SAVE TIME IN YOUR DAY

SCHEDULE ONSIGHT MEETINGS

The Onsight Meetings add-in allows you to:

- **Schedule and manage Onsight Meetings using Outlook**
- **Invite guests to participate in Onsight meetings, if enabled for your account**

This provides additional efficiencies when using the platform and allows flexibility when working with your customers.

STEP 1
On your **Windows** device, locate and select the calendar icon within Outlook

STEP 2
Click the New Meeting icon. A meeting invite appears

STEP 3
Provide meeting details: title, start, and end time

STEP 4
Add one or more attendees as required

STEP 5
Click the New Onsight Meeting icon and enter your login credentials. The Onsight login screen will appear. For future Onsight Meetings you will not have to log-in to your account.

STEP 6
Enter your Onsight credentials and click login. The meeting invitation link and details will be added to the location and body of the invite. **CLICK SEND.**

Note: conflicts can arise if one email address is shared between multiple Onsight accounts. Be sure to select the appropriate attendee.

Did you know?

You can copy and paste the meeting invite link within a chat, email, or other app to share the invite with guests.

The Onsight Meetings side panel allows you to further customize your meeting, including invitation language.
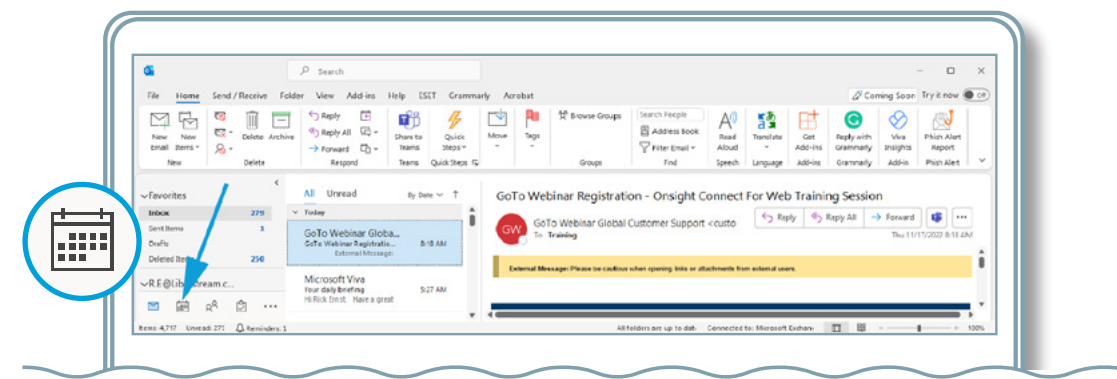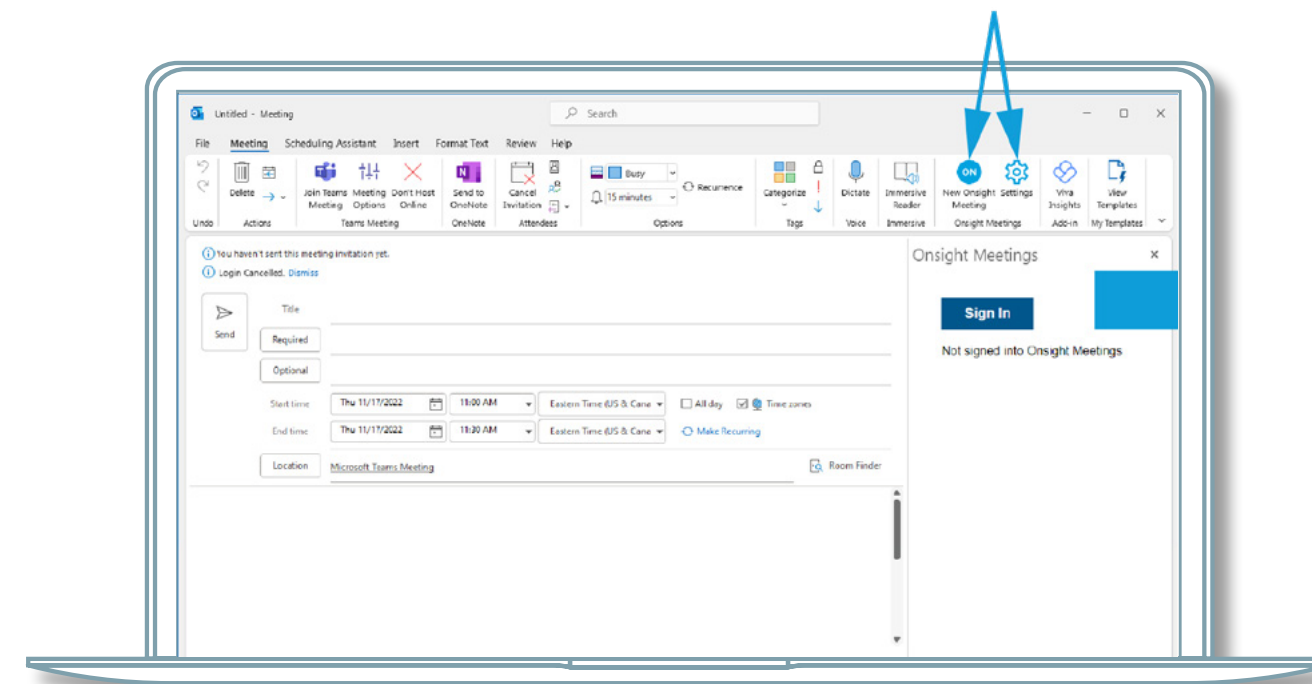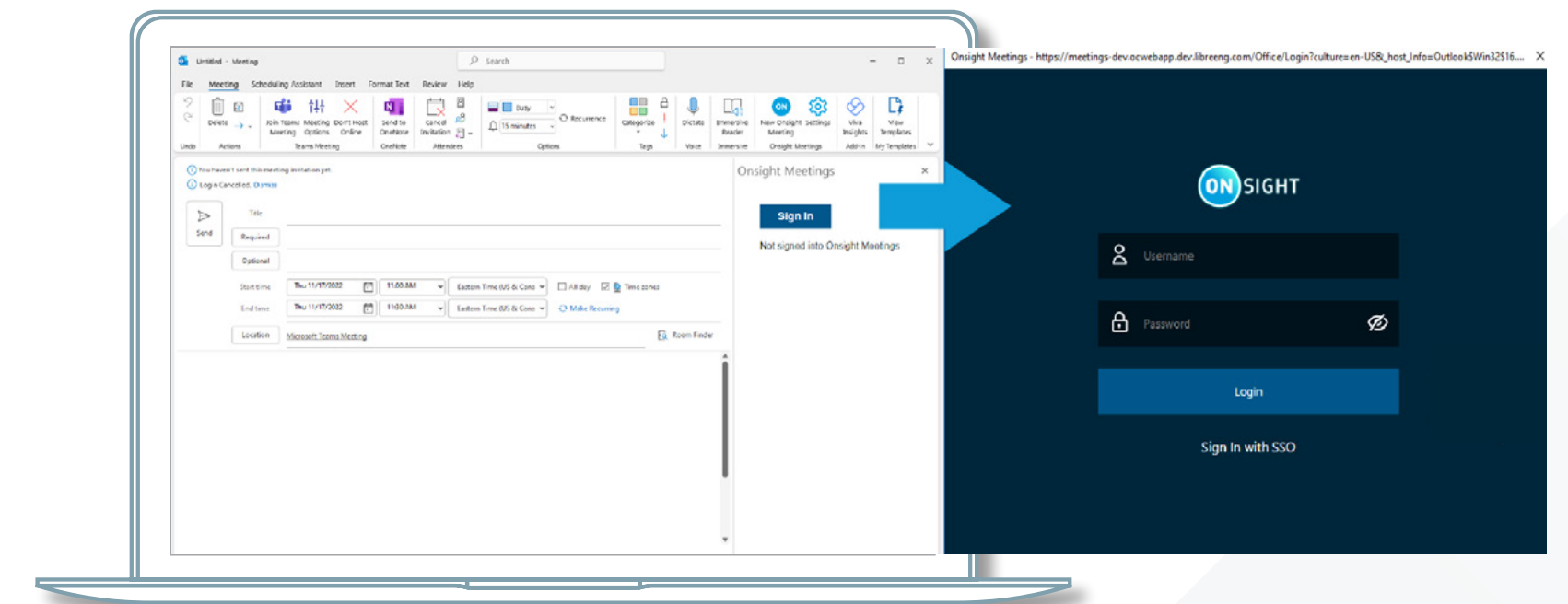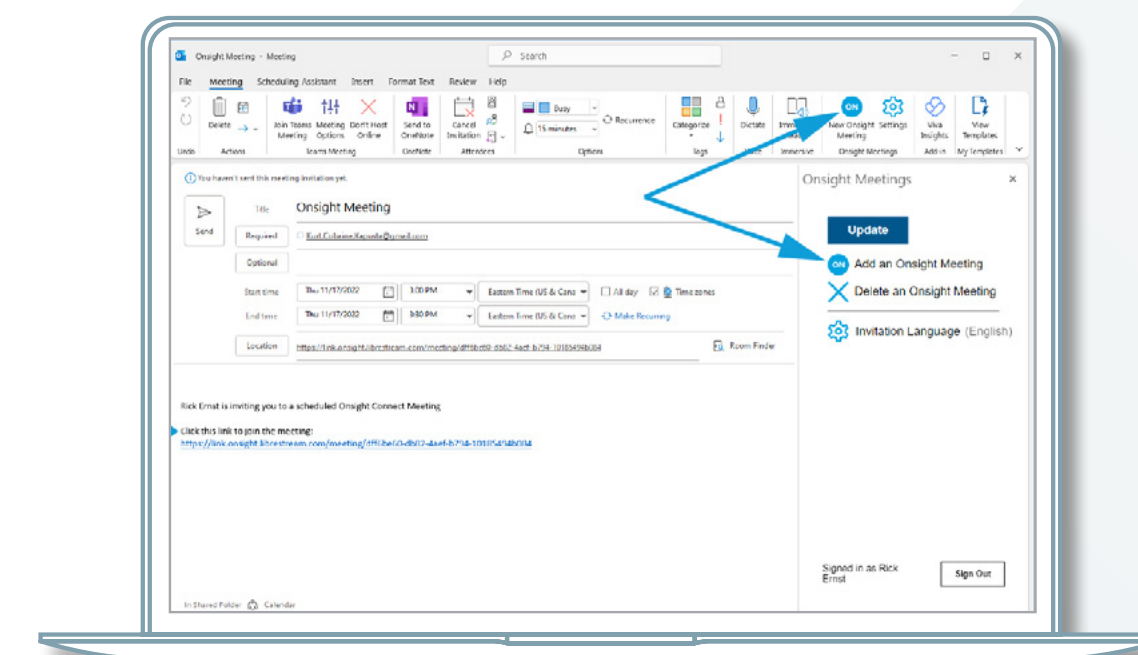
You have flexibility with your licenses – guest licenses are only used for a meeting – it doesn't take away from your license count!

FOR A MORE DETAILED OVERVIEW WATCH THE DEMO ▶

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