

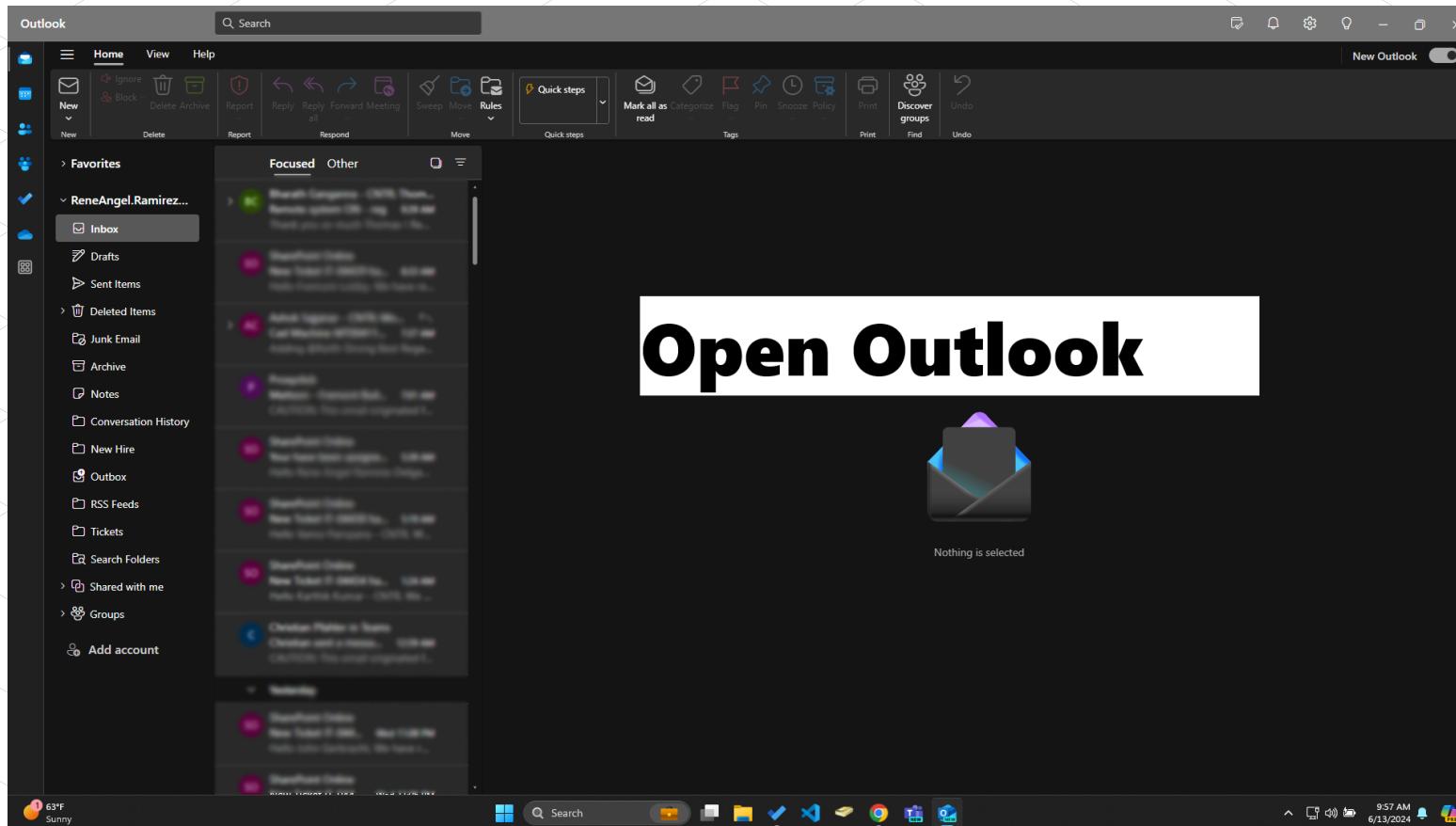
# Proxy Click Email Integration

Rene Ramirez

last update:  
June 19, 2024

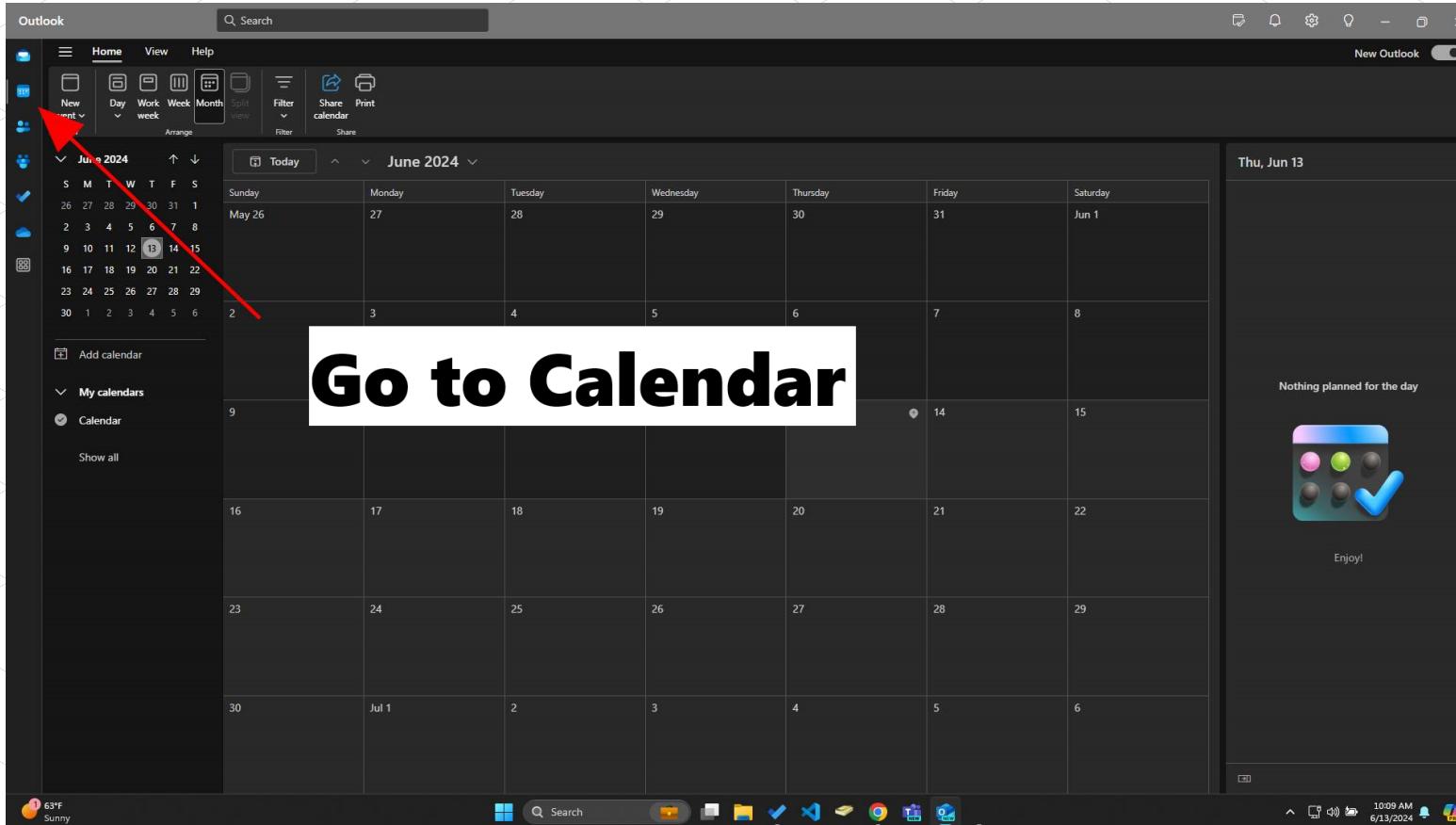
# Step 1

Open Outlook either via web or the app, This example uses the new version of Outlook Details will be same in any application



