



# CREATE INSTANT INVITATION FOR YOUR CONFERENCES



Easy to set up and easy to use, Arkadin toolbars enable users to access conferences and send calendar invitation in seconds from Outlook, Lotus Notes or Chrome browser.

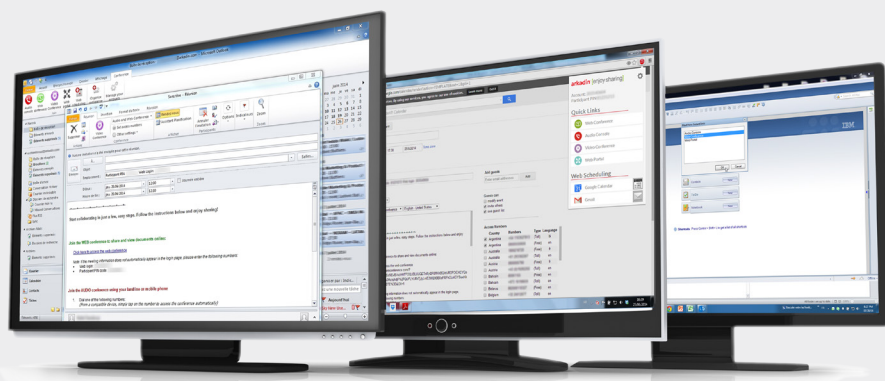
To download the conferencing add-on for Outlook or Lotus Notes, login to <https://lounge.anywhereconference.com>, using your personal credentials. For Chrome Conference Extension go to Chrome Web Store and type « Arkadin ».

## Key benefits

- > **Remote collaboration** is quick and easy to arrange with the conference toolbars
- > **Start meetings in seconds** from your email client
- > **Send conference invitations** with audio, web and video information
- > **Reduce international call costs** with the easy selection and addition of local country access numbers to invitations



The Arkadin conference toolbar automatically creates professional invitations for you and your attendees



## COLLABORATION STARTS FROM YOUR EMAIL CLIENT...

...with the right tools, organizing an audio, web or video conference is easy

### EASILY ORGANIZE MEETINGS

- > Create, edit and schedule meetings with pre-populated conferencing information
- > Send invitation in seconds with audio, video and web conferencing information
- > Save time finding your access numbers and PIN codes to login or include your conference email invite
- > Add and remove easily local access numbers

### START AND JOIN CONFERENCES IN SECONDS

- > Join audio, web and video conferences in one-click
- > Start meetings in seconds with your credentials held within the add-on
- > Add meetings to your Outlook, Lotus Notes, Google or Gmail calendar
- > Access to ArkadinLounge features (recordings and documents) in one click

### DEFINE AND CUSTOMIZE YOUR PREFERENCES

- > Define the invitation language
- > Define default selection of country access numbers automatically included in invitations
- > Use multiple Arkadin accounts
- > Select the conference type (audio, web or video) directly from your email client to integrate the appropriate joining details into the invitation



**Lotus Notes**  
ConferenceToolbar



**Chrome**  
ConferenceExtension



**Outlook**  
ConferenceToolbar