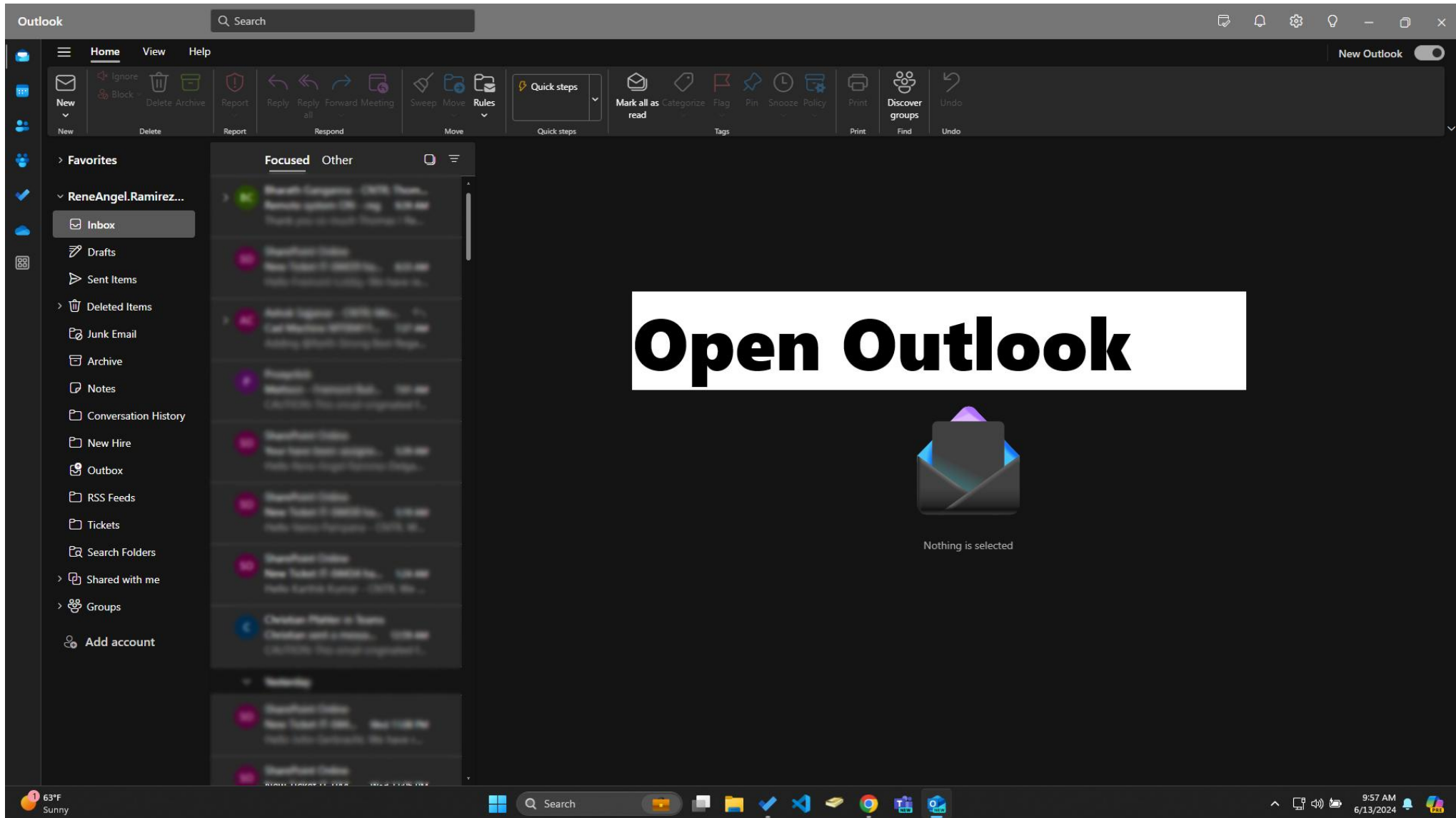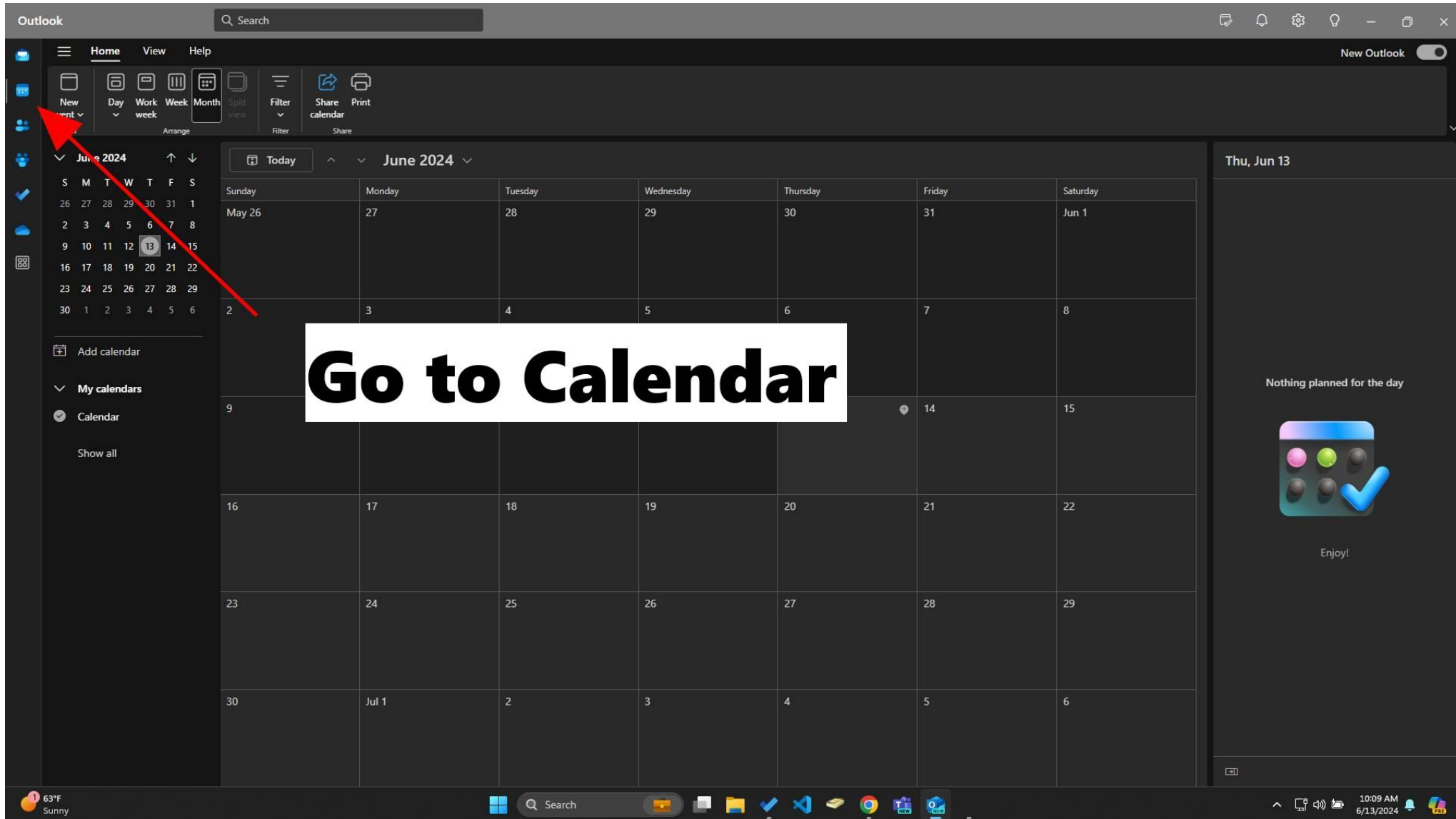# Step 1. Open Outlook either via web or the app, this example uses the new version of Outlook details will be same in any application

