



# Litescape OnCast Desktop Outlook Plug-in

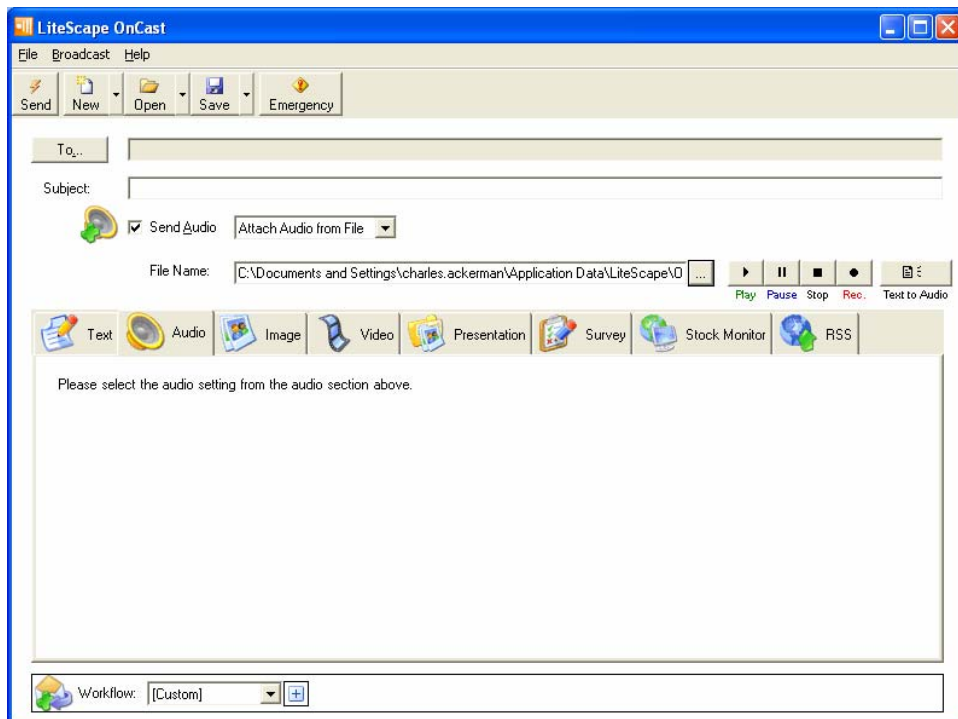
General Collaboration Use Case





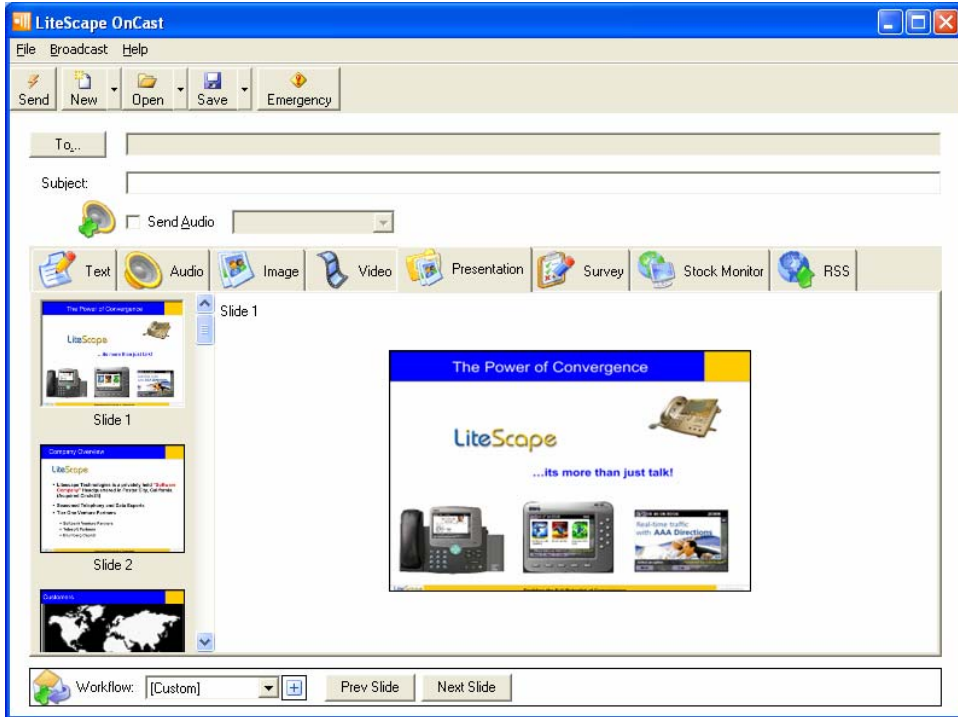
# OnCast Desktop Basic Scheduling Use Case



