Release Notes

GlobalMeet for Outlook 12.0

Release Date: November 4, 2016

REV2: 2/2/2017

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Rev	Date	Description
1	11/22/2016	First version of release notes
2	2/2/2017	Added Deployment Requirements for system administrators. This section includes domain whitelisting and Exchange permissions required for the GlobalMeet Outlook add-in.

Introduction

We are pleased to announce that GlobalMeet for Outlook is now available as an add-in for Microsoft Outlook 2013 and 2016.

This release is part of our ongoing work to add HTML5 support to all facets of the GlobalMeet meeting experience. The new GlobalMeet for Outlook add-in has been rewritten using HTML5 and the Microsoft web technologies based platform.

The GlobalMeet Outlook add-in includes all features from the most recent release of the GlobalMeet toolbar, however because it is a newer technology, some processes and location of features are different.

Should You Stay with the Existing Toolbar?

If any of these scenarios apply to you or your organization, you should continue to use the plug-in version of the GlobalMeet toolbar (release 11.7):

- Have Microsoft Outlook 2010
- Exchange mailboxes hosted on Exchange Server 2010 or earlier
- Have Internet Explorer 9 or earlier and cannot upgrade
- Use Delegate Access to schedule meetings on another person's calendar
- Need invitation languages other than English, Dutch, French, and German
- Installing a Web Add-In from a URL is not permitted in your organization

Summary of Changes

This release note explains the product and requirements differences, both for end users and for IT administrators who are supporting their GlobalMeet Outlook users.

The following list summarizes the changes.

- **System Requirements.** In order to use the GlobalMeet Outlook add-in, you must have:

  > Microsoft Outlook 2013 or 2016

  > A Microsoft Exchange mailbox (work or school email) on Exchange Online, Exchange 2013, or newer.

  > Internet Explorer 10 or newer (depends on your Windows version)

  > Permission to install a Web Add-In from a URL. Instructions for Exchange Administrators are provided later in this note.

  Users with Outlook 2010, earlier versions of Internet Explorer (IE 9 or earlier), or mailboxes hosted on Exchange Server 2010 or earlier should use the GlobalMeet 11.7 toolbar.

  This Microsoft support article explains how to determine your Exchange version.

- **Outlook Delegate Access Is Not Supported.** You cannot use the GlobalMeet add-in to schedule meetings on another person's calendar.

  If you require this capability, continue to use the GlobalMeet 11.7 toolbar.

- **Languages.** This release supports English, Dutch, French, and German. Other languages will be added later.

  Users who require languages that are supported only in the GlobalMeet 11.7 toolbar – for example, Swedish, Chinese, and Japanese – should continue to use that version.

- **Setup.** The GlobalMeet Outlook add-in is not an upgrade or update to the existing GlobalMeet toolbar. There are no automatic updates.

  > Instead of downloading and installing the toolbar, you use the Manage Add-Ins feature in Outlook to install it.

  > Before adding the GlobalMeet Outlook add-in, you must uninstall the GlobalMeet Outlook toolbar version 11.x.

  > To use the GlobalMeet add-in, you must have the Reading Pane visible.

  > The GlobalMeet Outlook add-in is available from a URL, published on the GlobalMeet Tools page (www.globalmeet.com/tools).

- **Desktop Tools Installers.** There are now two versions of the combined installer, GlobalMeet_Desktop_Tools_Setup.exe.

  > The VoIP Audio for Meetings app used by the next Phone Controls release (scheduled for November 11) is included in both installers.

  > The existing installer contains the GlobalMeet desktop app, Screen Share, VoIP Audio for Meetings, and the GlobalMeet 11.7 toolbar.

  > A new installer *without* the older GlobalMeet 11.7 toolbar is available for Outlook 2013 and 2016 users.

  > Both installers support a managed deployment. They are available from unique URLs.

- **GlobalMeet Tools page**. The Windows section now offers two options:

  > Outlook 2013 & 2016 – opens a new page that explains how to install the GlobalMeet Outlook add-in and provides a DOWNLOAD option for the new, "non-toolbar" desktop tools.

  > Outlook 2010 or None – downloads the current desktop tools installer that includes the prior, plug-in version of the GlobalMeet toolbar.

- **Key Features.** Many features are tightly integrated with the Outlook user experience.

  - > GlobalMeet add-in panes are displayed in a task pane at the right side of the Outlook window.

