

AVAYA AGENDA

WHAT IS IT ?

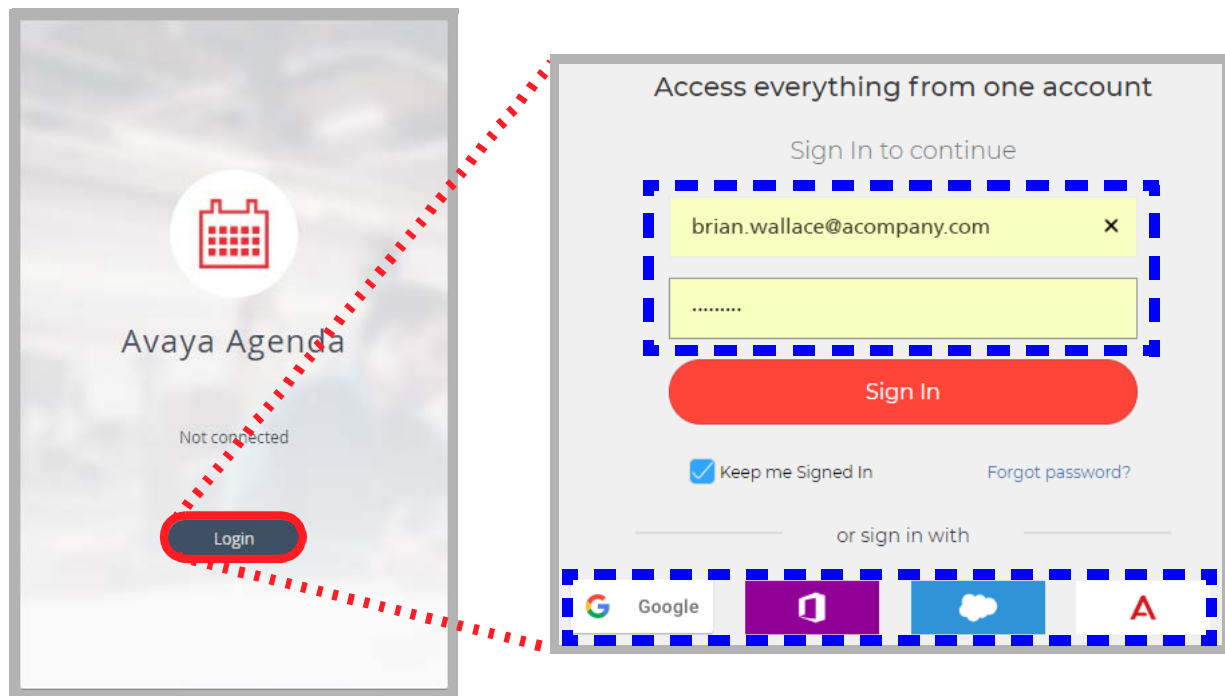
Avaya Agenda allows you to keep track of your daily schedule directly from your browser window. It will combine the entries from your Google calendar(s) into one easy to use and access diary.

WHERE DO I GET THE APP ?

- Avaya Agenda is installed as an extension to your browser from the Internet, and automatically keeps itself up-to-date. The latest version will be automatically loaded onto your system ensuring you always have access to the latest features.

