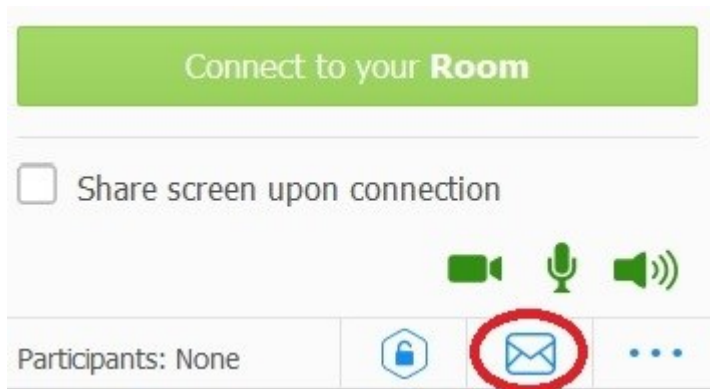


IDVP Quick Tip: Inviting a Guest

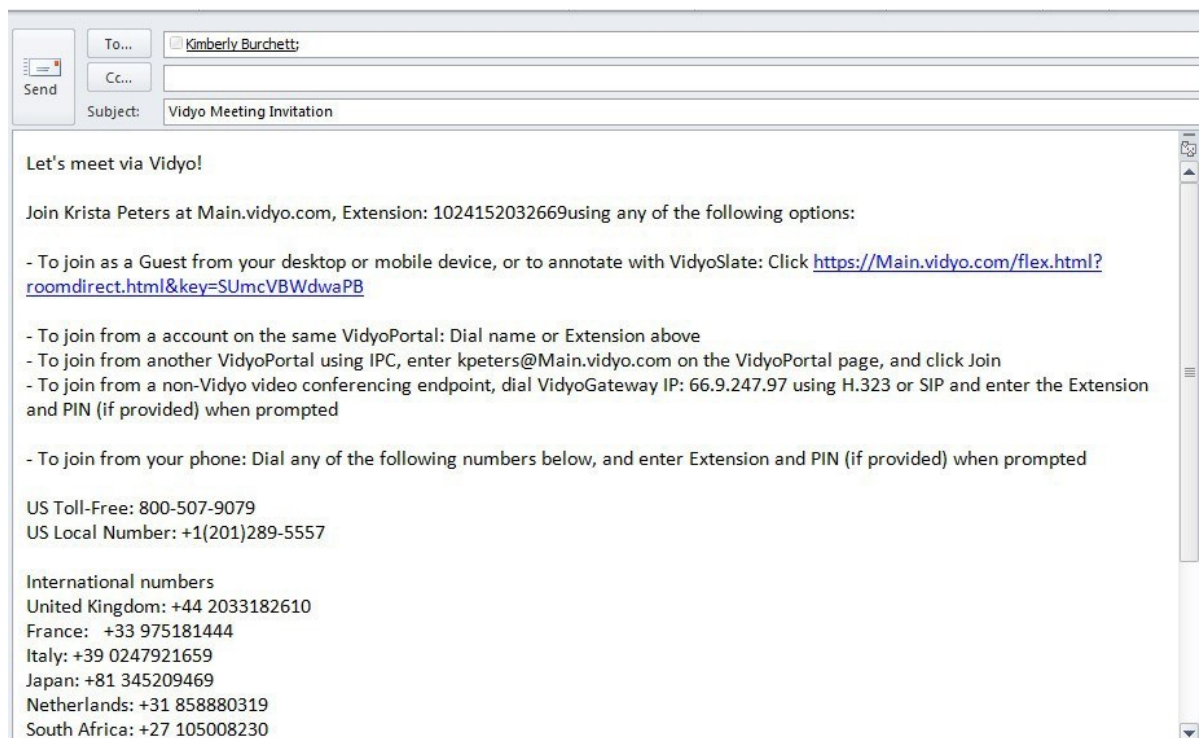
There may be times when you want to have a video call with someone who does not have an account on the IDVideoPhone service. Not to worry, you can still collaborate with them by inviting them as a guest. There are several ways to invite a guest to your room:

Using the automated mailing feature

Click on your name and the Connect to your Room box appears, click on the envelope to generate an email invite.



Add participant names to recipient field, input subject, and location. Click send.

