



# Vidyo™ Extension for Gmail Quick User Guide

Product Version 1.0.0

Document Version A

October, 2013

# Vidyo Extension for Gmail

## Quick User Guide

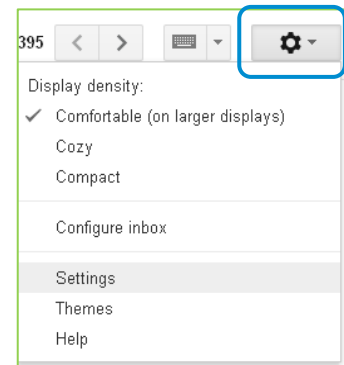
The Vidyo Extension for Gmail is a plug-in that enables you to send invitations to Vidyo meetings from Gmail. When the Vidyo Extension is installed, a single click of the **Meet Via Vidyo** button automatically creates an email message with links and instructions for invitees to join the meeting.

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

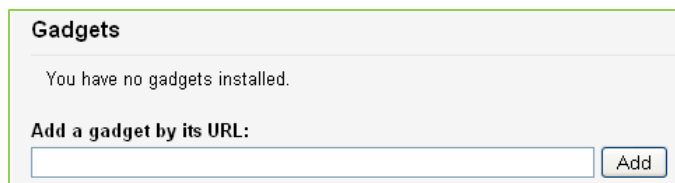
### To install the Vidyo Extension for Gmail:

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.

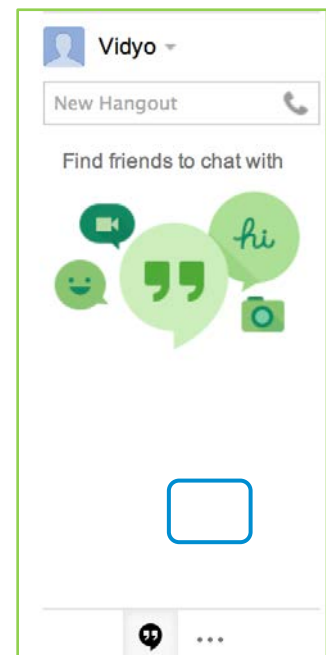


4. Copy the Vidyo Extension for Gmail link <http://hosting.gmodules.com/ig/gadgets/file/112207942891450380249/vidyo-gmail.xml> and paste it into the “Add a gadget by its URL” field:



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.

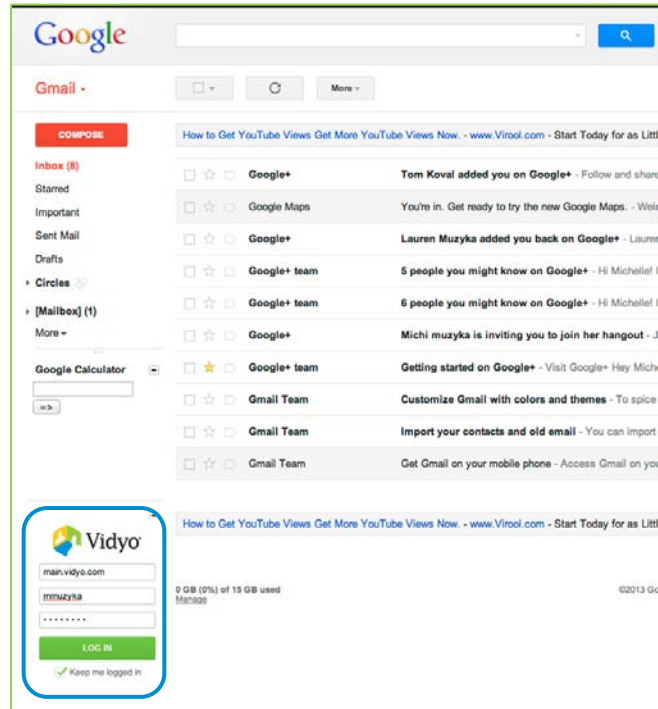
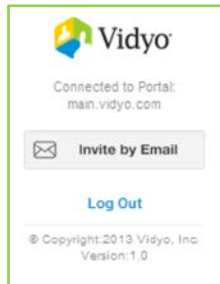


To send a Vidyo meeting invitation using the Vidyo Extension for Gmail:

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

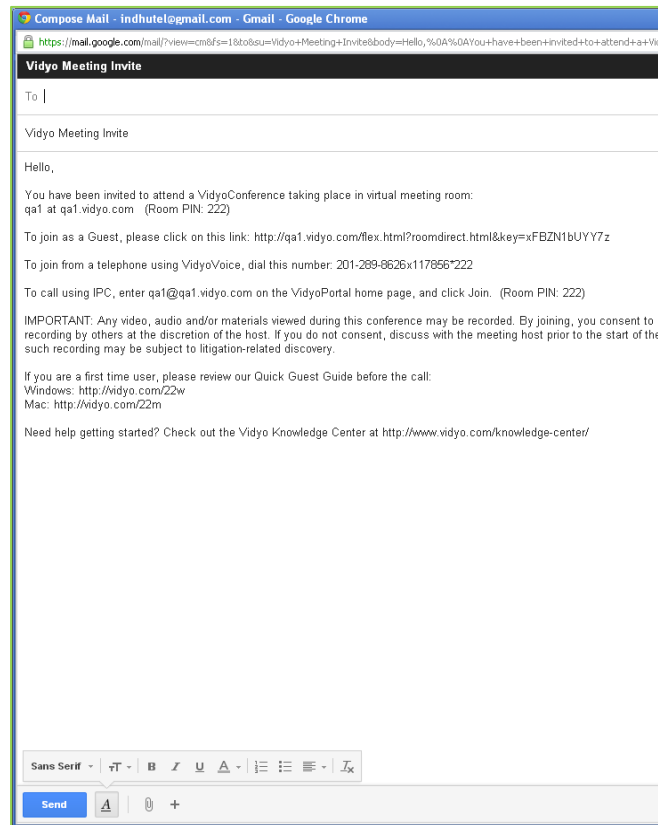
Select the **Keep me logged in** check box if you want to stay logged in to the VidyoPortal even when you close Gmail.

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**.