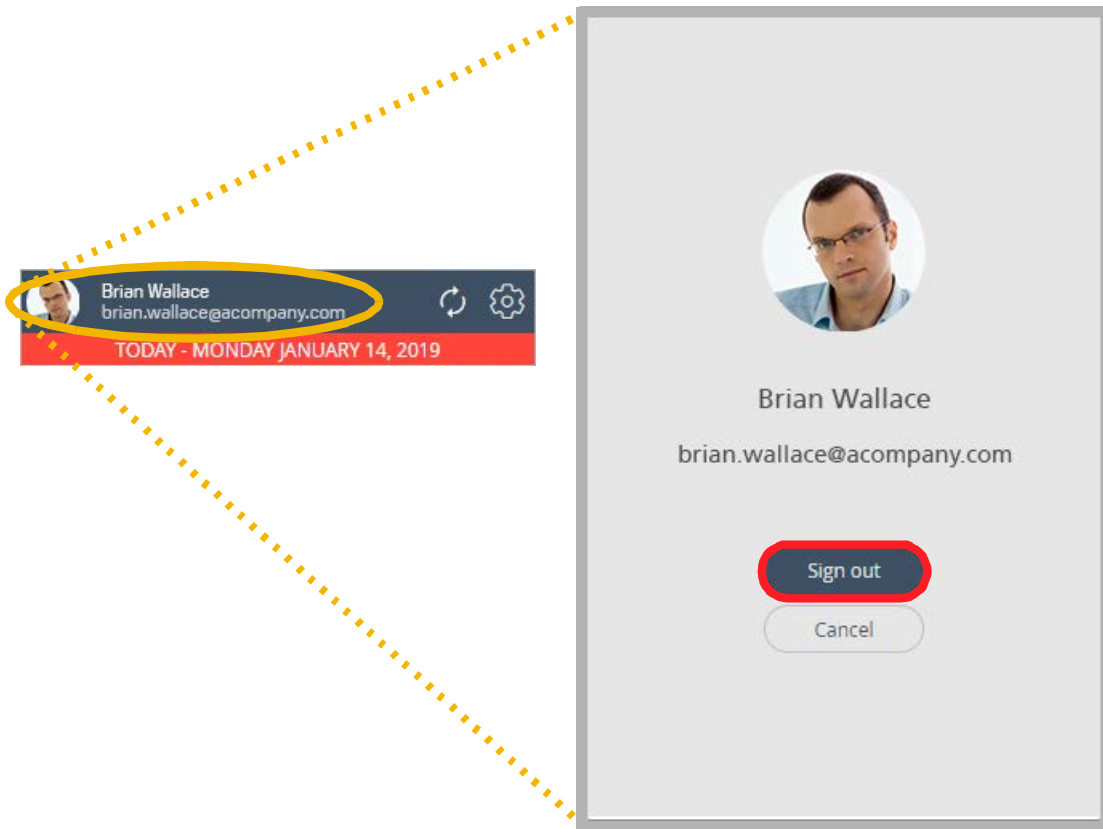
LOGIN AND SIGN OUT

- When you first launch the program, you will be prompted to login. Click [Login](#) and use your preferred credentials to access the program.



Use your Avaya, Google, Office 365 or Salesforce username and password to launch the application. Click the appropriate icon to select your preferred credentials.

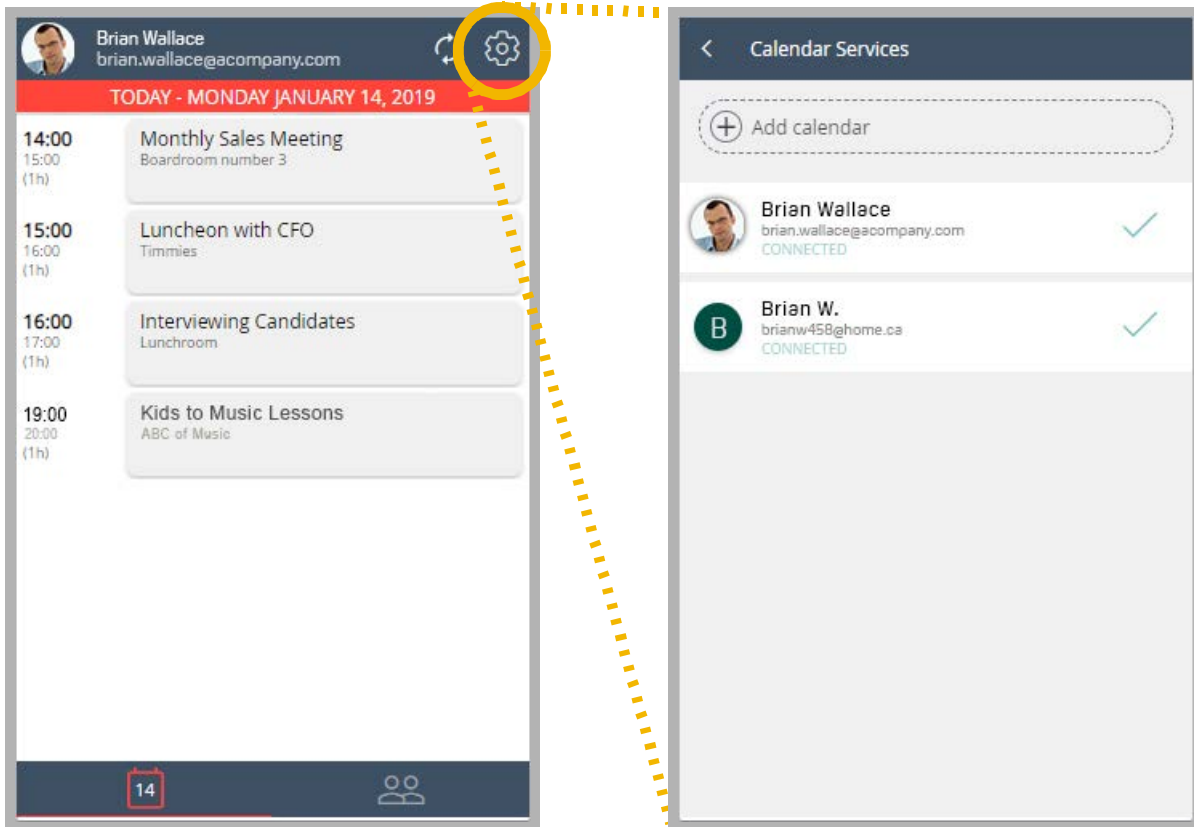
- To close the app, click on your name / profile picture at the top of the screen and select **Sign out**.