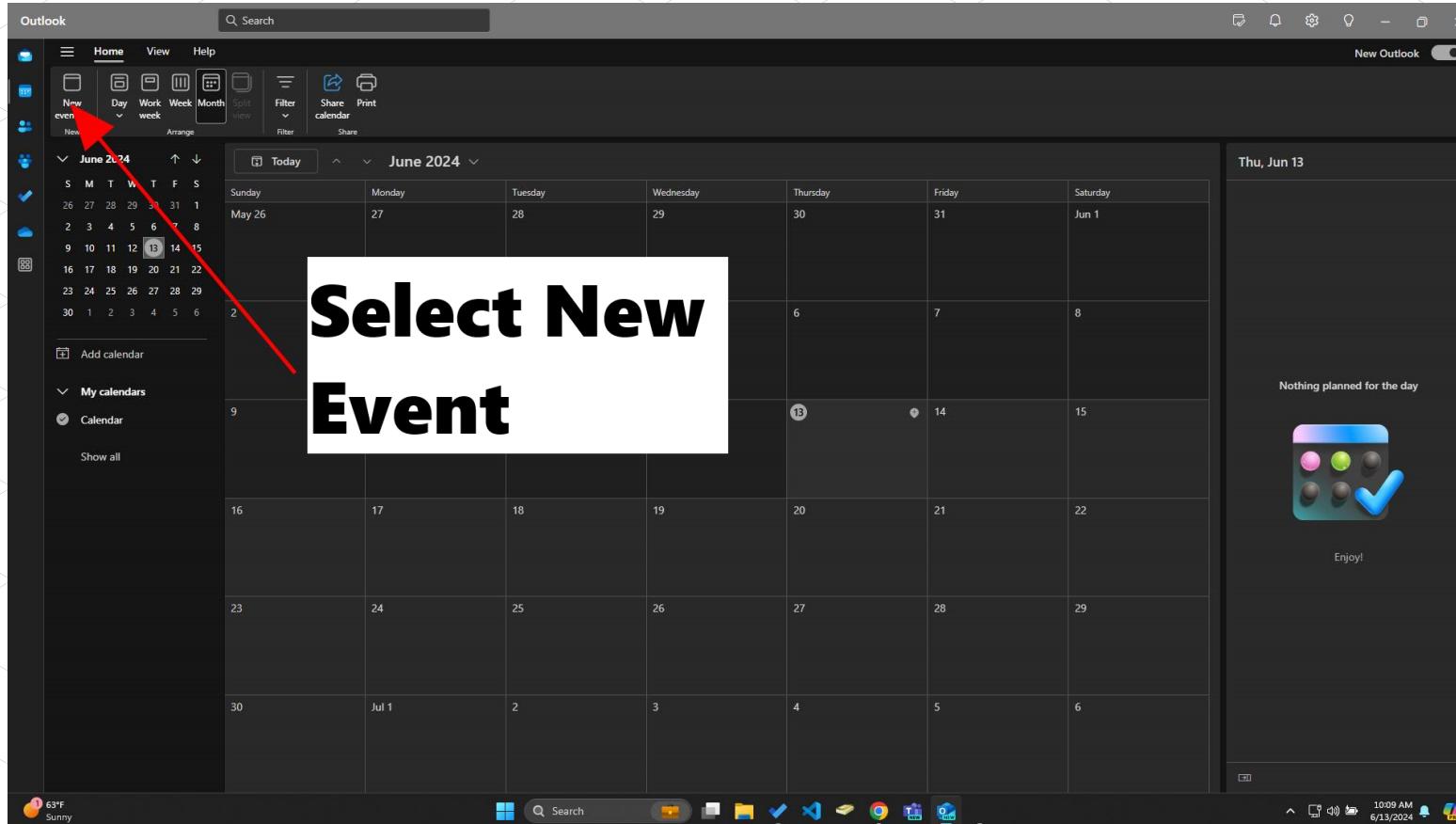
# Step 2

Lets now go over to the calendar section



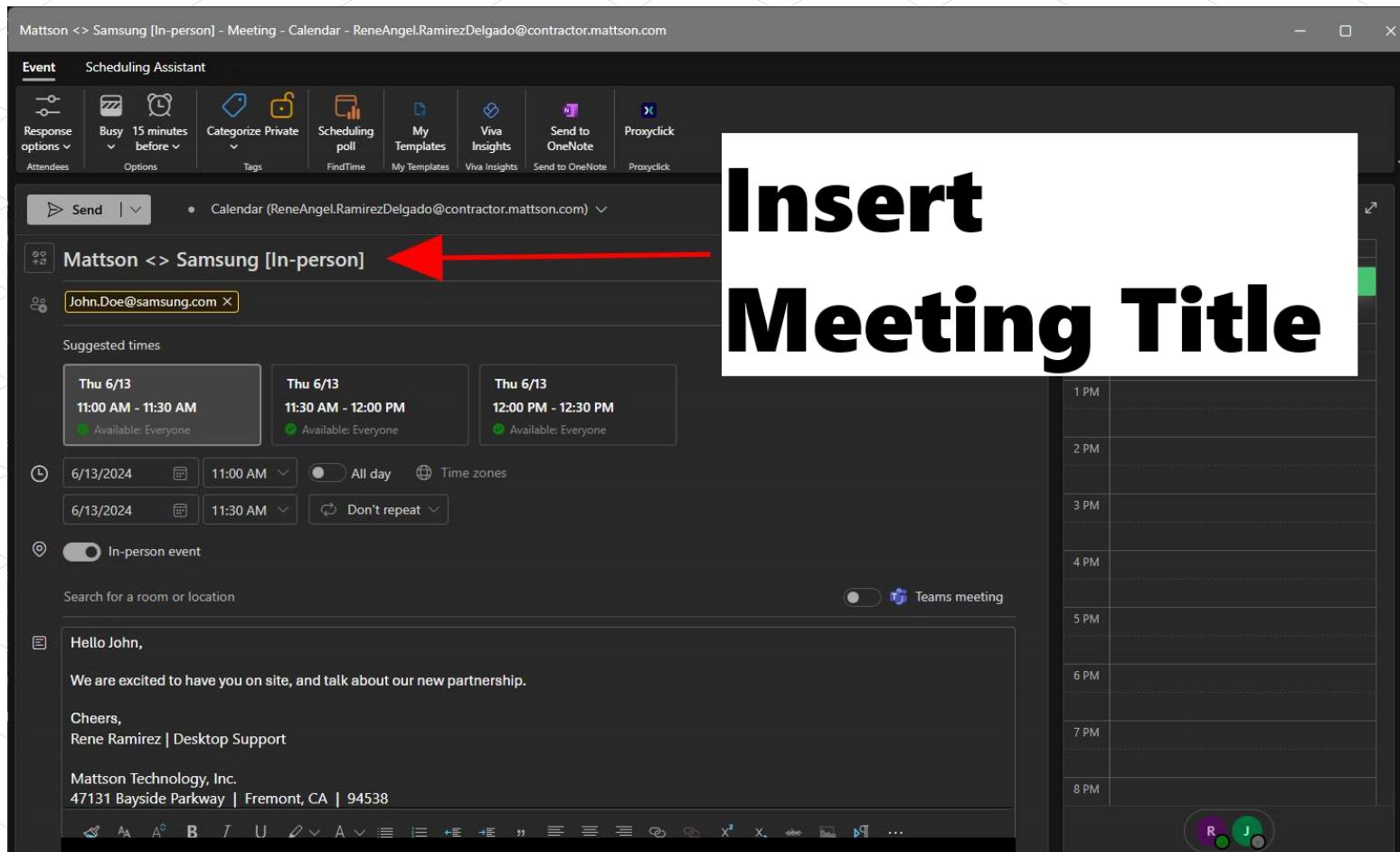
# Step 3

Lets create a new event, using the "New Event" or "New Meeting" Button



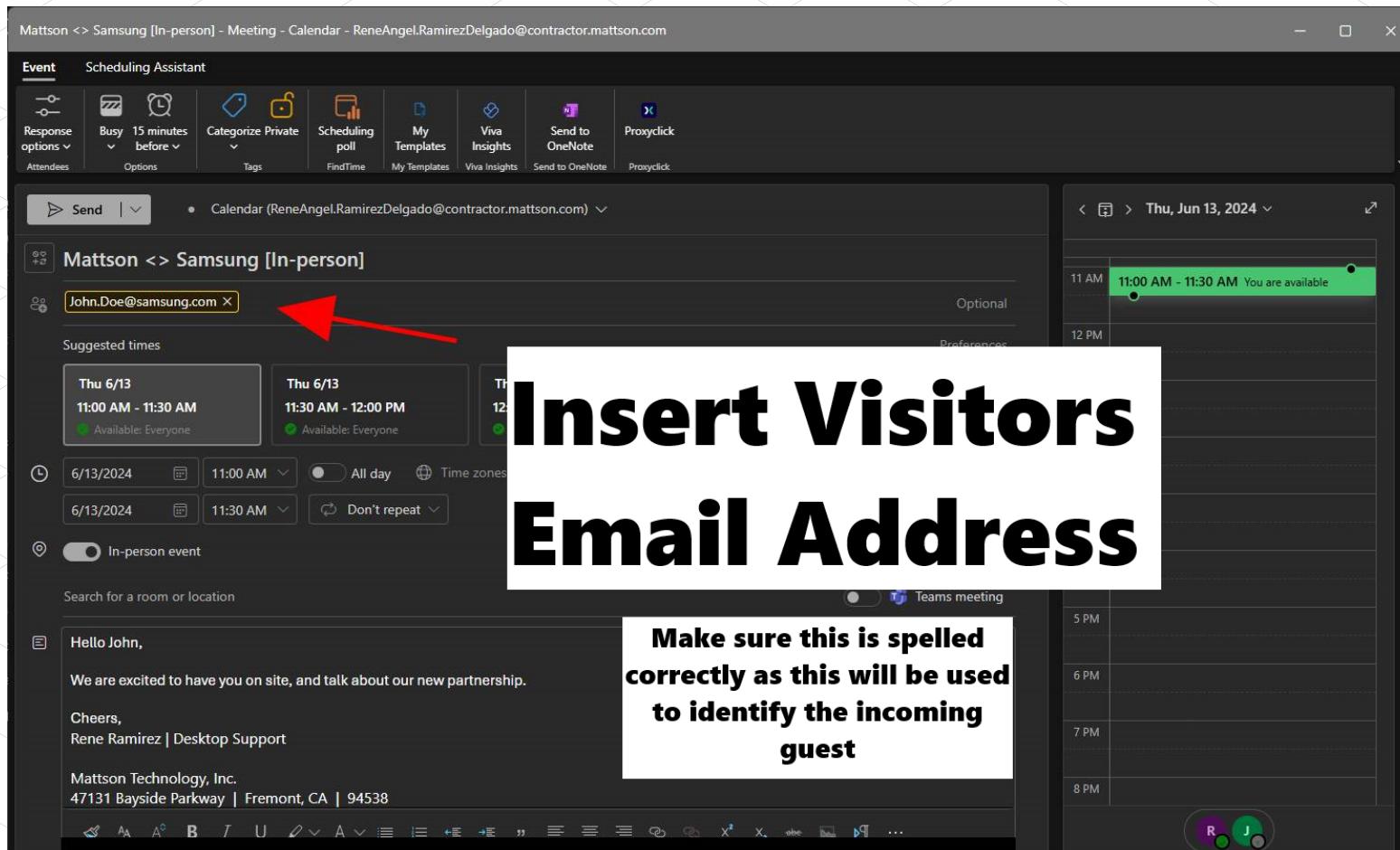
## Step 4

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



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

