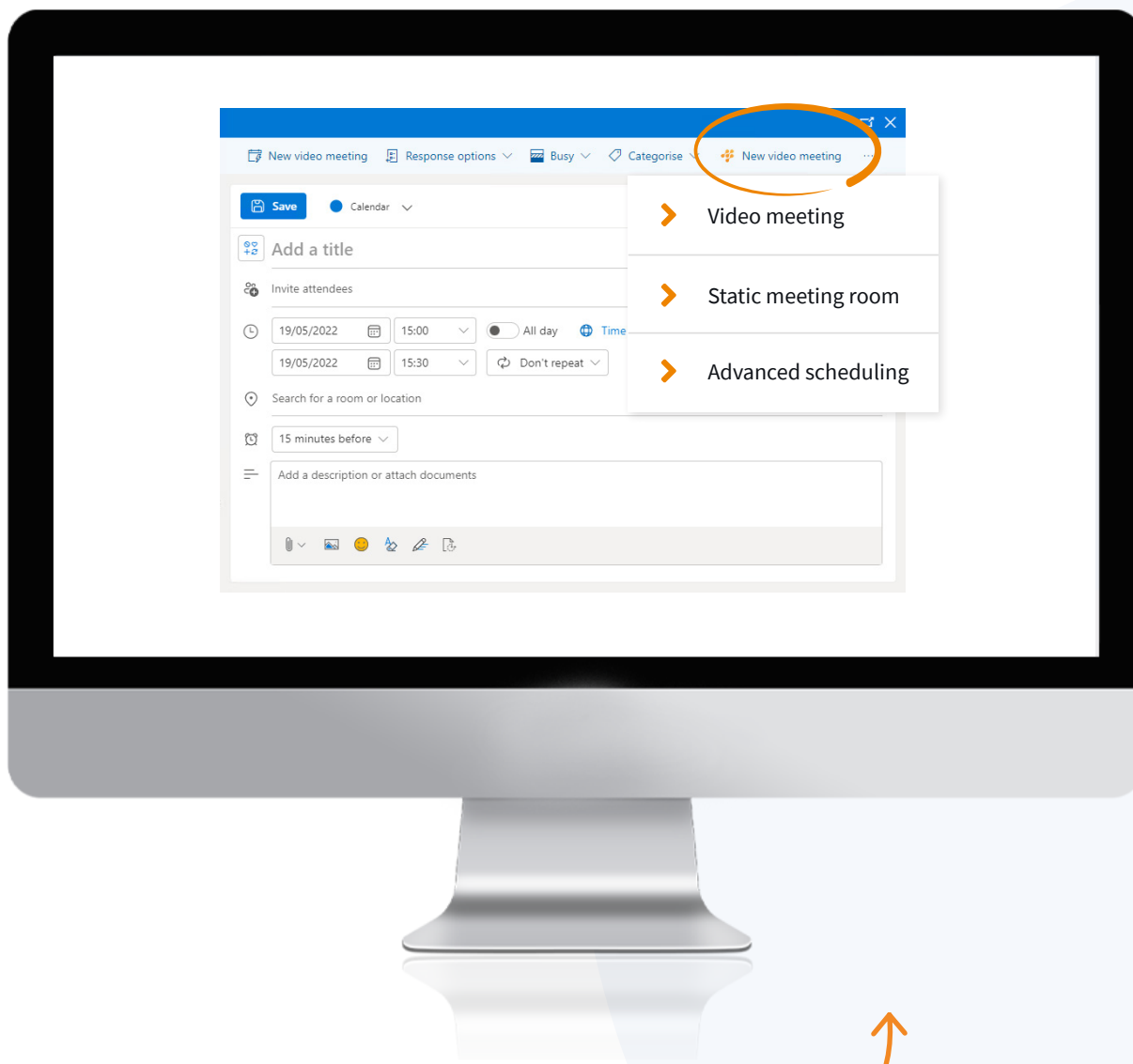


# Mividas Outlook Add-in

Schedule video meetings directly from  
an end user's Outlook client

## Table of contents

Introduction	1
Different scheduling choices	2
Highly customizable	2
Outlook add-Mividas Meeting Portal	3
Participant identification	3



## Scheduling directly from an end user's Outlook client

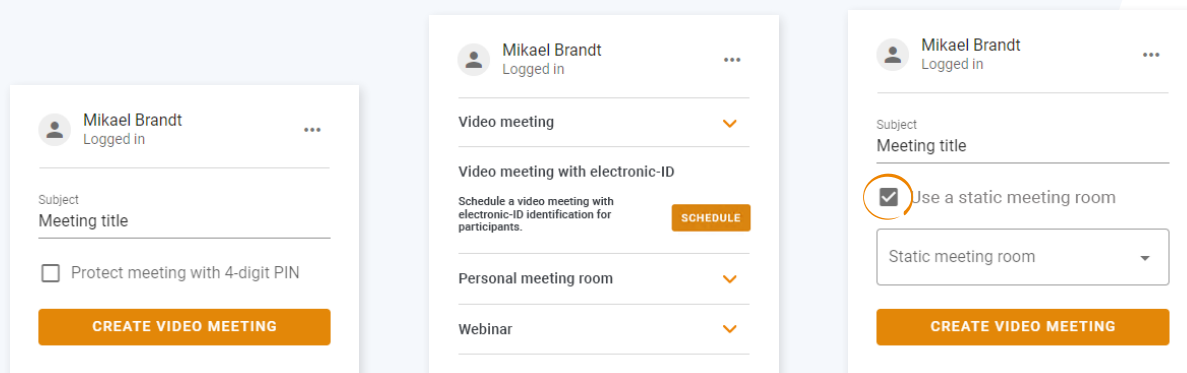
After activating the Mividas Outlook add-in, end users have the option of creating video meetings directly from their Outlook client. It integrates with both browser and desktop Outlook clients, ensuring a seamless user experience.