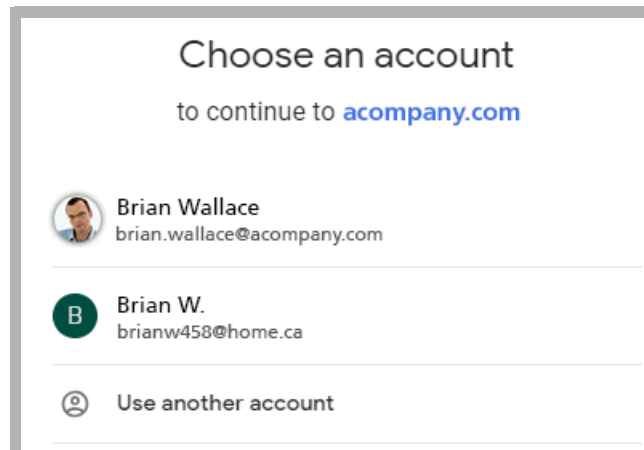
Note: Each time that you sign in, you must re-select the calendars to synchronize. All previous connections and credentials are cleared. This is done to maintain the security of your accounts since other people will not be able to login and view / change your schedule if the app has cleared your credentials.

MANAGING CALENDARS

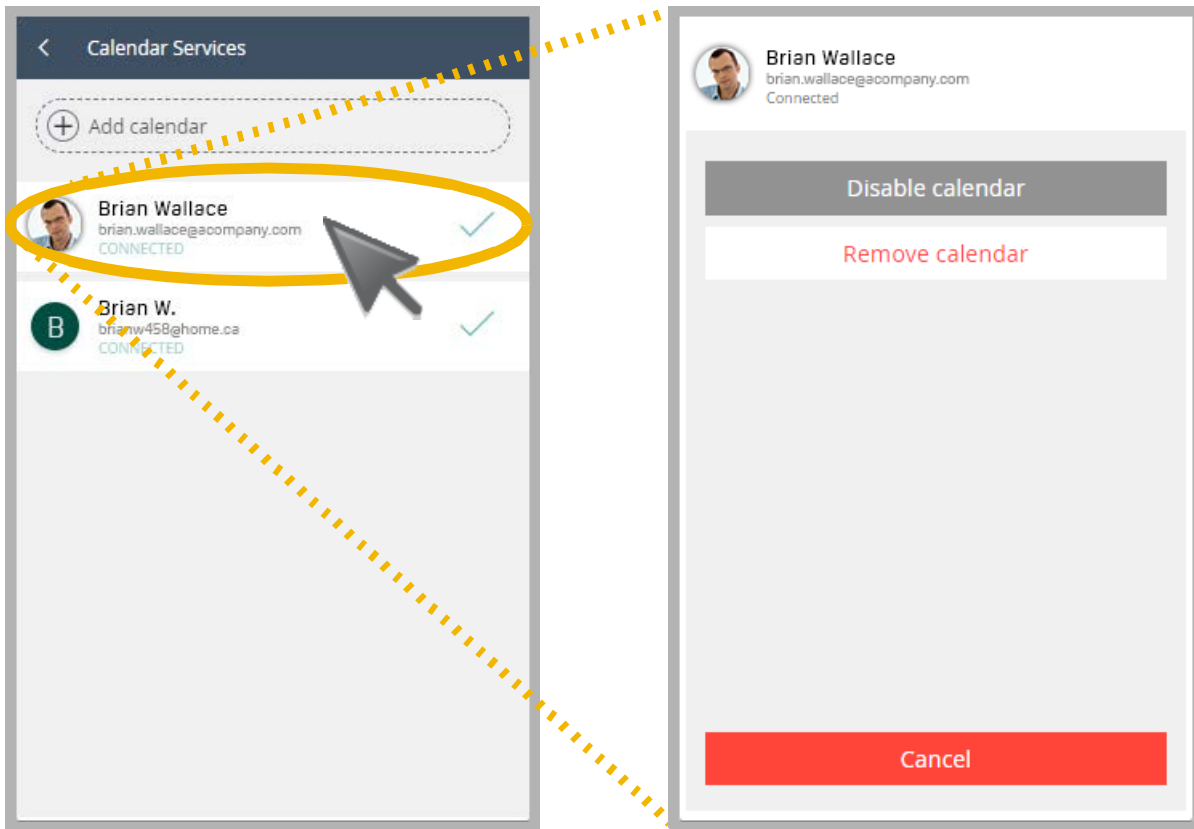
- All of the **Google** calendars on your account can be synchronized, eliminating the need to search multiple locations to find important information.
- Create a meeting in your Google calendar and it automatically appears in Avaya Agenda.
- You can also choose which of your Google calendars to synchronize.