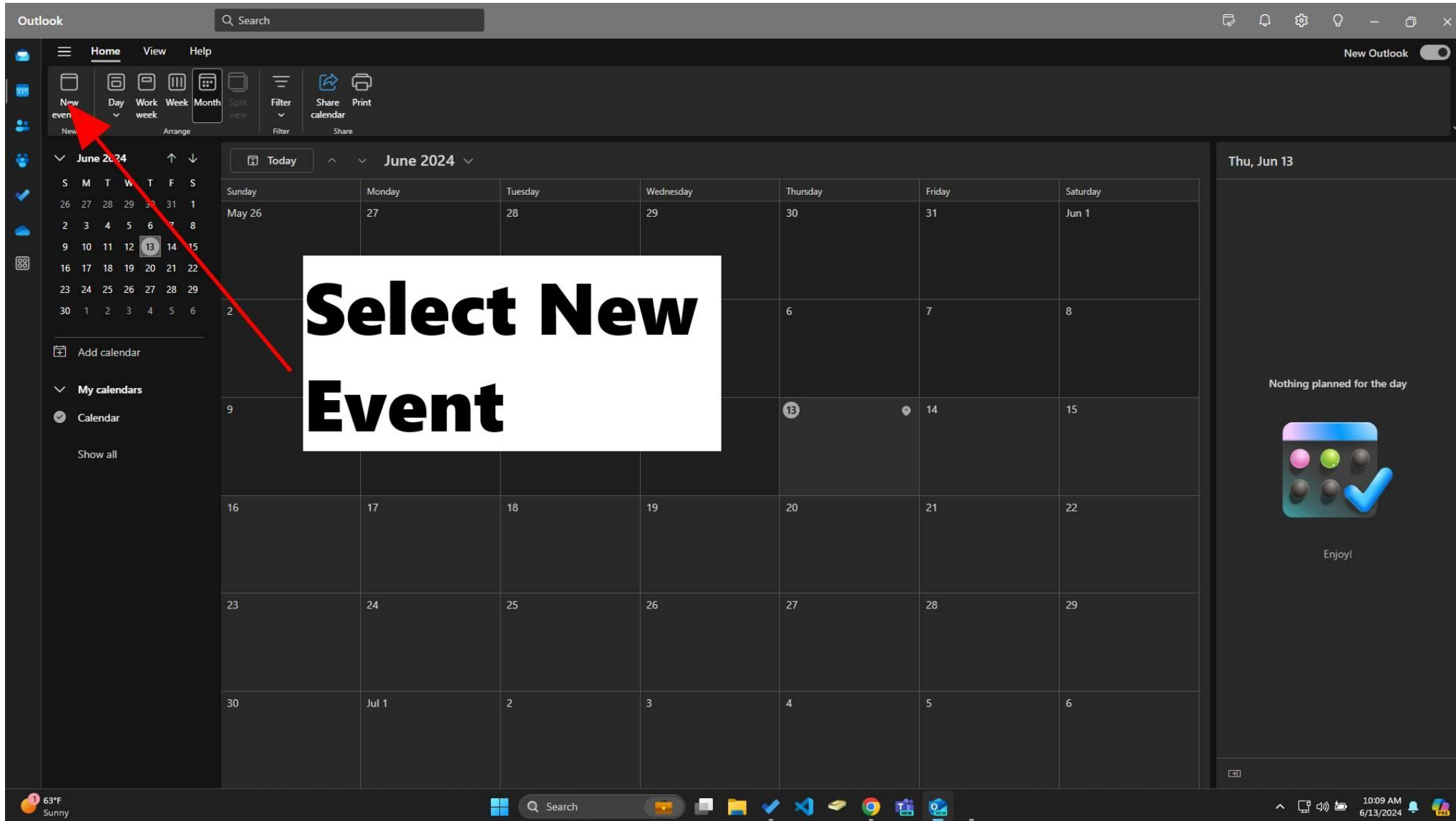**Step 2.**   Lets now go over to the calander section

