

Install PGiConnect® Audio Integration (Mac and Outlook on web)

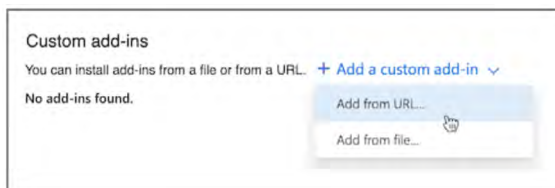
The PGiConnect® Audio Integration add-in creates a meeting invitation with a link to your Microsoft Teams meeting, the conference ID (participant passcode), and a list of dial-in numbers. This is a custom add-in that you enable from the Add-ins menu in Outlook.

OUTLOOK FOR MAC

1. First, copy the add-in URL to the clipboard.

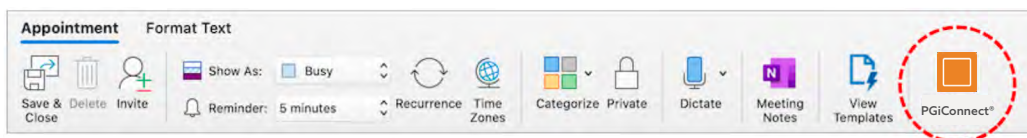
<https://outlook-teams.oti.oneaudioconf.com/PgiConnect.xml>

2. Open Outlook and on the Home ribbon, click **Get Add-ins** or **Store**.
3. Access the Add from URL option. On the left side of the Add-Ins for Outlook window, click **My add-ins**, and then click **+ Add a custom add-in** and select **Add from URL**.



4. Paste the URL you copied, click **OK**, and then click **Install**.
5. PGiConnect® is included under Custom add-ins. Close the add-ins window.

When you create a new meeting invitation, the PGiConnect button is added to the right side of the ribbon.

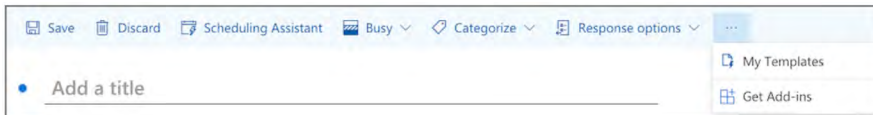


OUTLOOK ON THE WEB

1. First, copy the add-in URL to the clipboard.

<https://outlook-teams.oti.oneaudioconf.com/PgiConnect.xml>

2. Open a web browser and sign in to your mailbox.
3. Create a new event in your calendar, and at the top click (...) **More actions** and then click **Get Add-ins**.

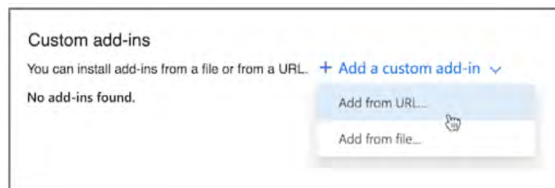


4. If you don't see the Get Add-ins option, click the following URL to open the Manage add-ins page.

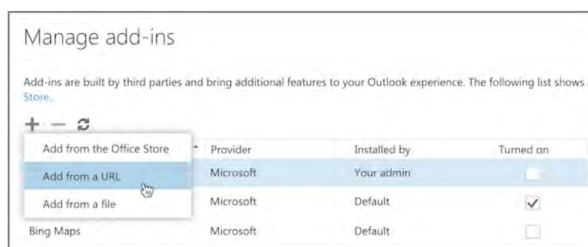
<https://outlook.office.com/owa/?path=/options/manageapps>

5. Access the Add from URL option. It looks slightly different, depending on your version of Outlook.

> Outlook on the web - on the add-ins window, click **My add-ins**, and then click + **Add a custom add-in** and select **Add from URL**.



> Manage add-ins page on the web (no Get Add-ins option available) - click + and select **Add from URL**.



6. Paste the URL you copied, click **OK**, and then click **Install**.
7. PGIConnect® is included under Custom add-ins. Close the add-ins window.

The PGIConnect® add-in button is included at the right side of the ribbon, under the More actions (...) button when you create a new meeting invitation.