  - > Start My Meeting lists all of your audio conferences and web meetings. Select a meeting and click START.

  - > The Schedule Meeting feature is now part of the New Email Message (Meet Now) and New Calendar entry (Meet Later) windows.

  - > The GlobalMeet add-in always opens the Home, Webinar, and Help options in Internet Explorer, even if it is not your default browser.

- **Managed Deployments.** You can enable the add-in for all Outlook users via the Exchange Admin Center (EAC) or via PowerShell. Instructions are included later in this release note.

> **NOTE:**   The new desktop tools installer can also be used in unattended mode to push the GlobalMeet desktop app and Screen Share to users.

System Requirements

In order to use the GlobalMeet Outlook add-in, your computer must meet the following software requirements.

- Windows 7 through 10
- Microsoft Outlook 2013 SP1 (32- or 64-bit), with the March 8 security update (which provides support for Web Add-Ins)
- Microsoft Outlook 2016 (32- or 64-bit)
- A Microsoft Exchange mailbox on Exchange Online, Exchange 2013 or a newer release
- Reading Pane displayed in Outlook
- Internet Explorer 10 or newer, but does not have to be the default browser

Requirements for the GlobalMeet 11.7 Toolbar

In order to use the existing GlobalMeet Outlook toolbar, your computer must meet the following software requirements.

- Windows 7 through 10
- .NET 4.5.2 or higher
- Outlook 2010 SP1 or higher, 32-bit only
- Outlook 2013, 32- or 64-bit
- Outlook 2016, 32- or 64-bit

> **NOTE:**   Outlook 2007 is not supported.

Deployment Requirements

For System Administrators.

Allow Users to Access the Add-In

The GlobalMeet Outlook add-in is available from the following URL:

https://cdn01.conferencinghub.com/toolbar12/manifests/globalmeet-manifest.xml

Your Exchange server must allow users to install add-ins from a URL. For instructions, see Managed Deployment Options, later in this document. This information will also be added to the *GlobalMeet Deployment Guide*.

Domain Whitelisting

In order for users to access the GlobalMeet Outlook add-in, your network must allow inbound and outbound communications to:

- *.conferencinghub.com – for API calls and invitation logos
- *.officeappslive.com
- outlook.office365.com
- *.pgiconnect.com

For a complete list of domains that must be whitelisted, see the *GlobalMeet Deployment Guide*.

Release Availability

This release was available to all GlobalMeet customers on **November 4, 2016**. It is not an upgrade. To install the new Outlook add-in, go to www.globalmeet.com/tools.

Known Issue

The Meet Now (Urgent Meeting) button might be disabled on the New Message window if you are also using COM add-ins like the iMeet toolbar for Outlook. You can either disable those COM add-ins or use the Outlook Calendar and schedule a meeting for the current day and time. See Meet Later (Schedule on Calendar) for instructions.

End User Experience

This section contains illustrations of the GlobalMeet.com page updates and new features, and provides installation and how-to information for the new GlobalMeet Outlook add-in. To learn more, see:

- GlobalMeet Tools Page Updates
- Install the GlobalMeet Outlook add-in
- Access the GlobalMeet add-in
- Start a Meeting
- Schedule a Meeting
- Manage GlobalMeet Accounts
- Manage Default Settings
- Access Meeting Settings

GlobalMeet Tools Page Updates

With this release, there are two different paths for installing the GlobalMeet Outlook toolbar and desktop tools, depending on the version of Microsoft Outlook you are running.

The GlobalMeet Tools page has been updated to reflect these options.

Important: For Delegate Access support, choose Outlook 2010.

Outlook 2010 or None
Downloads the desktop tools installer with the GlobalMeet toolbar release 11.7.

Outlook 2013 & 2016
Opens a new page with instructions for installing the GlobalMeet add-in, plus the desktop tools download without the 11.7 toolbar.