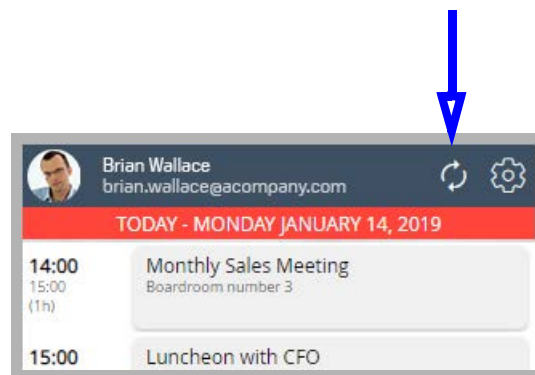
- Click Settings , then pick **Add calendar** to connect another Google account. Select a Google account and login using your credentials.



- Click on any listed account to disable / delete a calendar from the app.



- There may be a delay of several minutes before any changes to the calendar are synchronized with the app. To update Agenda immediately, click the **Refresh** icon .



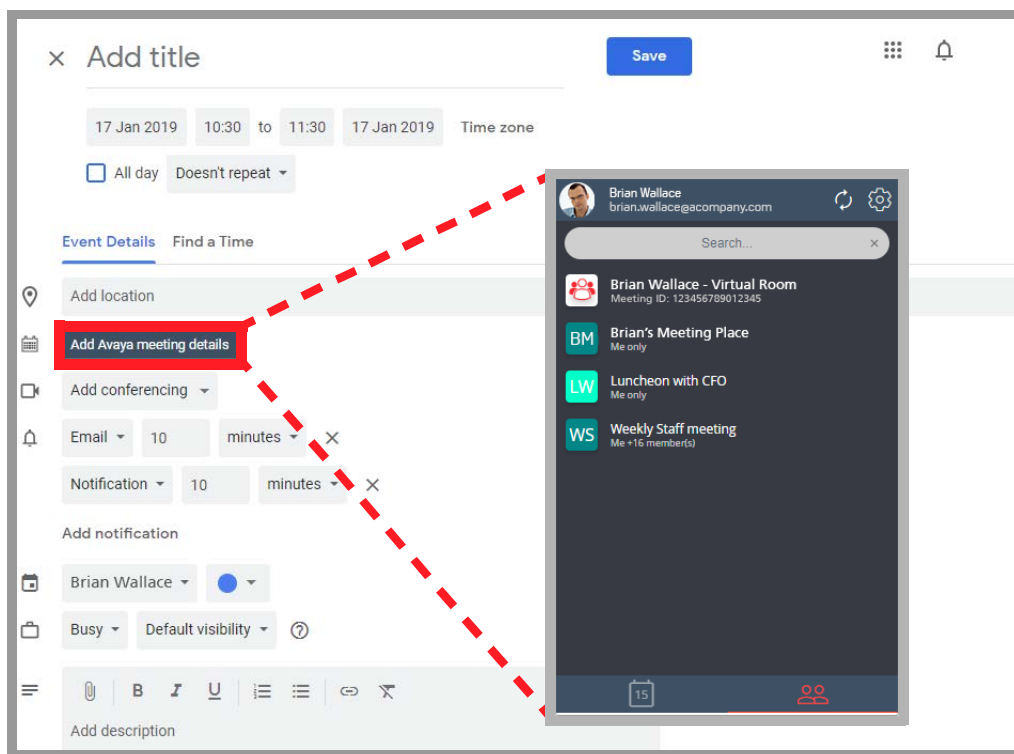
CREATING A MEETING IN THE GMAIL CALENDAR

A meeting created in the Gmail calendar will appear in Agenda on the day of the event. Agenda will display all of your meetings for that day.