All companies and organizations can use OnCast Desktop for basic collaboration. In this example, you will design a template in your Microsoft Outlook Calendar you can use to schedule your meetings.


- Step 1** Begin in Microsoft Outlook and click **Calendar** to open your Calendar.
- Step 2** Click the list arrow for **New**, then click **New Meeting Request** (or press Ctrl+Shift+Q) to open the Untitled – Meeting window. You can see the OnCast Desktop toolbar near the top of the window. You don't need to specify recipients, subject, or the time and date of the meeting when you create a template. You can add this later when you use the template to send a message referring to a specific scheduled meeting.
- Step 3** Click  to open the LiteScape OnCast window. Notice how meeting information for recipients and subject have been brought forward into the appropriate fields.
- Step 4** Insert an audible file that announces the meeting when the message arrives on the phone. Click **Send Audio** to enable the audio file fields. The audio file will be played when the message arrives on the recipients' phones. For example, you could say, *Please attend this meeting* or *This is an announcement for the upcoming marketing meeting*. Click  to open the Open Audio window. Use this window to locate and select the audio file you want to insert, then click **Open** to insert the file information into the audio file fields.






**Step 5** Insert a Microsoft PowerPoint presentation. Click  to open the Presentation Message window, then click  to open the Open Presentation window. Use this window to locate and select the presentation, then click **Open** to insert the presentation.



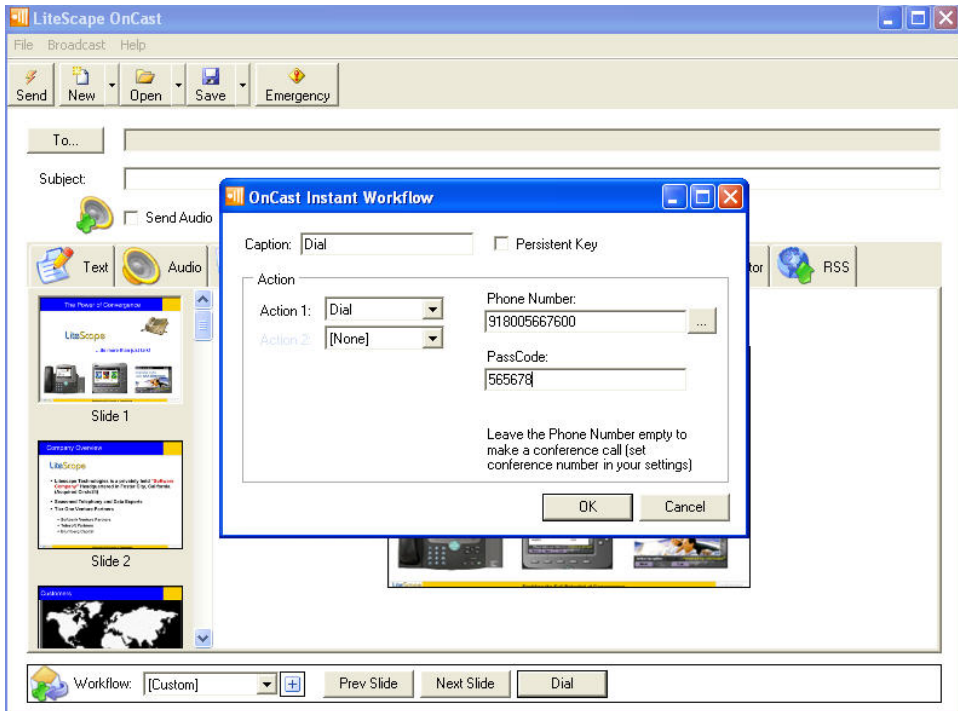
The default presentation workflow is added automatically – the two buttons  and .