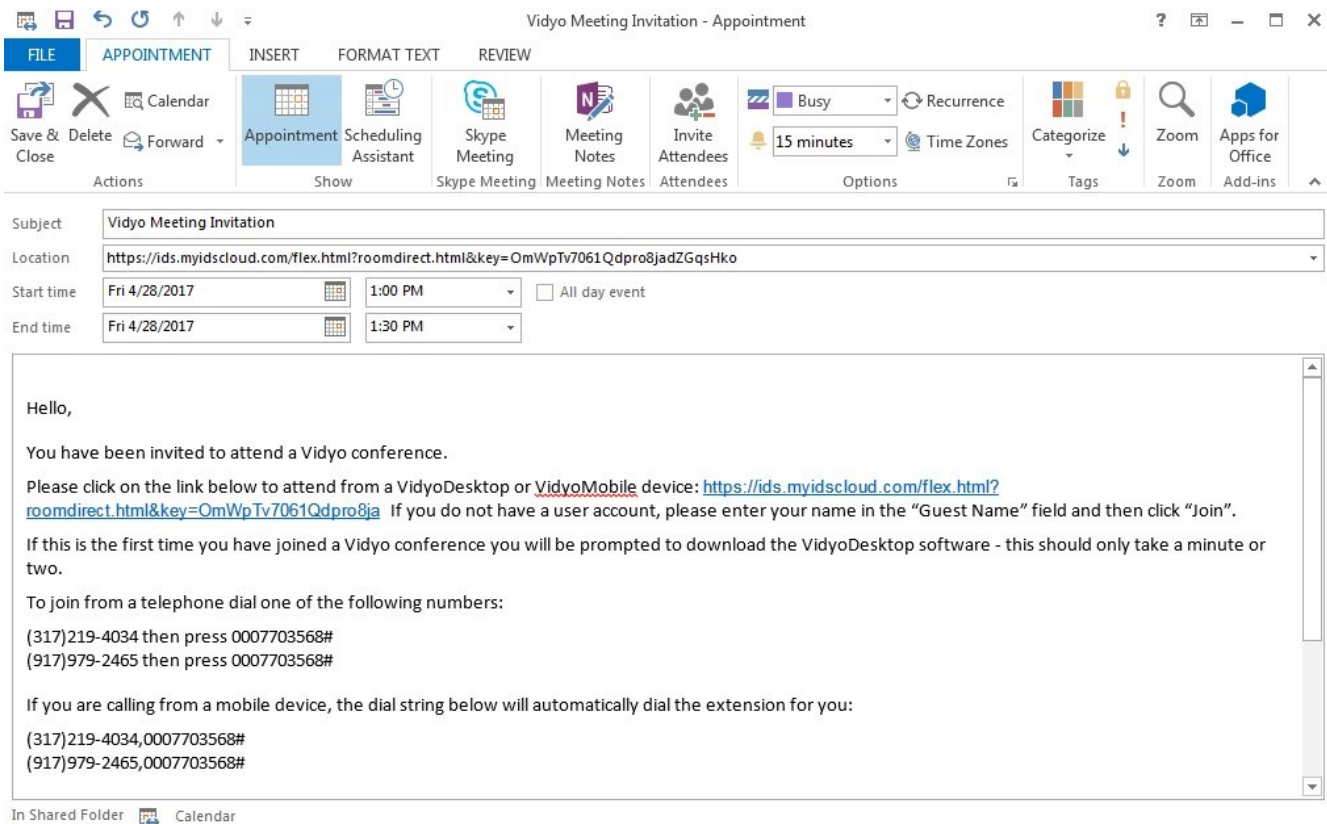


Using the automated calendar invite feature

Click the Vidyo icon on your desktop, above your name is the search contacts box, to the right is the calendar invite icon. Click on the icon to generate a calendar invite.



Click on Invite Attendees to add participants, select the time and date of your meeting and click Send

A screenshot of the "Vidyo Meeting Invitation - Appointment" window. The window has a ribbon menu with tabs for FILE, APPOINTMENT, INSERT, FORMAT TEXT, and REVIEW. The APPOINTMENT tab is active, showing options like Appointment, Scheduling Assistant, Skype Meeting, Meeting Notes, and Invite Attendees. The Invite Attendees option is selected. Below the ribbon, there are fields for Subject, Location, Start time, and End time. The Subject field contains "Vidyo Meeting Invitation". The Location field contains a URL. The Start time field is set to "Fri 4/28/2017" at "1:00 PM". The End time field is set to "Fri 4/28/2017" at "1:30 PM". Below these fields is a large text area containing the following text:

Hello,

You have been invited to attend a Vidyo conference.

Please click on the link below to attend from a VidyoDesktop or VidyoMobile device: <https://ids.myidscloud.com/flex.html?roomdirect.html&key=OmWpTv7061Qdpro8jadZGqsHko> If you do not have a user account, please enter your name in the "Guest Name" field and then click "Join".

If this is the first time you have joined a Vidyo conference you will be prompted to download the VidyoDesktop software - this should only take a minute or two.

To join from a telephone dial one of the following numbers:

(317)219-4034 then press 0007703568#
(917)979-2465 then press 0007703568#

If you are calling from a mobile device, the dial string below will automatically dial the extension for you:

(317)219-4034,0007703568#
(917)979-2465,0007703568#

At the bottom left of the window, it says "In Shared Folder" and "Calendar".

If you or any of your team members and/or clients have questions about connecting with other users or guests do not hesitate to contact us. We would be more than happy to assist you.

IDVP Help Desk Contact Information

Lite Basic Users can email questions: dvpsupport@e-idsolutions.com

Lite Intermediate, Pro and Plus Users have access to our toll-free number
877-774-3526

Account and Adoption Services

Users with account questions, looking to place test calls, training requests or contract upgrades can contact:

Sandy Cassella
IDVP Adoption Services Specialist
scassella@e-idsolutions.com
203-980-6169

We would like to thank you for choosing IDSolutions and we look forward to our continued relationship.

Kind Regards,

Your IDVideoPhone Support Team



A CLEAR VISION OF COMMUNICATIONS