- To create a new meeting, open your Gmail calendar to the day of the meeting. Double-click the time that the meeting should start.
- Fill in the details for the meeting, such as its length and who should attend. Click [Add Avaya Meeting Details](#) to open an Agenda window. Select the conferencing system that will host the meeting (Spaces or Equinox).

Note: You can add Google Hangouts instead by selecting the **Add conferencing** button.

When finished, click **Save** to add the meeting to your calendar.



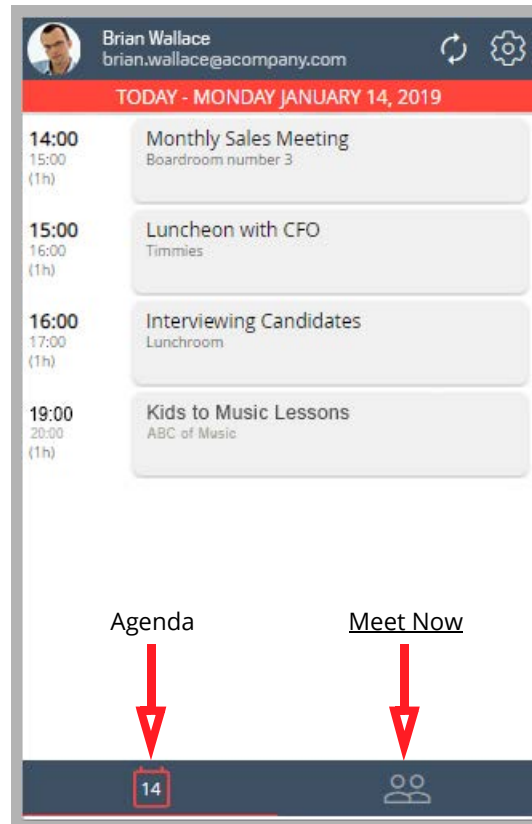
Important: Do not select more than one conferencing app for the meeting. Choose **either** Avaya Agenda, Avaya Equinox Conferencing, or Google Hangouts.

- Invitees will receive an email invitation to the meeting that includes a link to join. The meeting will appear in everyone's Agenda diary on the day of the meeting.

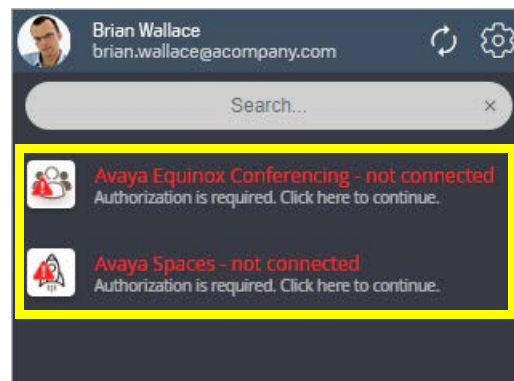
CREATING A MEETING THROUGH AGENDA

New Equinox and Spaces meetings can be created directly from Avaya Agenda.

- Open the **Meet Now** tab  within the app.