Go to Calendar

Step 3. Lets create a new event, using the New Event Button

Step 4. We now have to provide all of the following information in this tab to get the visitor meeting created

Step 5. Provide the email addresses of all guests expected to show up, please make sure to use the correct email address as this will be used to check them in

Insert Visitors Email Address

Make sure this is spelled correctly as this will be used to identify the incoming guest

Step 6. Lets select this to be an In-Person event

Select In-Person Event

Step 7. Let's remove the Teams Meeting as this will be an in-person event

Step 8. Provide as much information as you want, this part is optional but will be sent as an email to the guest

Step 9. Now we have to add proxy click into the invitation, we select the Proxy click button on the top of the menu

Select Proxy Click

Step 10. There is no log in credentials required as it is associated with your work credentials

Select Log In

If you are not able to log in by any reason contact Desktop Support Team to take a closer look at your account

Step 11. Some mandatory requirements that are needed from you will now be inserted here, if your visitor requires escort in the building please make sure to select "Yes" on the following prompt

Select if visitor requires escort

This is a mandatory step

Step 12. This is an optional step if you need to provide any information to reception about your incoming guests

Step 13. Lets hit Attach to add proxy click into the meeting

Hit Attach Button

Step 14. Verify that the invitation to proxy click has been added with the message below and that proxy click user has been added to the recipients

Samsung <> Mattson [In-person] - Meeting - Calendar - ReneAngel.RamirezDelgado@contractor.mattson.com

Event   Scheduling Assistant

Delete | Response options | Reply all | Busy | 15 minutes before | Categorize | Private | Scheduling poll | My Templates | Viva Insights | Send to OneNote | Proxyclick

Actions | Attendees | Options | Tags | FindTime | My Templates | Viva Insights | Send to OneNote | Proxyclick

ⓘ You haven't sent this meeting invitation yet.

▷ Send | ∨   • Calendar (Re

Samsung <> Mattson [In

John.Doe@samsung.com ✕

Proxyclick ✕

Suggested times   Preferences

Thu 6/13   Thu 6/13   Thu 6/13
11:30 AM - 12:00 PM   12:00 PM - 12:30 PM   12:30 PM - 1:00 PM
✅ Available: Everyone   ✅ Available: Everyone   ✅ Available: Everyone

