

Vidyo[™] Extension for Gmail Quick User Guide

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Vidyo Extension for Gmail Quick User Guide

The Vidyo Extension for Gmail is a plug-in that enables you to send invitations to Vidyo meetings from Gmail. When the Vidyo Extension is installed, a single click of the **Meet Via Vidyo** button automatically creates an email message with links and instructions for invitees to join the meeting.

Note: Use the link at shown in step 4 during the installation procedure.

To install the Vidyo Extension for Gmail:

- 1. Log into your Gmail account.
- 2. Click the Settings icon on the right side of your Gmail window and then select **Settings** from the drop-down menu.
- 3. Click the Gadgets tab on the Settings page.

If the Gadgets tab is not available, click the **Labs** tab, and then click the **Enable** button in the "Add a gadget by its URL" section. You can then access the Gadgets tab.

Enabled Labs		
Add a gadget by its URL:	Add any gadget by URL by Dan P and Dong C	⊙ Enable ○ Disable
	Adds a "Gadgets" tab to Settings, where you'll be able to specify the URL of any gadget. This gadget will show in a box in the left column.	Send feedback

 Copy the Vidyo Extension for Gmail link <u>http://hosting.gmodules.com/ig/gadgets/file/112207942891450380249/vidyo-gmail.xml</u> and paste it into the "Add a gadget by its URL" field:

Gadgets	
You have no gadgets installed.	
Add a gadget by its URL:	
	Add

5. Click Add.

The Vidyo Extension for Gmail appears on your Gmail window. If it does not appear, click ... on the bottom of the Gmail window.





To send a Vidyo meeting invitation using the Vidyo Extension for Gmail:

 In the Vidyo Extension interface on Gmail, enter your VidyoPortal[™] URL or IP address, and your username and password.

Select the **Keep me logged in** check box if you want to stay logged in to the VidyoPortal even when you close Gmail.

- 2. Click Log In.
- 3. Click Invite by Email.



The Vidyo Meeting Invite appears. The meeting invitation pre-fills with your personal Vidyo room information.

- 4. Edit the Vidyo Meeting Invite as needed.
 - a. In the To field, enter the email addresses of the guests you want to invite to the meeting.
 - b. In the Vidyo Meeting Invite field, change the subject of the email if you wish.
 - c. Edit the email content if you wish, but do not change the links to the meeting.
- 5. Click **Send** to send the email.

To log out or uninstall the Vidyo Extension for Gmail:

- To log out, click Log Out on the Vidyo Extension.
- To uninstall, go back to the Settings page, click the Gadgets tab, and then click remove.

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Hello,			
You have been invited to attend a VidyoConference taking place in virtual meeting room: qa1 at qa1.vidyo.com (Room PIN: 222)			
To join as a Guest, please click on this link: http://qa1.vidyo.com/flex.html?roomdirect.html&key=xFBZN1bUYY7z			
To join from a telephone using VidyoVoice, dial this number: 201-289-8626x117856*222			
To call using IPC, enter qa1@qa1.vidyo.com on the VidyoPortal home page, and click Join. (Room PIN: 222)			
IMPORTANT: Any video, audio and/or materials viewed during this conference may be recorded. By joining, you consent to recording by others at the discretion of the host. If you do not consent, discuss with the meeting host prior to the start of the such recording may be subject to litigation-related discovery.			
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Need help getting started? Check out the Vidyo Knowledge Center at http://www.vidyo.com/knowledge-center/			
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