The new Windows page for Outlook 2013 and 2016 provides instructions for enabling the GlobalMeet Outlook add-in and a download for new installer without the older GlobalMeet 11.7 toolbar.
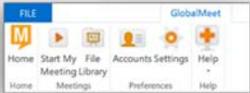
Click to copy the GlobalMeet add-in URL to the Clipboard

Install the GlobalMeet Outlook Add-In

To install the GlobalMeet add-in, go to the GlobalMeet Tools page and in the Windows section, click Outlook 2013 & 2016. It contains the following instructions.
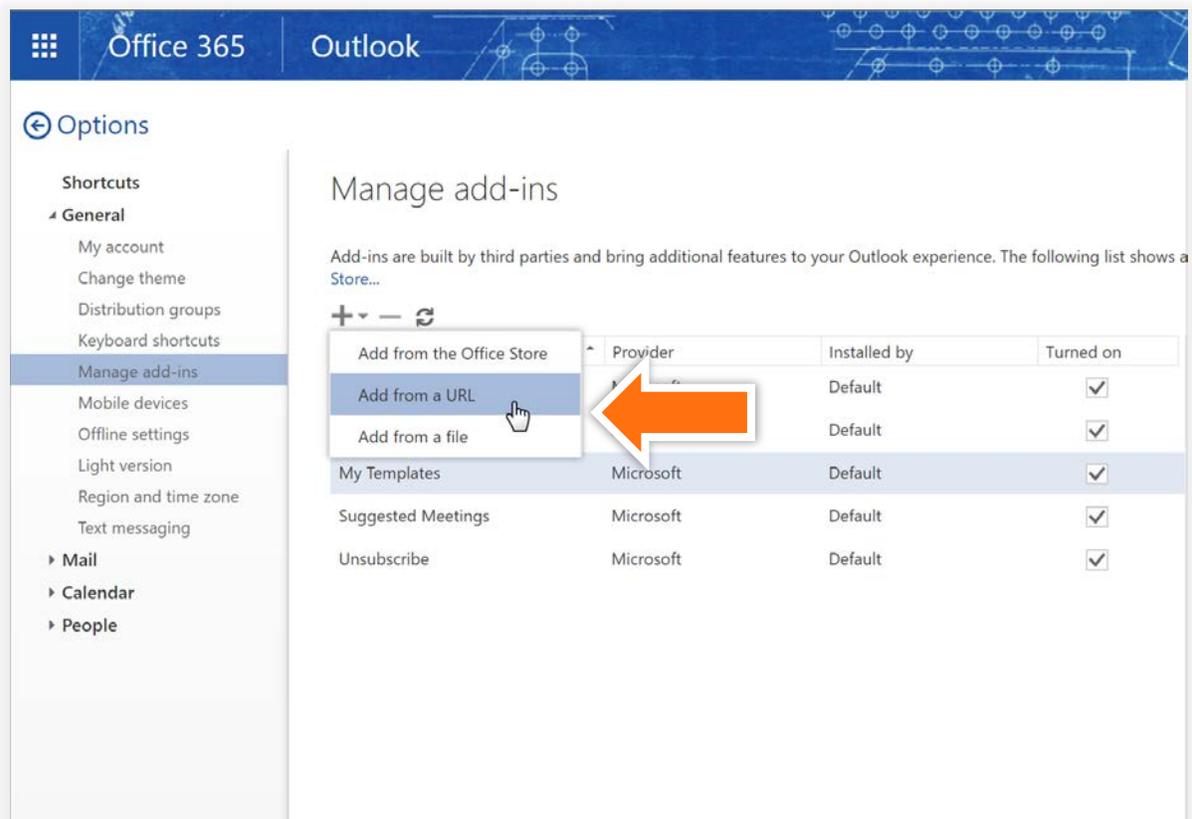
NOTE: *If you have a previous version of the GlobalMeet toolbar, you must remove it before continuing.*

1. Open Outlook and on the File menu, select **Manage Add-Ins**.
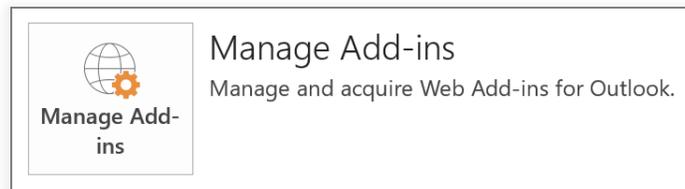
Your Outlook Options page is opened in a browser, with Manage add-ins selected.

2. Click [+] and select **Add from a URL**.

3. Enter the following URL, click **Next**, and then click **Install**.

   https://cdn01.conferencinghub.com/toolbar12/manifests/globalmeet-manifest.xml

4. Click **OK**.

   The GlobalMeet add-in is now included in the list of installed add-ins.

5. Now go to the Outlook desktop program and sign in to your GlobalMeet account.

Access the GlobalMeet Add-In

The GlobalMeet meeting features are available from the GlobalMeet tab. The first time you open it, you are prompted to sign in using your GlobalMeet credentials.