Event Scheduling Assistant

Response options v Busy 15 minutes before v Categorize Private v Scheduling poll My Templates Viva Insights Send to OneNote Proxyclick

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

> Send | v • Calendar (ReneAngel.RamirezDelgado@contractor.mattson.com) v

Mattson <> Samsung [In-person]

John.Doe@samsung.com X

Suggested times

Thu 6/13 11:00 AM - 11:30 AM Available: Everyone

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

6/13/2024 11:00 AM 6/13/2024 11:30 AM All day Time zones Don't repeat

In-person event

Search for a room or location

Hello John,

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

Cheers,  
Rene Ramirez | Desktop Support

Mattson Technology, Inc.  
47131 Bayside Parkway | Fremont, CA | 94538

Teams meeting

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

11 AM 11:00 AM - 11:30 AM You are available

12 PM

5 PM

6 PM

7 PM

8 PM

R J

A red arrow points to the recipient's email address, John.Doe@samsung.com.

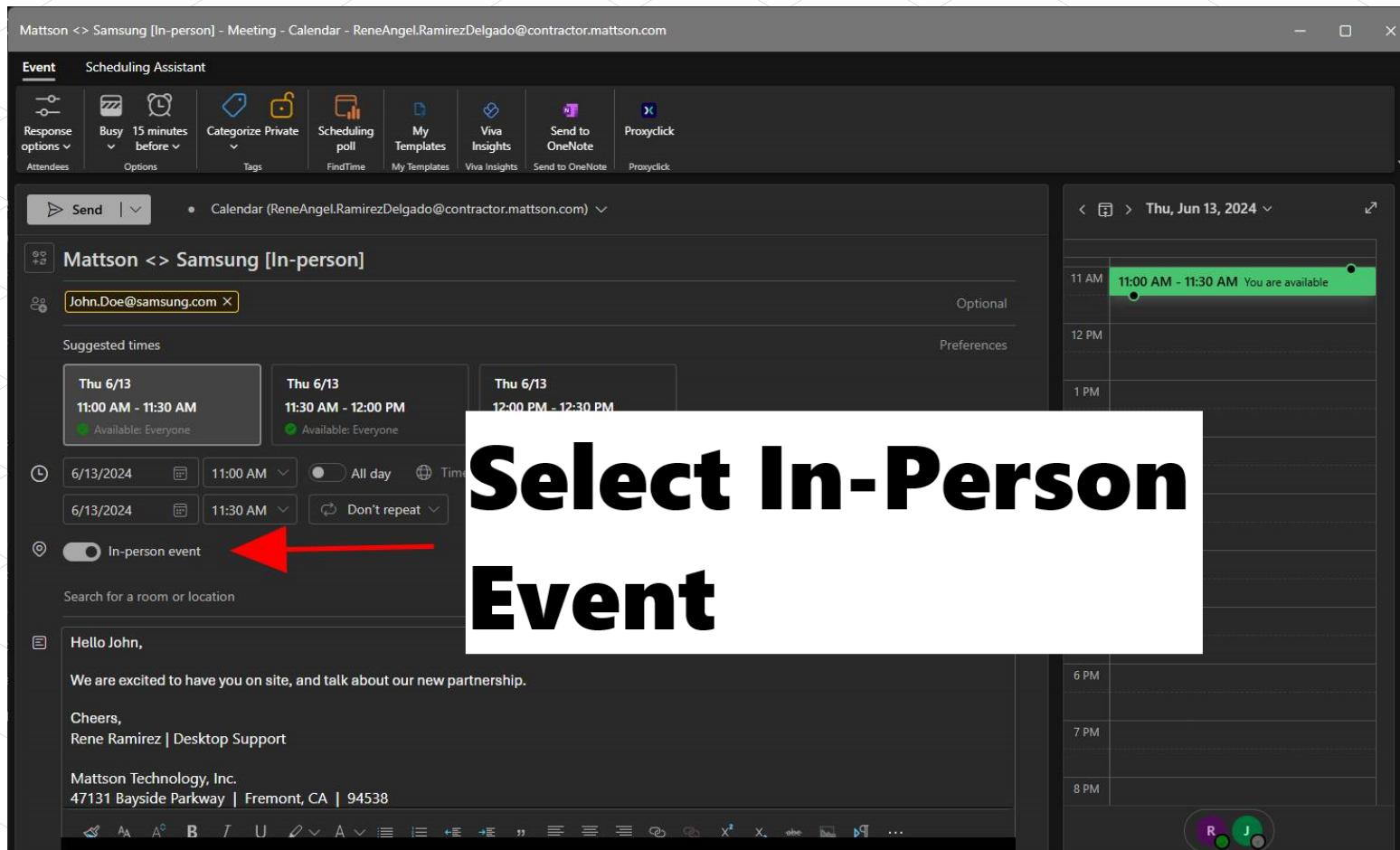
A large white box with bold text overlays the bottom right of the screen:

**Insert Visitors Email Address**

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

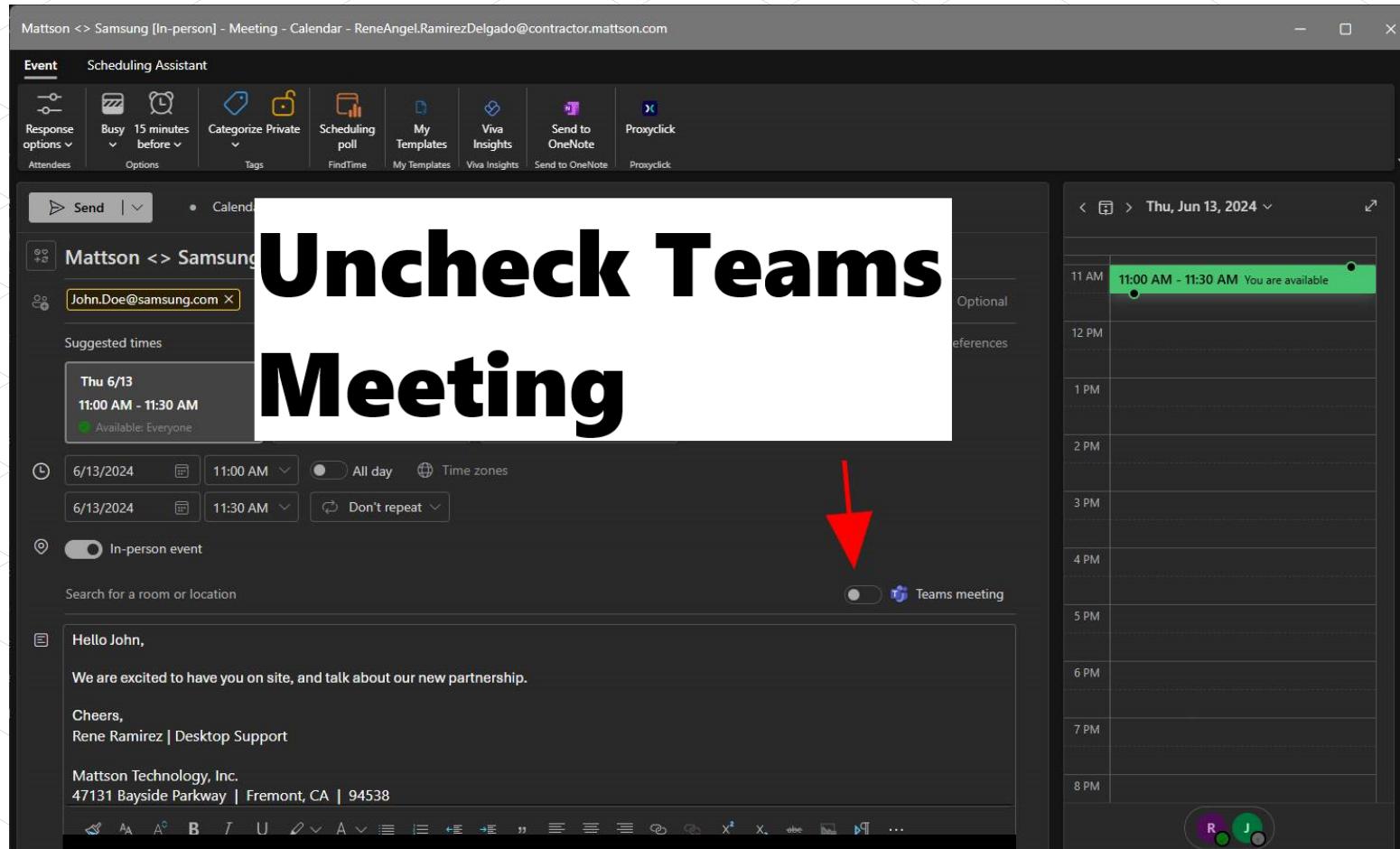
# Step 6

\*Proceed to step 8 if not present\* Lets select this to be an In-Person event