**Step 6** Click  to save the template. This closes the LiteScape OnCast window and displays the meeting template as an icon in the Microsoft Outlook Calendar window. The meeting message is now saved as a template.

**Step 7** To update the meeting template, click . This displays the meeting message in the LiteScape window. You can now create a workflow specific for the next meeting. You will create two buttons – one to define the conference bridge, another to launch your Internet browser so you can view your third party collaboration software application.

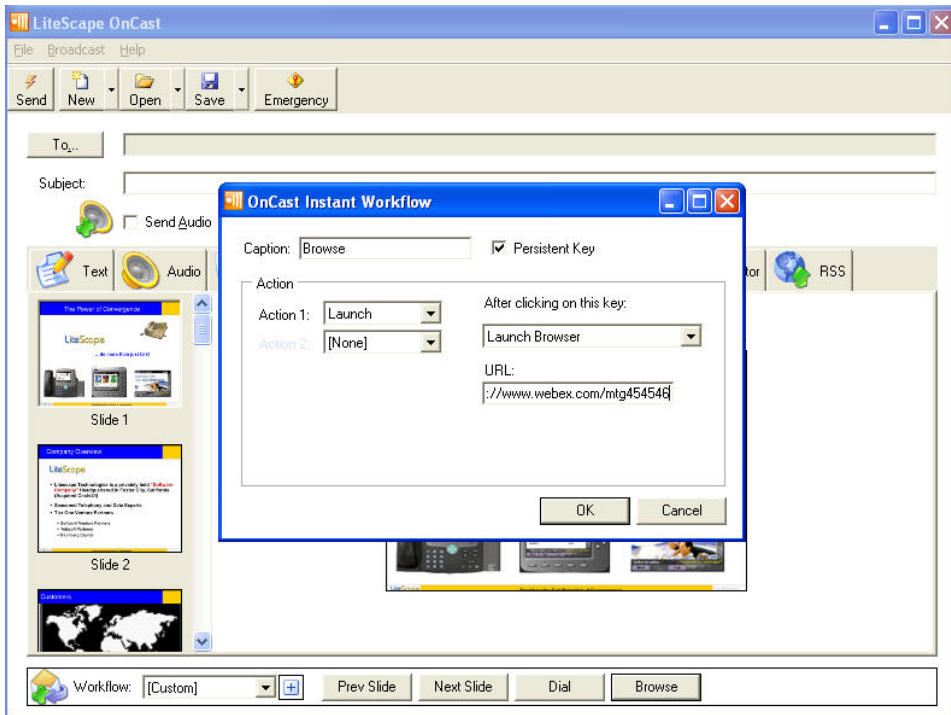
**Step 8** Two buttons are displayed on the workflow bar for the presentation. You should add two more buttons. Click + on the workflow bar at the bottom of the window to insert , then click  to display the workflow menu for the button.

**Step 9** Click **Dial** to open the Instant Workflow window shown below. Type the conference phone number in the **Phone Number** field, type the conference password in the **PassCode** field, as shown below.




**Step 10** Click **OK** to save the information and close the window.

**Step 11** Now insert the second button that launches the browser. Click + on the workflow bar to insert the button **Workflow 4**, click **Workflow 4** to display the workflow button menu, click **Browse...**, click **Customize** to open the Instant Workflow window, now type the URL or web address of your third party collaboration software into the URL field.



**Step 12** Click **OK** to save the information and close the Instant Workflow window.

**Step 13** Click  **Save** to save the meeting message and close the LiteScape OnCast window. This returns you to the Marketing meeting – Meeting window in your Microsoft Outlook Calendar.

You can now click **Send** to send the message or save it to send in the future.