GlobalMeet task pane
Sign in to your account
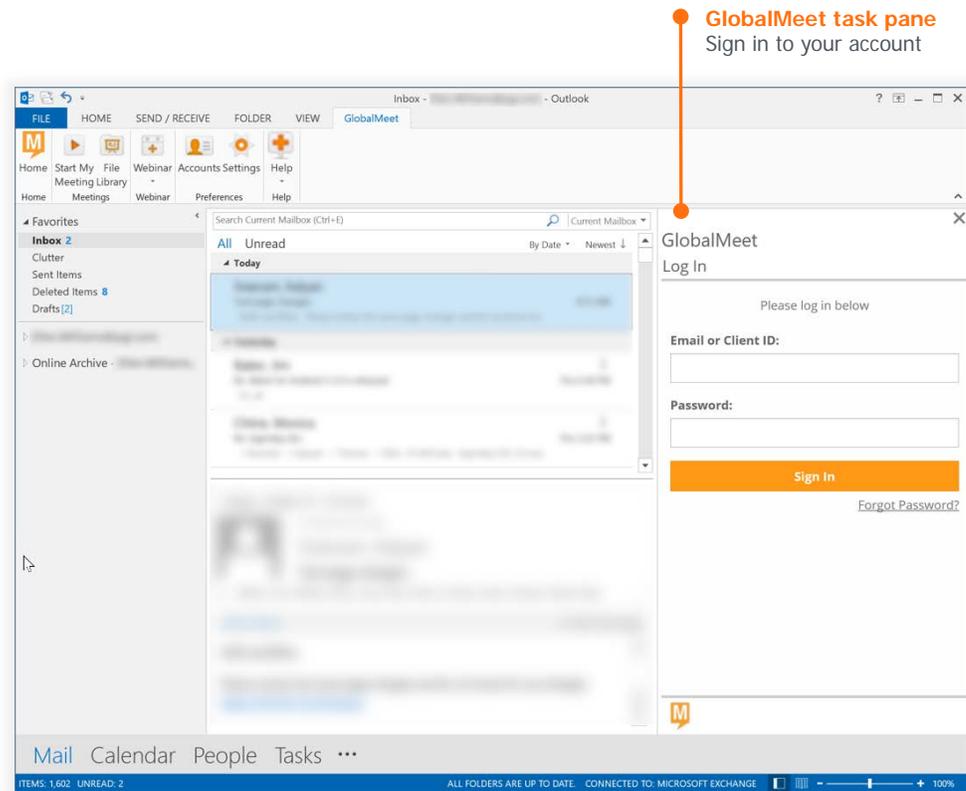
Show the Reading Pane

The GlobalMeet add-in opens its own task pane in Outlook. You must enable the Reading Pane (either to the right or bottom) for the GlobalMeet add-in to work. If you see gray toolbar buttons, the Reading Pane is not displayed.
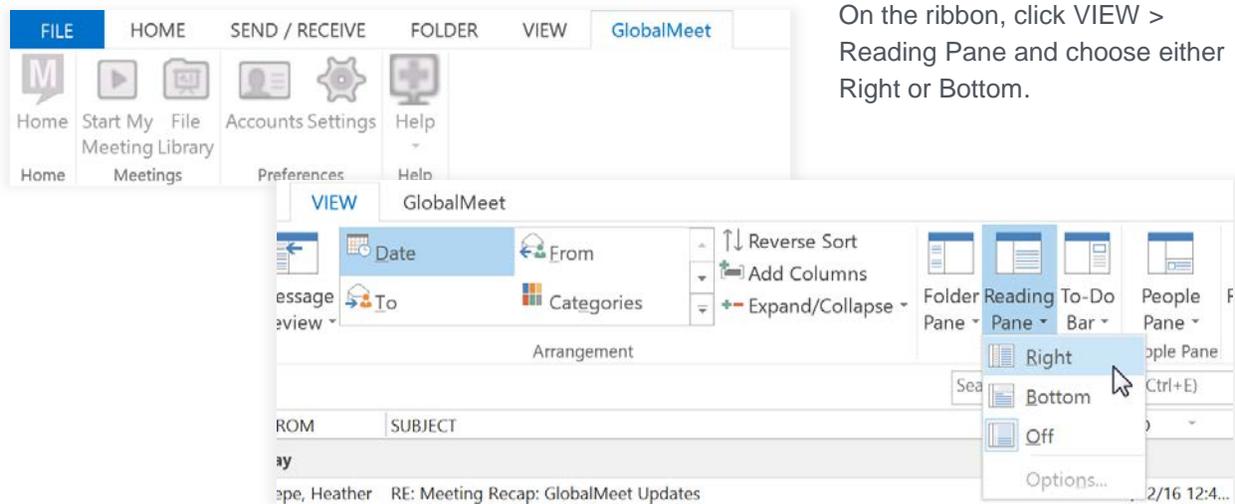
On the ribbon, click VIEW > Reading Pane and choose either Right or Bottom.