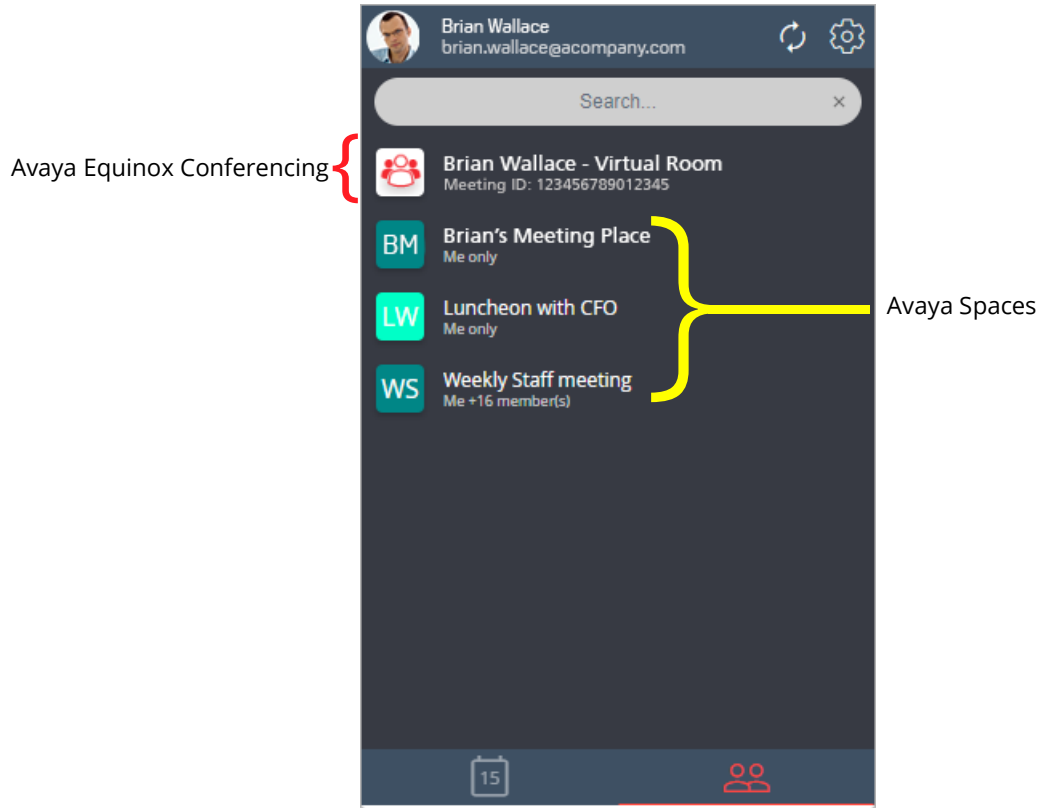



- If this is your first meeting, you will have to connect to the available conferencing services. Click the link to authorize the app to access your account.




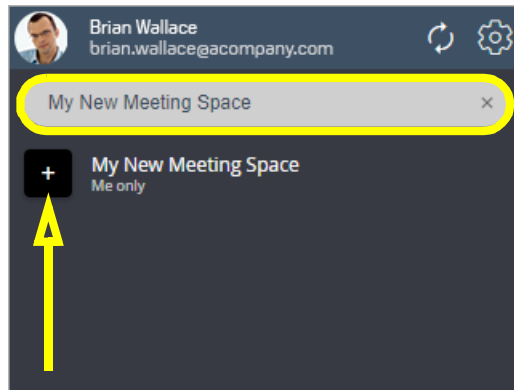
Note: Avaya Spaces will connect to your account using the credentials used to login to the app. For Avaya Equinox Conferencing, you will need to select a portal and enter your credentials to access that service.

- After you have connected one or more of the available services, select one to host the meeting.



 **Avaya Conferencing:** Click the Equinox link to launch the conferencing platform in your personal meeting space to host the meeting. If you don't have a meeting room configured, you will be prompted to create one.

Avaya Spaces: All of the rooms that already exist in your Spaces account will appear. Select one to open Spaces and host your meeting there. To create a new room in Spaces, type a name for the meeting space in the search bar, then click the  icon. Once the space has been created, you can invite more people to attend through Spaces.

