

# MaX UC / Outlook Integration Quick Reference Guide

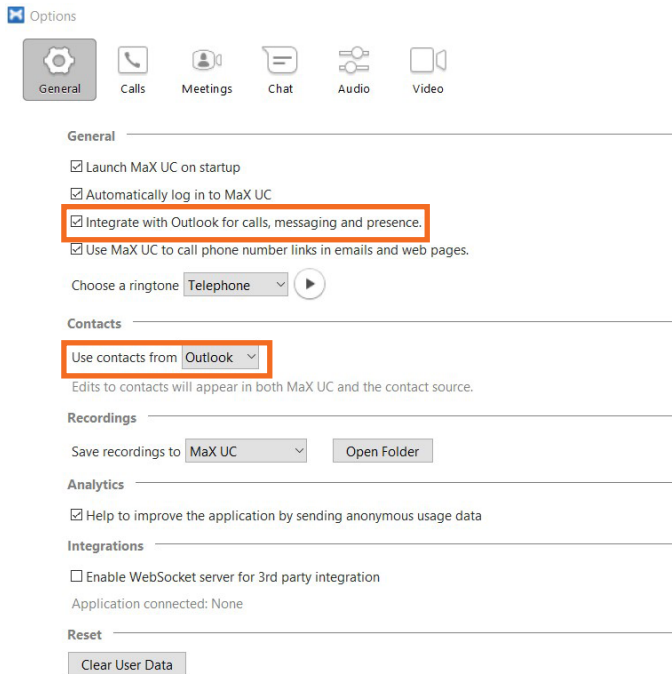


MaX UC can store the details of your contacts in its User Interface (UI). It is also provisioned to link with one contact source – either CommPortal, Microsoft Outlook or Mac AddressBook. Depending on the system configuration, you may be able to change this. These contacts appear under the Contacts tab in the Tools Menu.

Contacts from CommPortal, Microsoft Outlook or Mac AddressBook that appear in the MaX UC UI can be edited in either application and the changes will be synced between them.

When you use an Outlook Calendar and you select **Integrate with Outlook for calls, messaging and presence** and also choose **Use Contacts from Outlook**, when you have a meeting or event scheduled on the Outlook Calendar, your presence in MaX UC will show you as in a meeting. In addition, Presence Icons will appear in Outlook for Subscribers in your Business Group.

You can also schedule and create meetings when you download the Outlook "Plug-in".

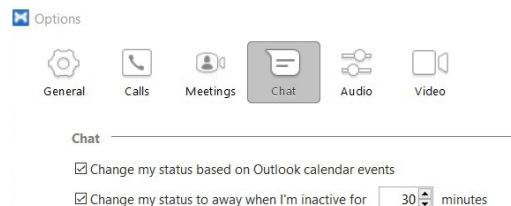


## INTEGRATE CONTACTS

- + In the MaX UC app, go to **PROFILE > SETTINGS**.
- + On the General page, scroll down to find **CONTACTS**.
- + Click the drop down to view the contact sources available.
- + Select the contact source you want to use to integrate contacts.
- + Selecting MaX UC will use the contacts from the CommPortal account only.

## INTEGRATE WITH OUTLOOK

- + In the MaX UC app, go to **PROFILE > SETTINGS**.
- + On the General page, scroll down and select **Integrate with Outlook for calls, messaging and presence**.
- + Next, go the **CHAT** tab and select **Change my status based on Outlook calendar events**.



**NOTE:** When *all* of the above are set, and you are in a meeting, MaX UC will show your presence as such.



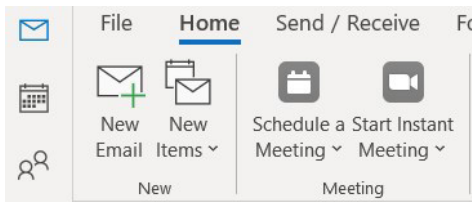
# MaX UC / Outlook Integration Quick Reference Guide



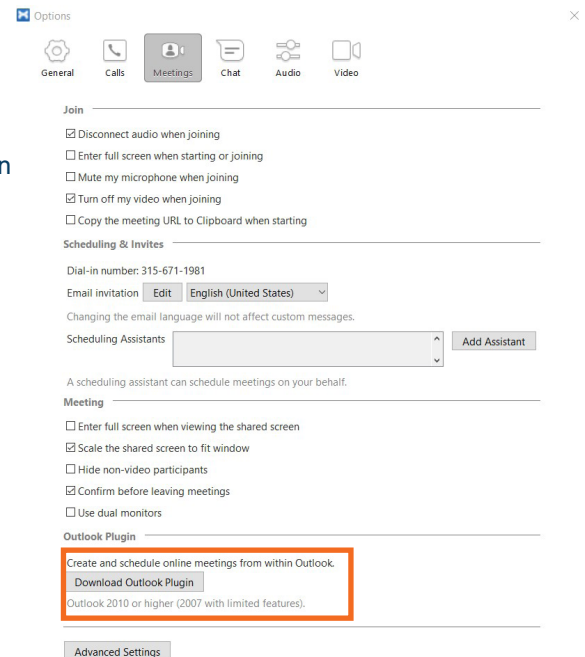
## DOWNLOAD THE OUTLOOK PLUG-IN

**Outlook Plug-In** is a plug-in for Outlook users for easy access to create or schedule meetings directly from Outlook when you have a meeting license.

- + In the MaX UC app, go to **PROFILE > SETTINGS**.
- + On the Meetings page, scroll down to find **DOWNLOAD OUTLOOK PLUG-IN**.
- + Follow the prompts to complete the download.
- + Once the download is complete, you will see the meeting commands in your Outlook ribbon.



- + Select **Schedule a Meeting** to schedule a meeting in the future.
- + Select **Start Instant Meeting** to start a meeting immediately.



Need support? Connect with us at [www.northland.net/support](http://www.northland.net/support) or Dial **4357 (HELP)** or **315-671-6262** to speak to a Northland Representative