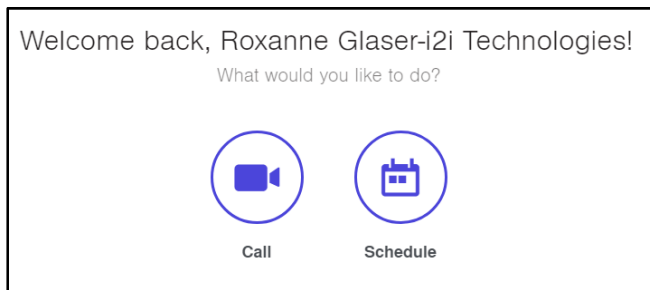


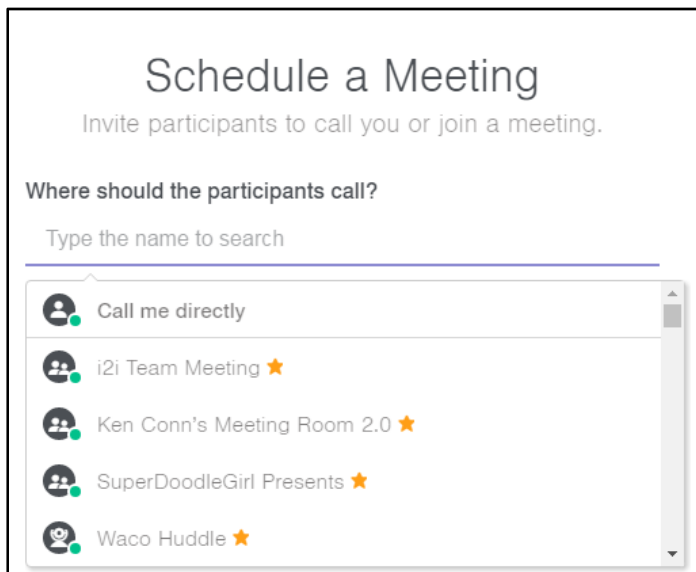
How to Schedule a Meeting

Invitations are a simple way to let others know how to join a Lifesize Cloud call. Each invitation will include all the information needed for participants to join in from a traditional video conference system, a desktop computer, or a phone. Only Registered Users can generate invitations for meetings. Outlook Add-in and Google extensions are available at <https://call.lifesizecloud.com/download>.

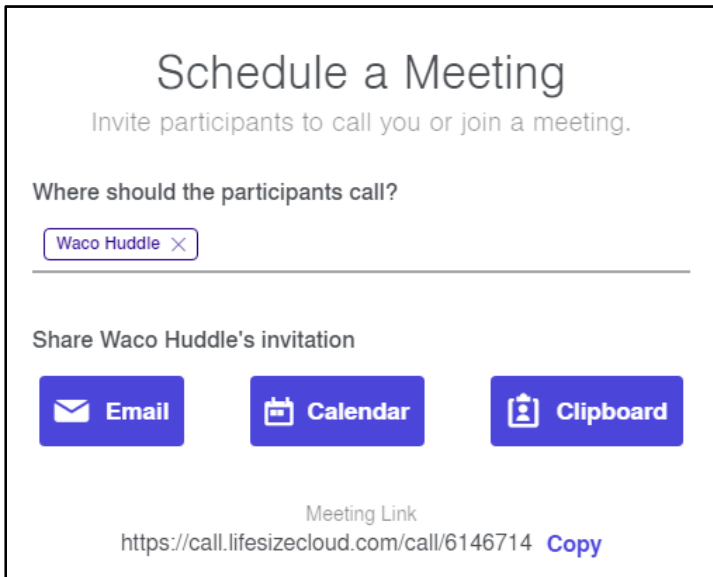
1. Log into Lifesize Cloud desktop app or online at <https://webapp.lifesizecloud.com>.



2. Select where participants should call. *Note: Meeting Rooms will have the icon with two people on it.*



3. Share the invitation via email, calendar invite, or copy the invitation text to the clipboard.



4. Here is an example of the calendar invite. This is the same text that appears in an email invitation or when copied to the clipboard.