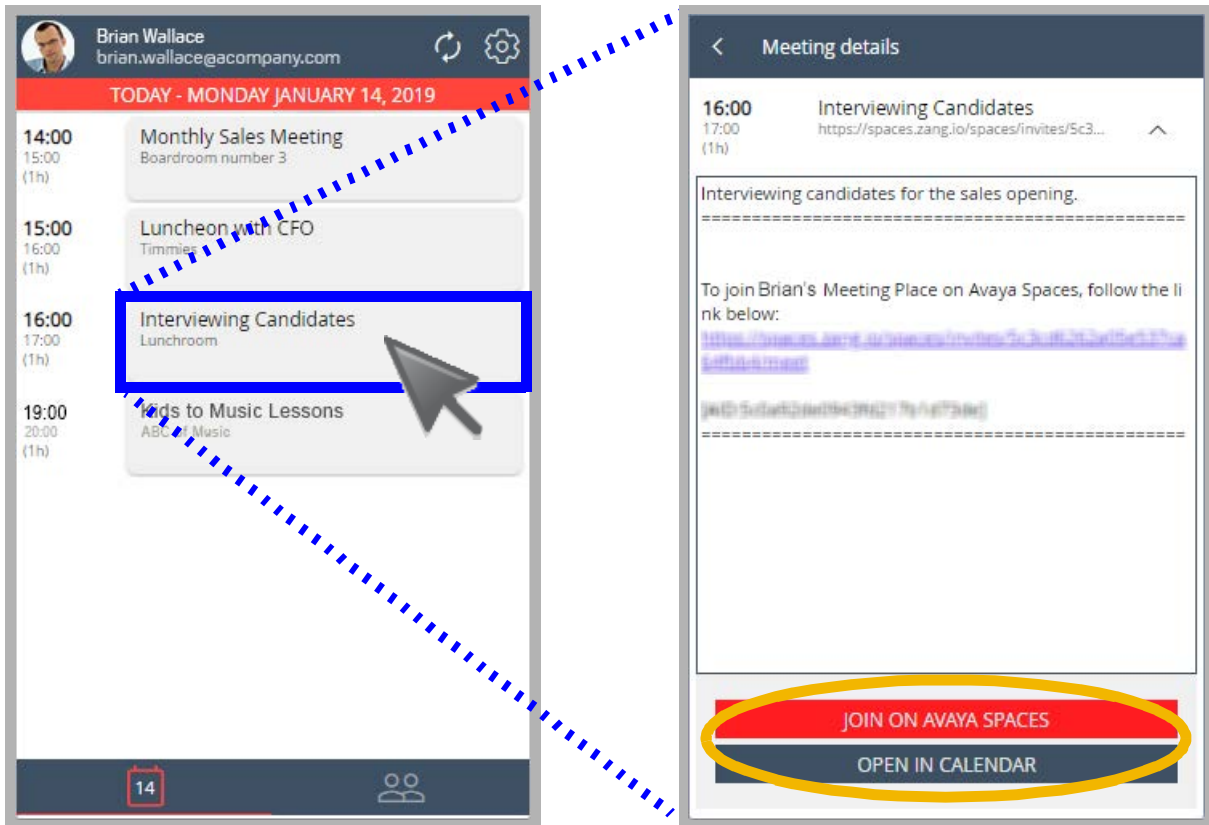


JOINING MEETINGS

- Avaya Agenda can join a Google Hangout, Avaya Spaces or an Avaya Equinox Conferencing session directly from the app. The event must appear in your Google calendar.

Important: Select only **ONE** conferencing option in the Google calendar when setting up the meeting.

Click on the meeting to open its details.



- Click the **Join** button to launch the named program and connect.

JOIN AVAYA EQUINOX MEETING

JOIN GOOGLE HANGOUT

JOIN ON AVAYA SPACES

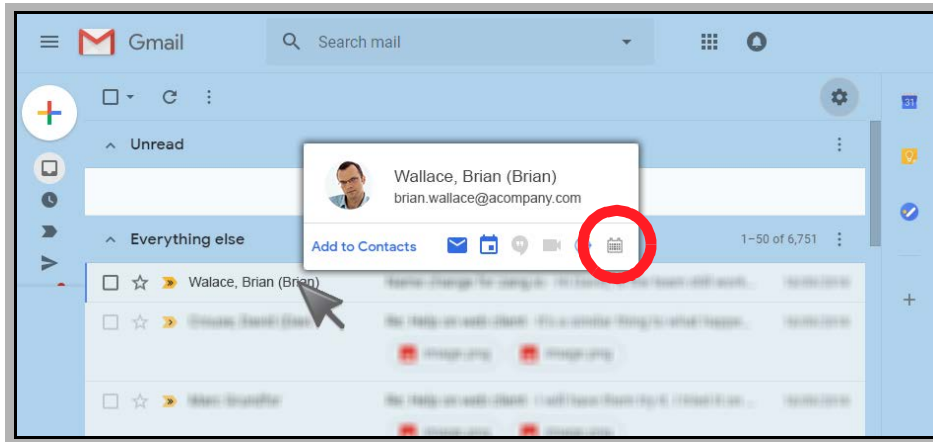
- Click **Open in Calendar** to open the meeting in your Google calendar.