Start a Meeting

The older version of the toolbar has a sub-menu for selecting Web Meeting or Phone Only, and then choosing from multiple meetings, if applicable.


The new GlobalMeet add-in opens the Start Meeting task in the task pane. Choose whether you want to start a web or audio only meeting, and then click START. GlobalMeet opens the meeting window (web) or the Phone Controls and signs you in to the meeting as the host.
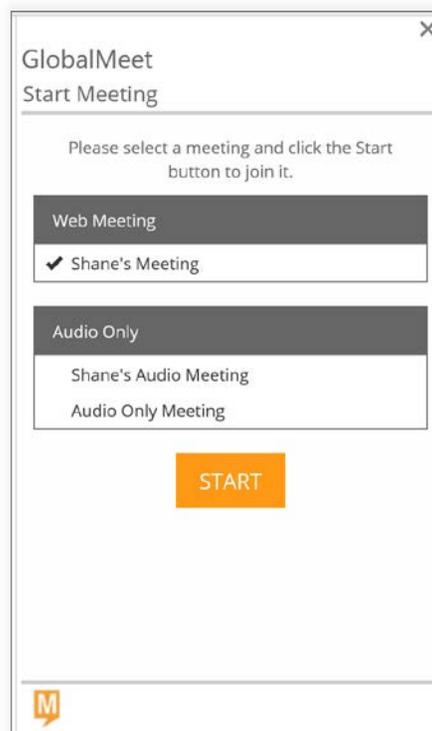
Schedule a Meeting

The older version of the toolbar has a sub-menu for selecting Meet Right Now and Meet Later. These options are now integrated with Outlook.
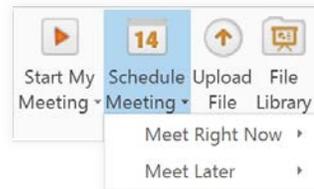
Meet Now (Urgent Meeting)

To send a quick meeting invitation, create or reply to an email message, and then click the GlobalMeet button. GlobalMeet opens an "urgent meeting" invitation with details for your default audio conference and associated web meeting. (To change your default meeting, go to Settings.)

In the Edit Invite task pane, you can select a different audio and/or web meeting room to use, numbers to include in the invitation, and the invitation language.

> **NOTE:** This feature does not launch the meeting or phone controls. After sending the invitation, use Start My Meeting to host the meeting.

If you have audio or web meetings, you can choose which to use.

Scroll down to select access numbers to highlight and the invitation language.

Web Meeting is associated with the selected audio conference. Select **None** for a phone-only meeting.

Meet Later (Schedule on Calendar)

To schedule a meeting and send an invitation, create a new appointment or meeting, and then click the GlobalMeet button. GlobalMeet creates an invitation for your default meeting.

In the Edit Invite task pane, you can select which audio and/or web meeting room to use, which numbers to include in the invitation, and the invitation language.

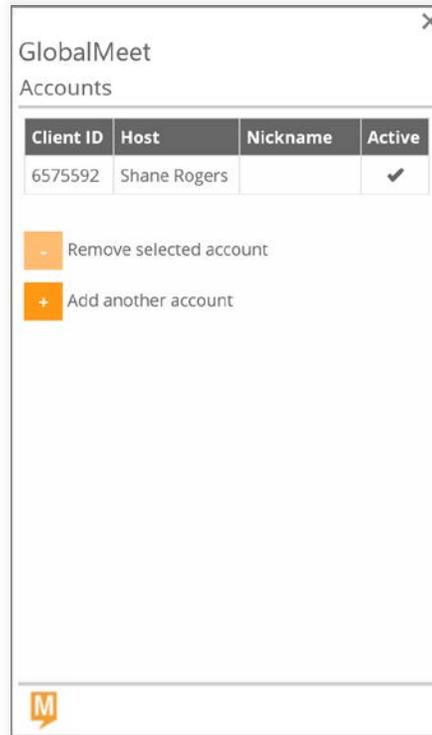Use the Scheduling Assistant to check your guests' calendars and pick a date and time for the meeting.

