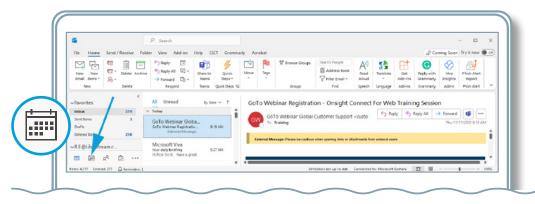
SAVE TIME IN YOUR DAY SCHEDULE ONSIGHT MEETINGS

RESTR

The Onsight Meetings add-in allows you to:

STEP

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



STEP 2

Click the New Meeting icon. A meeting invite appears

9	Meeting	Schedul	ing Assistant Insert	For	mat Text	Review	Help			
Q ⁴ Undo	Delete → .	Join	Teams Meeting Don't H reting Options Onlin Teams Meeting	lost	Send to OneNote OneNote	Cancel Invitation Attend	1.00	Duty	C Recurrence	Categorize
A 20	nd Re	Tide quired								
		rt time	Thu 11/17/2022	Ħ	11:00 AM	•	Eastern	Time (US & Cana 🔻	🗌 All day 🛛 🗹	👰 Tinke zone
	End time		Thu 11/17/2022	Ē	11:30 AM	•	Eastern	Time (US & Cane 👻	O Make Recurri	9
	Lo	cation	Microsoft Teams Meeting							

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!

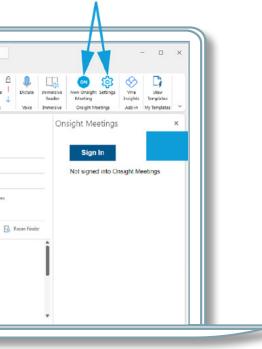
STEP 3 Provide meeting details: title, start, and end time

STEP 4 Add one or more attendees as required

FOR A MORE DETAILED OVERVIEW WATCH THE DEMO

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

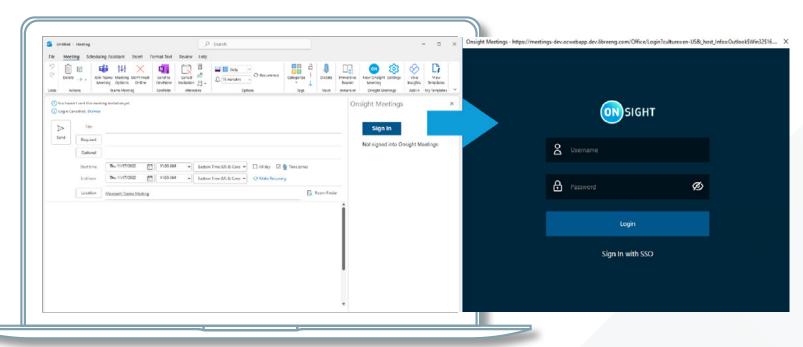
This provides additional efficiencies when using the platform and allows flexibility when working with your customers.





STEP 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.



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

	lecting - Meeting		- 🗆 ×
	E Join	Ing Acidstant Incent Formation Review Help	Dette Invert Invert Invertige Statistics Invertige Statistics Invertige Statistics Invertige Statistics Invertige Statistics Invertige Statistics
() You have	n't sent this meet	ting institution yet.	Onsight Meetings ×
\bowtie	Title	Onsight Meeting	
Send	Required	C Kort Coheres Reported Corro	Update
	Optional		Add an Onsight Meeting
	Start time	They 11/17/2022 📋 1:00 PM 👻 Eastern Time (US & Cana 👻 🗆 All day 😥 💇 Time zones	Delete an Onsight Meeting
	Endtime	Thu 11/17/2022 🛅 330 PM v Eastern Time (US & Cana v 🖓 Make Recurring	Invitation Language (English)
	Location	https://ink.oroight.ibrcstiscam.com/meeting/dt15bc50_db62_4act_b/2H_10165498b064	m Finder
click this link	to join the me	a scheduled Onsight Connect Meeting ecturg: neum com/rosetung/1997.ba/co.db07-daa4-b7%b-10107/d7%b/034	
			Signed in as Rick Sign Out

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







