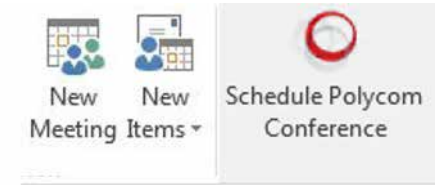


DATA SHEET

# Polycom Easy Schedule App

Solution to easily schedule your Polycom video conferences with popular enterprise calendaring systems



The Polycom® Easy Schedule App is a software application that installs as an add-in (or extension) to Microsoft Outlook or Google Calendar to enable your users to easily create calendar appointments and join meetings with Polycom Virtual Meeting Rooms (VMRs) in Polycom® RealPresence® solution environments.

To make scheduling meetings easier and to drive better adoption of video conferencing and collaboration within your organization, the Polycom Easy Schedule App integrates and works natively with the most popular enterprise scheduling systems. Upon the successful creation of a video conference, the meeting details are saved and a notification is sent to the invited participants. When the conference begins on the Polycom infrastructure, all participants can join the conference using their audio or video endpoints and devices with the meeting invitation information and “click to join” links.

## Key capabilities of the Polycom Easy Schedule App

This app delivers a simplified experience for users to schedule a video conference and includes the following key capabilities:

- Provides customized meeting invitation/notification templates with links to “Join the meeting” for Polycom® RealPresence® Web Suite, Skype for Business, Polycom® RealPresence® Desktop video collaboration software, Polycom® RealPresence® Mobile software or other client software
- Sends email notification to all participants with the VMR assigned to the meeting, audio dial-in details, help desk information and other meeting information
- Works with the Polycom® One Touch Dial App to populate Polycom and Cisco endpoint device calendars and enables the “click to join” button
- Supports the use of random and personal VMRs
- Supports meeting calendaring and scheduling through Polycom RealPresence systems
- Supports and integrates with Single-Sign-On (SSO)
- Installs as a client add-in for Outlook and Lotus Notes or as a Chrome extension for Google Calendar\*
- Allows administrators to deploy templates and settings for mass user deployment (Outlook version)

## Benefits

- Makes it easy to schedule collaborative meetings using your native calendaring system—simplifying user adoption
- Presents a consistent, recognizable user interface and meeting templates for all your users
- Works just like any other meeting you schedule—including both on-net and off-net meetings
- Allows the flexibility for your users to schedule meetings dynamically using static/personal VMRs or dynamic/random VMR configurations
- Enables one simple “click to join” link for desktop/mobile/browsers and a “Join” button for meeting rooms and conferencing endpoints
- Works with the Polycom One Touch Dial App, the Polycom RealPresence Touch™, and the Polycom® RealPresence Touch™ for HDX App
- Works with what you have today—current versions of Outlook/Exchange\* or Google Calendar
- Enhances your investment with available software-maintenance and support offers

\*The Polycom Easy Schedule App for Outlook supports Microsoft Outlook 2007 and higher, Exchange 2007 and higher, and Office 365 environments

## Scenarios for the Polycom Easy Schedule App

For Outlook/Exchange customers, the Polycom Easy Schedule App provides a tailored solution if you have not standardized on Skype for Business and Polycom® RealConnect™ workflows for scheduling meetings.

The Polycom Easy Schedule App is also well positioned for organizations that have standardized on Google Calendar, Lotus Notes or web-based scheduling for meetings.

The Polycom Easy Schedule App can be easily added to any Polycom® RealPresence Clariti™ infrastructure and upgrade project to provide a more complete turnkey solution for you and your users.

For more information regarding Polycom services, please contact your authorized Polycom representative or partner, or visit [www.polycom.com/services](http://www.polycom.com/services).