🕐 6/13/2024 📅 11:00 AM ∨   ⚪ All day   🌐 Time zones

6/13/2024 📅 11:30 AM ∨   ⟳ Don't repeat ∨

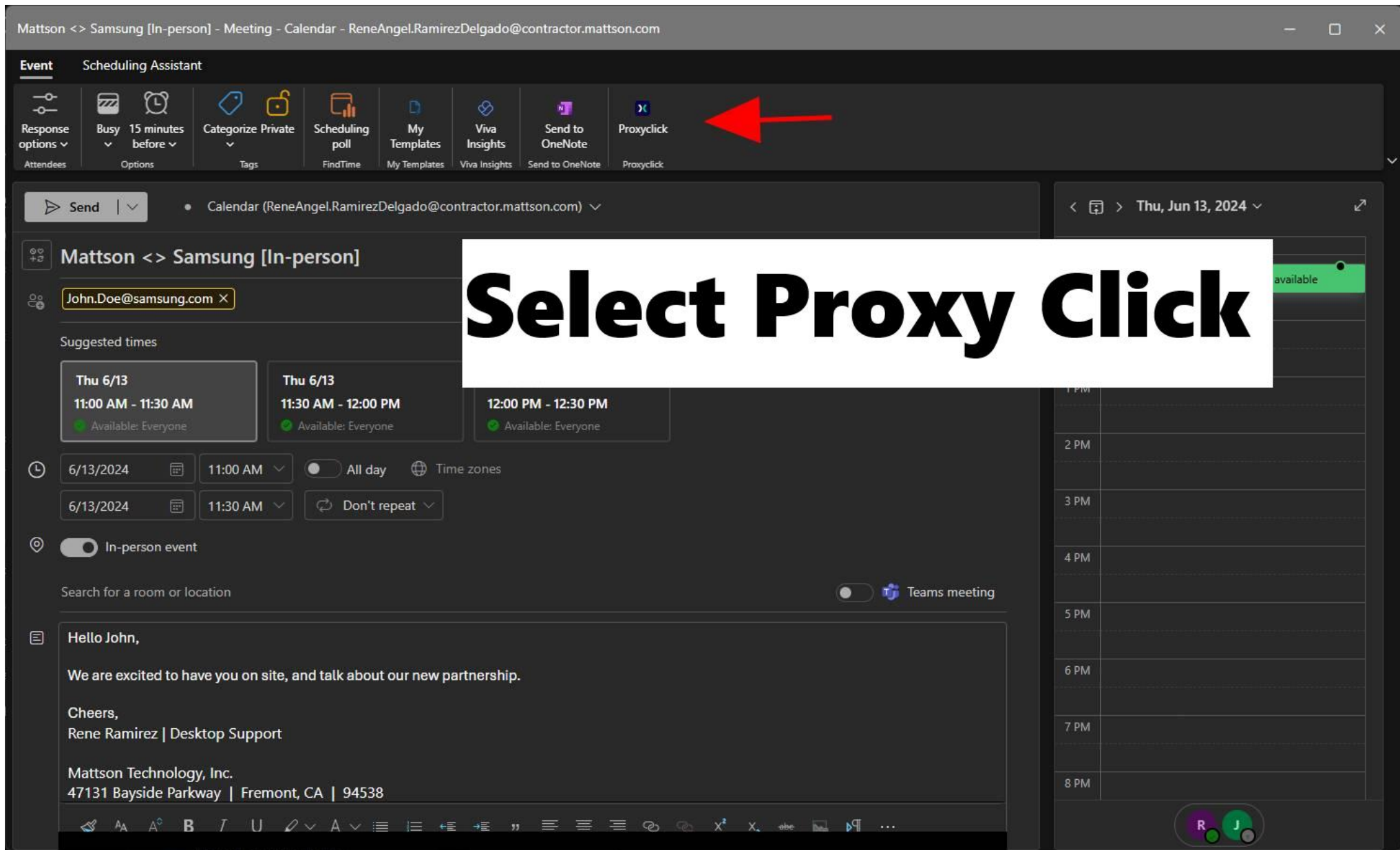◎ 🔘 In-person event

Search for a room or location   🔘 📱 Teams meeting

▤ Hello John,

We are excited to have you on site and talk about our new partnership.

Cheers,
Rene Ramirez | Desktop Support

Verify that visit was created with this message

✕ Proxyclick   ✕
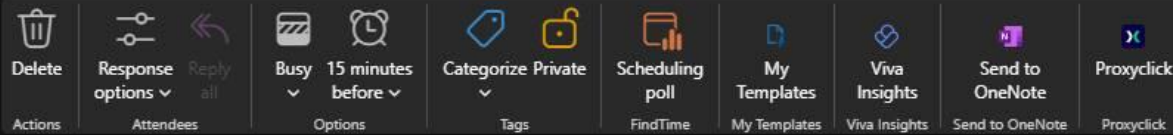
Prepare a smooth visit

Visit details have been correctly added to Proxyclick. You can now send the meeting request. Please do not remove meeting@proxyclick.com from the recipients.

Need to make a correction to the details you just inserted? Edit

Rene Angel Ramirez Delgado   Help   Disconnect

Event   Scheduling Assistant

Delete | Response options | Reply all | Busy | 15 minutes before | Categorize | Private | Scheduling poll | My Templates | Viva Insights | Send to OneNote | Proxyclick

Actions | Attendees | Options | Tags | FindTime | My Templates | Viva Insights | Send to OneNote | Proxyclick

ⓘ You haven't sent this meeting invitation yet.

▷ Send | ⌄   ● Calendar (ReneAngel.RamirezDelgado@con...

Samsung <> Mattson [In-person]

John.Doe@samsung.com ✕

Proxyclick ✕   ⬅

Suggested times

Thu 6/13	Thu 6/13	12:30 PM – 1:00 PM
11:30 AM - 12:00 PM	12:00 PM - 12:30 PM	
✅ Available: Everyone	✅ Available: Everyone	✅ Available: Everyone

🕐 6/13/2024 | 11:00 AM ⌄ | ⬤ All day   🌐 Time zones

6/13/2024 | 11:30 AM ⌄ | ⟳ Don't repeat ⌄

◉ ⬤ In-person event

Search for a room or location   ⬤ 🟣 Teams meeting

☰ Hello John,

We are excited to have you on site and talk about our new partnership.

Cheers,
Rene Ramirez | Desktop Support

Do not remove Proxy Click

𝗫 Proxyclick   ✕

...visit

...orrectly added to
...send the meeting
...move
...from the

Need to make a correction to the details you just inserted? Edit

Rene Angel Ramirez Delgado   Help   Disconnect

Step 15. Lets confirm all of the details before hitting send, but once everything is validated, simply hit send

After confirming all details are correct simply hit send

Step 17. Lastly verify the appointment was created by checking you calendar

Verify meeting created in calendar