

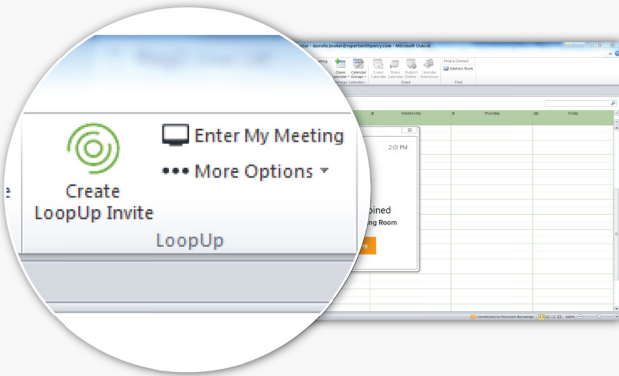


LoopUp Quick Start Guide for Delegates

Using LoopUp for Outlook®

LoopUp makes it easier to schedule, join and control remote meetings. One-click screen sharing and integration with tools like Outlook® enable better, more productive collaboration.

Delegates are users that schedule, start and control remote meetings on behalf of others.



Invite

- Click **Create LoopUp Invite** from main tool bar, or if already in an invite click **Add LoopUp Details**
- Select the host's meeting room
- Add or remove dial-in numbers if needed
- Click Insert and send the invite to guests

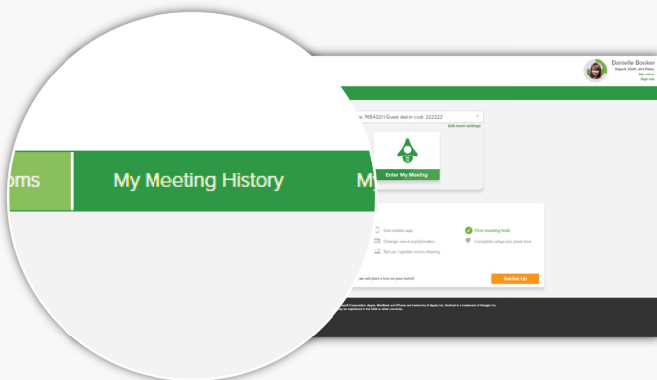
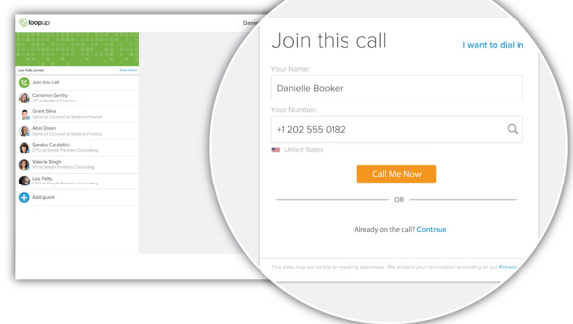
You'll only need the host dial-in code if the host is dialing into the call rather than clicking the link. If so, check 'Include host dial-in code' when creating an invite.



Start a Meeting for the Host

- Click Enter My Meeting
- Select the host's meeting room and click Next
- Enter the host's name and phone number
- Click **Call Me Now**

You can remain in the meeting with access to host controls, if needed.



Meeting History and Billing Codes

- Sign in to my.loopup.com and click My Meeting History
- View meeting history for everyone you manage
- Assign billing codes to meetings as needed

For security reasons, you can't access meeting recordings for the host. They will need to sign in to my.loopup.com to access their recordings.