OPEN IN CALENDAR

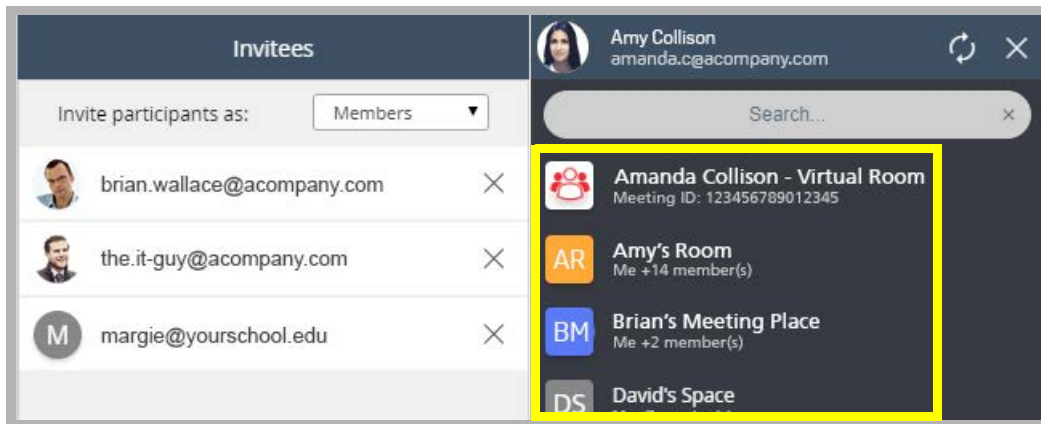
CREATING A MEETING THROUGH HOVER CARDS

- Within Gmail, holding the mouse over a contact opens a “hover card” for that contact.

There are several options. Click the **Agenda** icon  to invite this contact to a Spaces or Equinox event. To add more people, close Agenda and repeat this process. Add all of the desired contacts.




- The chosen contacts appear in the list on the left. When ready, select the Space or Equinox rooms that will host the meeting. That program will launch into the selected environment.



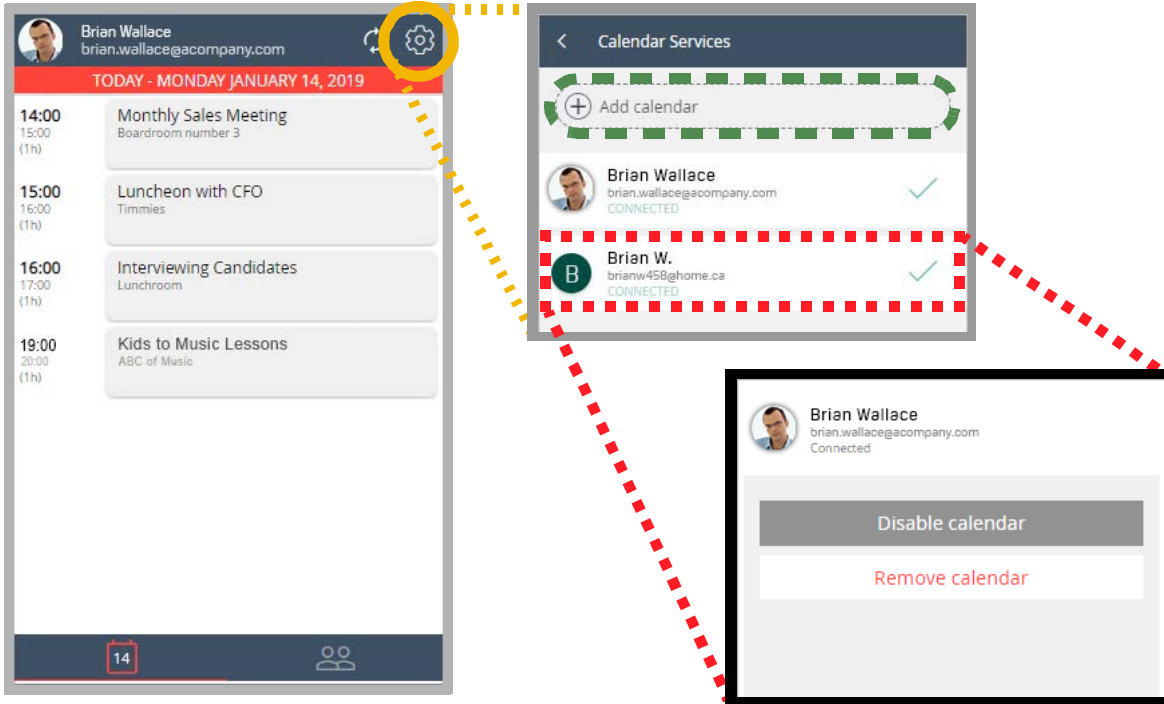
Hint: For Spaces, invitees can be added as either **Members** or **Guests**. Guests only have access to the Chat tab, whereas Members can view all tabs (Chat, Posts, Tasks).

- The selected contacts will each receive an email invitation to join the meeting. Other contacts can be invited to the meeting once the meeting has started.


SETTINGS: FROM THE AGENDA TAB

While on the **Agenda** tab, click the settings icon .

Use this pane to add, disable, or delete calendars from the app.



SETTINGS: FROM THE MEET NOW TAB

While on the **Meet now** tab, click the settings icon .

Use this pane to enable / disable Avaya Equinox Conferencing and Avaya Spaces within the app.

