



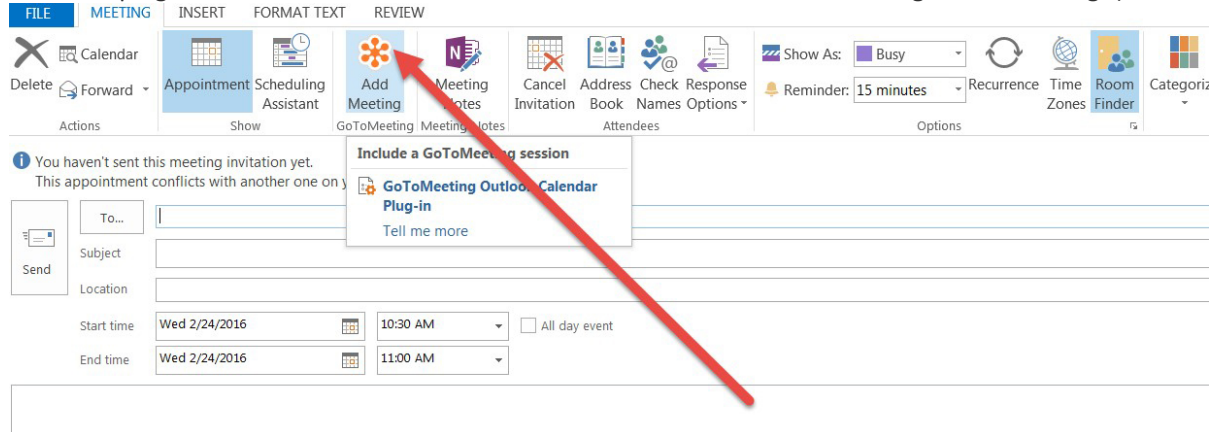
## Tuesday Tip

# GoToMeeting Outlook Calendar Plugin

### GoToMeeting Outlook Calendar Plugin

The GoToMeeting Outlook Calendar Plugin allows you to schedule, manage and start your meetings directly from within your Microsoft Outlook calendar (Windows organizers only). For more information and instructions on how to install the GTM Outlook Plugin, please visit [Install GoToMeeting in Microsoft Outlook](#).

Once the plugin is installed, a new icon will be added to the menu when creating a new meeting. (See the screenshot below).



For more information, please contact the [ISS team](#).  
View all of our Tuesday Tips on our [SHP/ISS website](#)!

**UAB|SHP Instructional Support Services**  
Learning Resource Center | The University of Alabama at Birmingham  
LRC 211 | 1714 9<sup>th</sup> Avenue South | Birmingham, AL 35294  
P: 205.996.1407 | [ISSHelp@uab.edu](mailto:ISSHelp@uab.edu)

**Knowledge that will change your world**