Manage GlobalMeet Accounts

Use the Accounts button to add a new account (with a different client ID) to your toolbar or to sign in to any of your saved accounts.

Manage Default Settings

Use the Settings button to choose the primary access number to include in meeting invitations and to access Meeting Settings. If you have more than one web meeting or audio conference account, changing the selection will change the default meeting used for all future invitations you create with the add-in.

Changes are saved automatically.

The default meeting you set here is automatically selected in the Start Meeting pane, and the web address and dial-in information are listed in new meeting invitations.

Select the default audio conference...

...and the web meeting to associate with it.

Add a meeting via its URL

Scroll down to select the invitation format and the language to use.

Meeting Settings opens in the same task pane.

Add a Web Meeting

If your web meeting is not listed, you can add it as a "custom" meeting and associate it with an audio conference. Then, you can select this meeting when starting or scheduling; the meeting URL will be included in meeting invitations.

Access Meeting Settings

Use Meeting Settings to update your profile, connection preferences, audio conference settings, and web meeting settings.

Is the Web Settings tab (globe) missing?

If you have "None" selected for your default web meeting, Meeting Settings does not display the Web Settings tab. Click Back to Settings and choose a web meeting.

For Exchange Administrators

The GlobalMeet Outlook add-in can be installed by individual users (as explained earlier) or pushed to users in a managed deployment.

Permissions to Install Add-Ins via URL

In this release, the GlobalMeet Outlook add-in is available via a URL; it is not available from the Office Store. In order to install an add-in from a URL, your users must have at least the "My Custom Apps" role in Exchange.

Run a PowerShell cmdlet to assign the correct role to a specific user or multiple users.

For a single user, with email alias of "srogers":

```
New-ManagementRoleAssignment -Role "My Custom Apps" -User "srogers"
```

For multiple users, run the following cmdlet to assign multiple users the similar necessary permissions:

```
$users = Get-Mailbox *$users | ForEach-Object { New-ManagementRoleAssignment \
-Role "My Custom Apps" -User $_.Alias}
```

Managed Deployment Options

You can enable the add-in for all Outlook users via the Exchange Admin Center (EAC) or via PowerShell.

By default, after you install an app for your organization, the app is available for all users in your organization. After installation, you can use the EAC or the Shell to make the app optional or required for your users, and to specify whether you want the app to be enabled or disabled.

All-Users Installation via EAC

1. From the EAC dashboard, navigate to **Organization** > **Apps**.

2. Click **New +** .

3. From the drop-down list, select **Add from URL**.

4. In **URL**, enter the full URL for the GlobalMeet Outlook app manifest file:

   https://cdn01.conferencinghub.com/toolbar12/manifests/globalmeet-manifest.xml

5. Click **Save**.

All-Users Installation via PowerShell

Open a remote Windows PowerShell session on your Exchange server, and use the **New-App** cmdlet with the following PowerShell command.

```
New-App -URL:"https://cdn01.conferencinghub.com/toolbar12/manifests/globalmeet-manifest.xml"
```

You can use the following additional PowerShell cmdlets to manage the add-ins for a specific mailbox:

- Get-App – Lists the add-ins that are enabled for a mailbox.

- Set-App – Enables or disables an add-in on a mailbox.

- Remove-App – Removes a previously installed add-in from an Exchange server.

Updated Desktop Tools Installers

There are now two versions of the combined installer, GlobalMeet_Desktop_Tools_Setup.exe. Both have the same file name; visit the appropriate URL to download the installer you would like.

Outlook 2013 and 2016

For Outlook 2013 and 2016 users, get the version without the GlobalMeet 11.7 toolbar. You could also download this version if your organization does not use Microsoft Outlook.

```
https://cdn01.conferencinghub.com/apps/installers/GlobalMeet/ci_no_toolbar/GlobalMeet_Desktop_Tools_Setup.exe
```

Outlook 2010

For Outlook 2010 users, get the version with the GlobalMeet 11.7 toolbar.

```
https://cdn01.conferencinghub.com/apps/installers/GlobalMeet/GlobalMeet_Desktop_Tools_Setup.exe
```