

## Interwise Lotus Notes Add-In

The Interwise Lotus Notes Add-In is a native Lotus Notes Add-In facility that enables Notes users to create and manage invitations to Interwise Web and voice conferencing events from within the Notes Calendaring and Scheduling (C&S) environment, using the same procedures Notes users would normally employ to create and manage face-to-face meetings.

### Lotus Notes Add-In Functionality

#### The Lotus Notes Add-In allows Notes users to:

- Create and update Interwise events from within the Notes Calendaring & Scheduling (C&S) environment, including the ability to invite both Notes and non-Notes users to an event.
- Efficiently respond to incoming Interwise event invitations and updates originating from other Notes or non-Notes users, including the ability to accept Interwise events, directly updating their Notes Calendar.
- Enter a "live" Interwise event by clicking on the event-specific URL hyperlink embedded within the Notes Calendar entry for that event.
- Use the full range of native Notes Calendar & Scheduling functions inside their familiar Lotus environment.

#### Meeting Creation

- Meeting date, start time, and duration are specified using the native Notes C&S functionality, including the capability to automatically examine the busy and free times of the proposed invitees' schedules (for those invitees who are also Notes users in the same Notes Domain).
- The meeting originator is able to specify various "Event Options", including:
  - Use Secure (SSL-protected) communications
  - Record the event on the server
  - Publish recording to participants
  - Allow participants to record locally
  - Type of Audio: Internet Phone or telephone conference call (including call information and access codes)
- In the case where an organization uses multiple Interwise servers (for example, an internal one for behind-the-firewall events and a hosted one for large marketing events), the meeting organizer can also specify which Interwise server to use.
- The scheduled Interwise event is saved into the meeting originator's Notes Calendar where it is clearly identified as an Interwise event.
- Access to all Interwise functions is validated and authorized within the strong Lotus Notes authentication procedure. Moving between Notes and Interwise functions is secure, and fully authenticated.



### Interwise Connect

Interwise ECP Connect provides integrated voice, Web and video conferencing in one enterprise-class solution, that allows organizations to put conferencing on every knowledge worker's desktop, like e-mail. To provide the greatest usability and the best user experience, ECP Connect is integrated with popular e-mail, scheduling and collaboration environments like Lotus Notes.

The Interwise Lotus Notes Add-In provides the most complete and easy-to-use way for Lotus Notes users to schedule voice and web meetings, manage meeting invitations and enter scheduled events using their familiar Calendaring and Scheduling environment. This relieves the need for users to learn a new scheduling process using a separate tool, and allows them to take advantage of technology and processes already in place in an organization that has installed Notes.

## Inviting Meeting Participants

- The meeting originator is able to invite attendees in the same way that he/she invites people or groups to a native Notes Calendar event. It is possible to invite people and groups in the user's own Notes Domain (internal users) as well as people who are not part of that Domain (external users) whether or not they use Notes. Each invitee receives a personalized invitation with a link to enter the event.
- Invitees who are internal users are invited to the Interwise meeting using the standard Notes scheduling facilities via the "Notice" form. Acceptance or refusal is relayed back to the meeting originator in the same fashion that Notes handles this with standard meetings.
- For external users invited to events, the Lotus Notes Add-In creates a .vcs attachment file on the outbound invitation e-mail message. These .vcs attachment files implement the "vCalendar" standard for storing calendaring information. Lotus Notes Add-In thereby provides information to external users in a standard format able to be interpreted by the widest possible range of recipient systems.
- Once an Interwise meeting has been scheduled, it is possible for the originator to reschedule, invite additional attendees, or delete existing invites from the event. When an invitee is uninvited, they receive a message explaining that their attendance is no longer required.
- If the meeting is cancelled, or the date, start-time, or duration is changed, update messages are sent to all invitees. Internal invitees receive a standard "Notice" message, in the same way that they would be notified if conventional meetings were updated. External users receive an updated invitation with a new .vcs attachment and a relevant text message with revised details of the meeting.

## Accepting Invitations and Entering Events

- Any internal Notes user who "accepts" the meeting invitation automatically has the Event added to their Notes Calendar. At the event's scheduled start time, users are able to enter the event by clicking on the personalized embedded hyperlink that is stored as part of the Calendar entry,
- If the event was created by an external user, the invited Notes user receives a standard e-mail with a .vcs attachment in their Notes "inbox". This message is automatically detected by the Lotus Notes Add-In and converted to a standard "Notice" that the user can accept or decline. If the Invitee accepts the meeting invitation, an entry is created in his/her Notes calendar, with a personalized hyperlink to enter the event at the scheduled time.

## Deployment Process

The deployment process involves making modifications to the Notes C&S user interface by making selected changes to the C&S section of the Notes Mail Template, and allowing the standard Lotus design propagation tools to distribute the new design.

Lotus Notes Add-In has been designed to change very few elements of the standard Notes mail template, both to ensure that the high standard of reliability and stability expected from Notes applications is maintained and to guarantee compatibility across Notes releases and versions. This has been achieved by incorporating the organization's existing Mail template, including any design changes that may have been made to it, into a new Interwise-specific template while maintaining full design inheritance from the original template.

For more information about the Lotus Notes Add-In or ECP Connect, or to arrange a demonstration, please contact us at [www.interwise.com](http://www.interwise.com).

## System Requirements:

- Lotus Notes Versions Supported: All Domino Server R6 and newer, and Notes Client versions R6.0.x and newer
- Lotus Notes Clients Supported: Works only with Notes native Windows clients. Use of web-based Notes Clients (e.g., iNotes) or Macintosh Notes Clients is not supported
- Operating System Supported: Runs on any Microsoft Windows operating system (excluding Windows 95)

