌 Fran	ice	
ared Folde	r 🖧 Calendar						Gen	manv	

6. Click Add MiTeam Meeting. A meeting is created and appears in the My Meetings list of your MiTeam Meetings application. The meeting also appears in the My Meetings list of the invitees. The calendar invite in Outlook is automatically populated with a **Join meeting** option, the dial-in number, and the link to the **Global call in numbers**. The URL of the meeting is populated in the **Location** field.

(i) You have	n't sent this meeting	g invitation yet.			MiTeam Meet	ings	×
\triangleright	Title	Sales Meeting				English	~
Send	Required				O If you upd	ato your calondar	
	Optional				event, plea	ate your calendar ase update the	
	Start time	Thu 24-09-2020	• (hennai, Kolkata <mark>,</mark> Mumb 🔻	Willeam M	eeung.	
	End time	Thu 24-09-2020	•	hennai, Kolkata, Mumb 🔻	Update I	MiTeam Meeting	
	Location	https://meet.mitel.io/join/666234288	🕂 Room Finder		Remove		
John Smith l	nas invited you	to a MiTeam Meeting			Dial-in	United States	~
Join meet	ing				country		
Join via pho	ne (one tap on	mobile):					
US: <u>+143466</u>	513995						
Meeting ID:	666-234-288				Signed in as John	Smith	
Global call in Shared Folder	Calendar			-	Sign out	Report prob	olem

The invitees on your calendar invite will be added to the **Invited** list of the meeting in the MiTeam Meetings application.

Editing a Meeting

To edit a MiTeam meeting created from your Outlook, use the following procedure.

- 1. Open Outlook Calendar.
- 2. Double-click the meeting you want to edit. The meeting panel opens.
- 3. Access the MiTeam Meetings task panel by performing the following steps:
 - Outlook Web application for Office 365

i. Click ings.	🖉 Edit	and then click	. From the pane	l that opens,	click MiTeam Meet-
		💵 OneNote			
		🗩 MiTeam M	eetings		
) Insights			
		🗘 My Templa	ites		
		🕂 Get Add-ir	15		

- Outlook Web application for Exchange 2016/2019

- i. Click the icon at the top of the panel.
- Outlook Desktop/MAC application
 - i. In the Meeting tab, click MiTeam Meetings.



MiTeam Meetings

4. The **MiTeam Meetings** task panel is displayed to the right of the meeting panel.

(i) You haver	n't sent this meeting	g invitation yet.			MiTeam Meetings	×
\triangleright	Title	Sales Meeting			English	~
Send	Required Optional]			 If you update your calendar event, please update the MiTeam Meeting. 	
	Start time	Thu 24-09-2020	14:00 💌	Chennai, Kolkata, Mumb 🔻		
	End time	Thu 24-09-2020	14:30 👻	Chennai, Kolkata, Mumb 🔻	Update MiTeam Meeting	
	Location	https://meet.mitel.io/join/66	6234288	Room Finder	Remove	
John Smith H	has invited you : <mark>ing</mark>	to a MiTeam Meeting			Dial-in United States	~
Join via pho	ne (one tap on	mobile):				
US: <u>+143466</u>	513995					
Meeting ID:	666-234-288				Signed in as John Smith	
Global call in	n numbers			-	Sign out Report pr	oblem

 Make the necessary changes to the meeting (edit the meeting title, add, or remove participants, or change the dial-in country) and click Update MiTeam Meeting to apply the changes.

NOTE:

- If you update the title of the meeting in Outlook and click Update MiTeam Meeting, the name of the meeting in the MiTeam Meetings application will also be updated.
- If you update the participants list in Outlook and click Update MiTeam Meeting, the Invited list of the meeting in the MiTeam Meetings application will also be updated.
- Click Send in the Outlook Web application or click Send Update in the Outlook Desktop/MAC application to send an update to the invitees.

Remove a Meeting

To remove a MiTeam meeting created from your Outlook, use the following procedure.

- 1. Open Outlook Calendar.
- 2. Click the meeting you want to remove. The meeting panel opens.
- 3. Access the MiTeam Meetings task panel by performing the following steps:
 - Outlook Web application for Office 365



- i. Click the icon at the top of the panel.
- Outlook Desktop/MAC application
 - i. In the Meeting tab, click MiTeam Meetings.



MiTeam Meetings

4. The MiTeam Meetings task panel is displayed to the right of the meeting panel.

(i) You haven	't sent this meeting	g invitation yet.	MiTeam Meetings		×		
\triangleright	Title	Sales Meeting				English	~
Send	Required]			 If you update y 	our calendar	
	Optional				event, please u MiTeam Meeti	ipdate the	
	Start time	Thu 24-09-2020	14:00 💌	Chennai, Kolkata, Mumb 🔻			
	End time	Thu 24-09-2020	14:30 -	Chennai, Kolkata, Mumb 🤜	Update MiTe	am Meeting	
	Location	https://meet.mitel.io/join/666234288			Remove		
John Smith h Join meet	nas invited you ing	to a MiTeam Meeting	Dial-in country	United States	~		
Join via phor	ne (one tap on	mobile):					
US: <u>+143466</u>	13995						
Meeting ID:	666-234-288		Signed in as John Sm	ith			
Global call in	Calendar		Sign out	Report proble	<u>em</u>		

5. Click Remove from the MiTeam Meetings task panel. The meeting details in the calendar invite will be deleted, and the meeting will be removed from your My Meetings list and that of the invitees, in the MiTeam Meetings application. However, the title of the calendar invite and the invitees will remain the same.

NOTE: Cancelling a meeting from the Outlook Calendar will not delete the meeting from the MiTeam Meetings application.

Report a Problem

To report a problem you faced with the MiTeam Meetings add-in, use the following procedure.

1. In the MiTeam Meetings task panel, click **Report Problem**. The **Submit an issue** panel opens.

Set	tings		×
ක්	General	Submit an issue	
۵۵	Video	Running into a bug or issue? Let your II or Ad	min team know.
0	Audio	Add a title	
í	About	Describe the issue you're seeing in d	letail
⚠	Issues & Feedback		
		<u>Upload a file</u>	Submit issue
		Dury ide for dhe date our toore	
		We love feedback and ideas.	🕞 Share

2. Enter a title for the issue and provide a brief description of the issue including the steps to reproduce the issue. Click **Add Screenshot** if you want to attach a screenshot of the issue. Click **Send**.

Submit an issue

Running into a bug or is know	sue? Let our team
Enter topic here	
Enter steps to reproduce h	iere
+ Add screenshot	
Cancel	Send

Signing out of the MiTeam Meetings Task Panel

Click **Sign out** in the **MiTeam Meetings** task panel to sign out of your MiTeam Meetings account. **NOTE:** Signing out from the **MiTeam Meetings** task panel will not sign you out from the MiTeam Meetings application.



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