Scheduling is processed via Mividas Schedule, which supports both Cisco Meeting Server and Pexip Infinity platforms.



## Different choices for scheduling video meetings with the Outlook add-in

The Mividas Outlook Add-in is available in different modes, and can be run simultaneously depending on the organization's needs. Works seamlessly with a browser and desktop Outlook client.



### Quick scheduling

Quick scheduling for video meetings. The perfect choice for users to schedule standard video meetings with PIN and extended login option for join security.

### Advanced mode

Scheduling for all available meeting types in the Mividas Meeting Portal. Activate this mode for users who should be able to schedule all different meeting types.

### Static meeting rooms

Users have the option of scheduling a video meeting in one of their static meeting rooms, including the user's own personal meeting room.

## A highly customizable add-in for an organization's different needs

The Mividas Outlook add-in is designed to be easily customizable with branding and functionality - making it feel like your very own add-in.

### Branding support

Customize the Mividas Outlook add-in to suit your organization. Set the name displayed for the user in the Outlook client, upload your logotype as a icon for display when activating the add-in, and use the same colors you have selected for the Mividas Meeting Portal.

### Installation

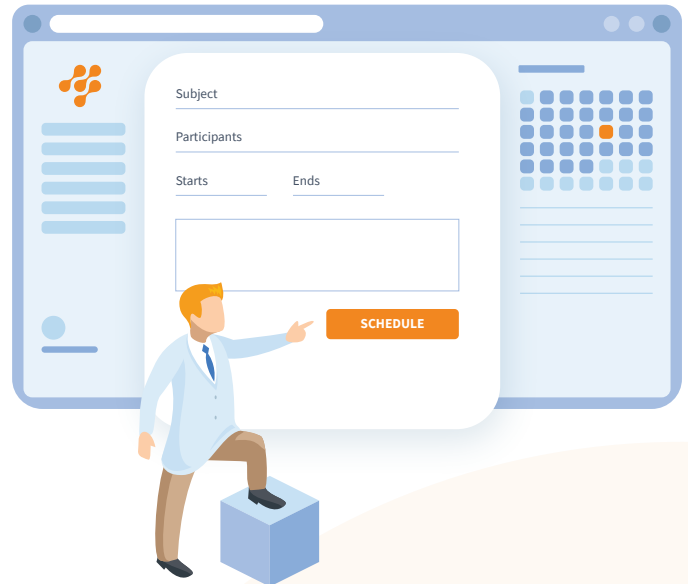
The different modes of Mividas Outlook add-in are easily installed by retrieving the manifest files via the Mividas Meeting Portal, where specific add-in settings are made. After activating the Mividas Outlook add-in, end users have the option of creating video meetings directly from their Outlook client.

## Mividas Meeting Portal

Gives users an easy-to-use way of scheduling and viewing their meeting history directly from their web browser.

The end user starts by navigating to the Meeting Portal, then simply follows a few steps to schedule a video meeting.

Utilize 2-factor authentication, webinars, custom meeting templates and much more.



## Participant identification

The latest addition to our product suite is Mividas Identify, a product that gives employees the choice to schedule secure video meetings where participants must verify their identity before joining any meeting.



### Electronic-ID

Prior to the disclosure of any further meeting details, invited users are required to utilize electronic identification to authenticate their identity. The selection of the electronic identification provider will depend on your country and existing agreement.

### SMS-based Verification

The meeting organizer may choose SMS-based verification for participants, where they will receive a unique PIN code via SMS. This PIN code is used to verify the participant's identity and grant them access to additional meeting information and details on how to join the meeting.

### Electronic-ID with verification

Prior to granting access, the meeting organizer will require participants to provide their national ID or social security number and undergo electronic identity verification. Access will only be granted upon successful verification of their identity.

### Delayed SMS-based PIN code

Instead of standard SMS-based verification, the meeting organizer may choose to implement delayed SMS-based PIN code verification. In this method, the unique PIN code will be sent to participants a specified number of minutes prior to the meeting start time.

### Single Sign-On authentication

If chosen, organization employees can use single sign-on authentication to access meeting information and join details either via the Mividas Meeting Portal or Mividas Identify. This eliminates the need for employees to remember separate login credentials for each platform and simplifies the authentication process.

## Mividas Outlook add-in

Schedule video meetings directly from both the desktop and web browser version of Outlook. The add-in also works great with Office 365.

### Get started

Enable easy video meeting scheduling directly from the Outlook client. Our sales team is happy to help you get started.

Phone

**+46 10 19 60 600**

Email

**[sales@mividas.com](mailto:sales@mividas.com)**

Webb

**[www.mividas.com](http://www.mividas.com)**