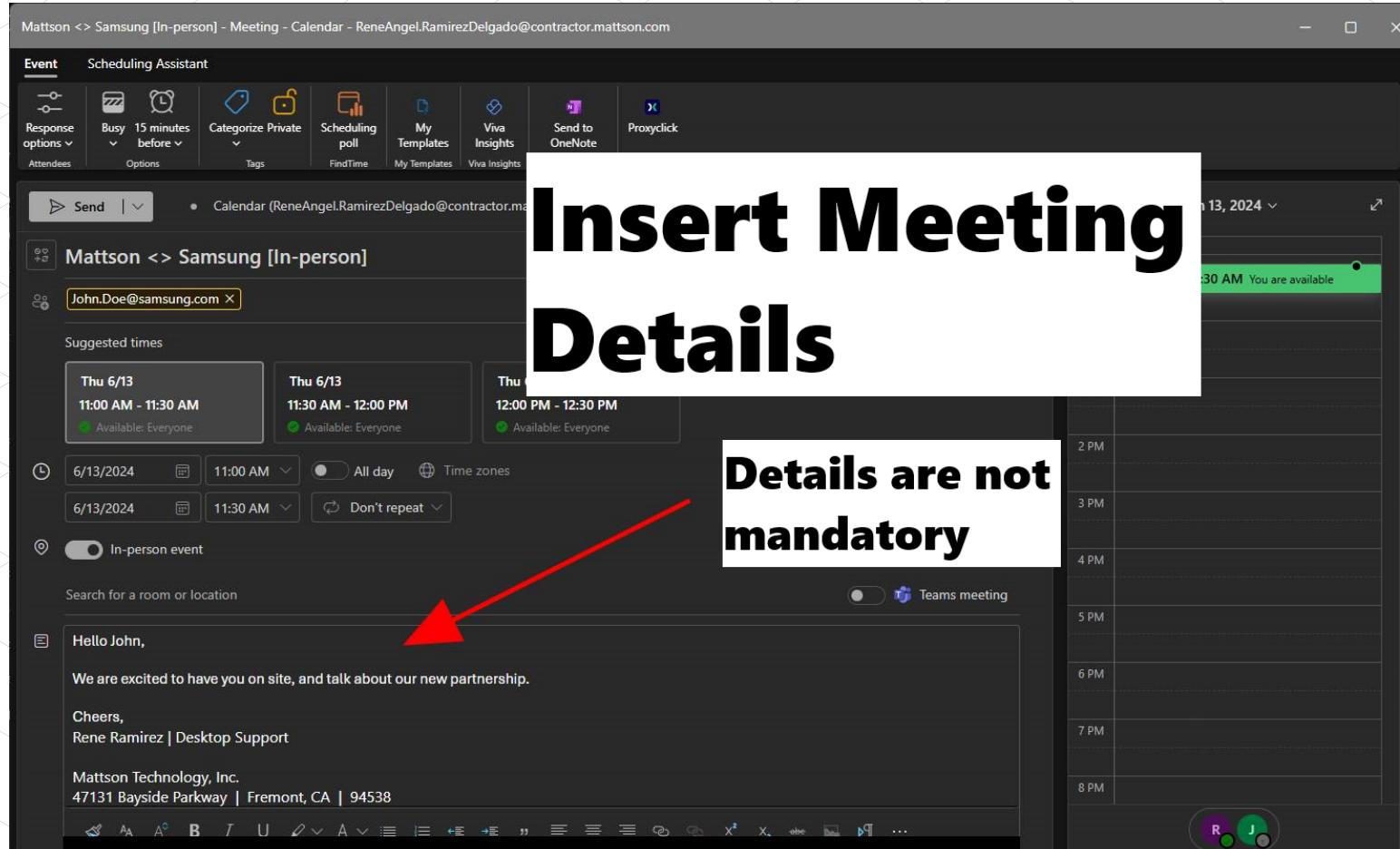
# Step 7

Uncheck Teams Meeting as this will be an in-person event



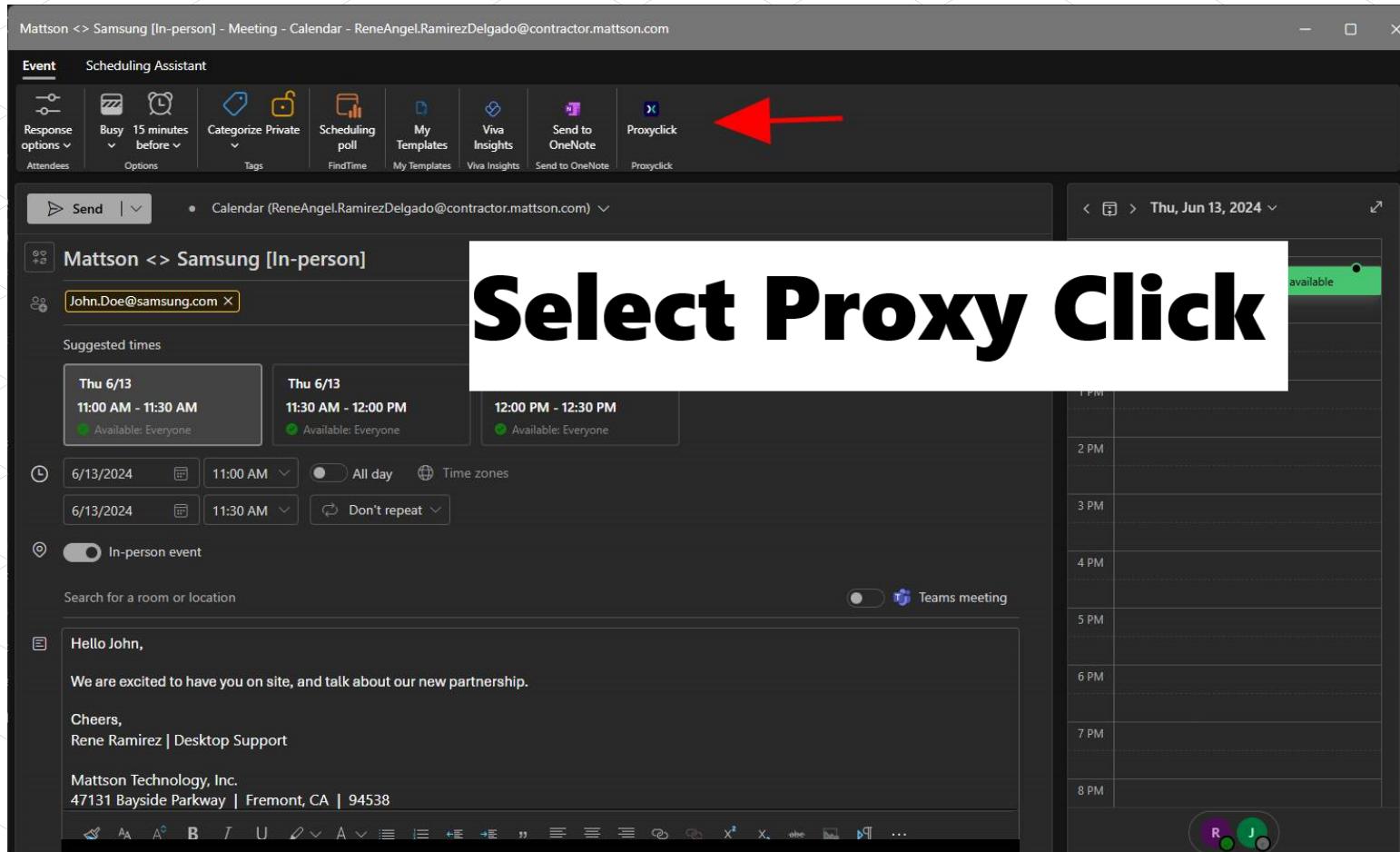
# Step 8

**\*OPTIONAL\*** Provide as much information as you want this will be sent to the guest



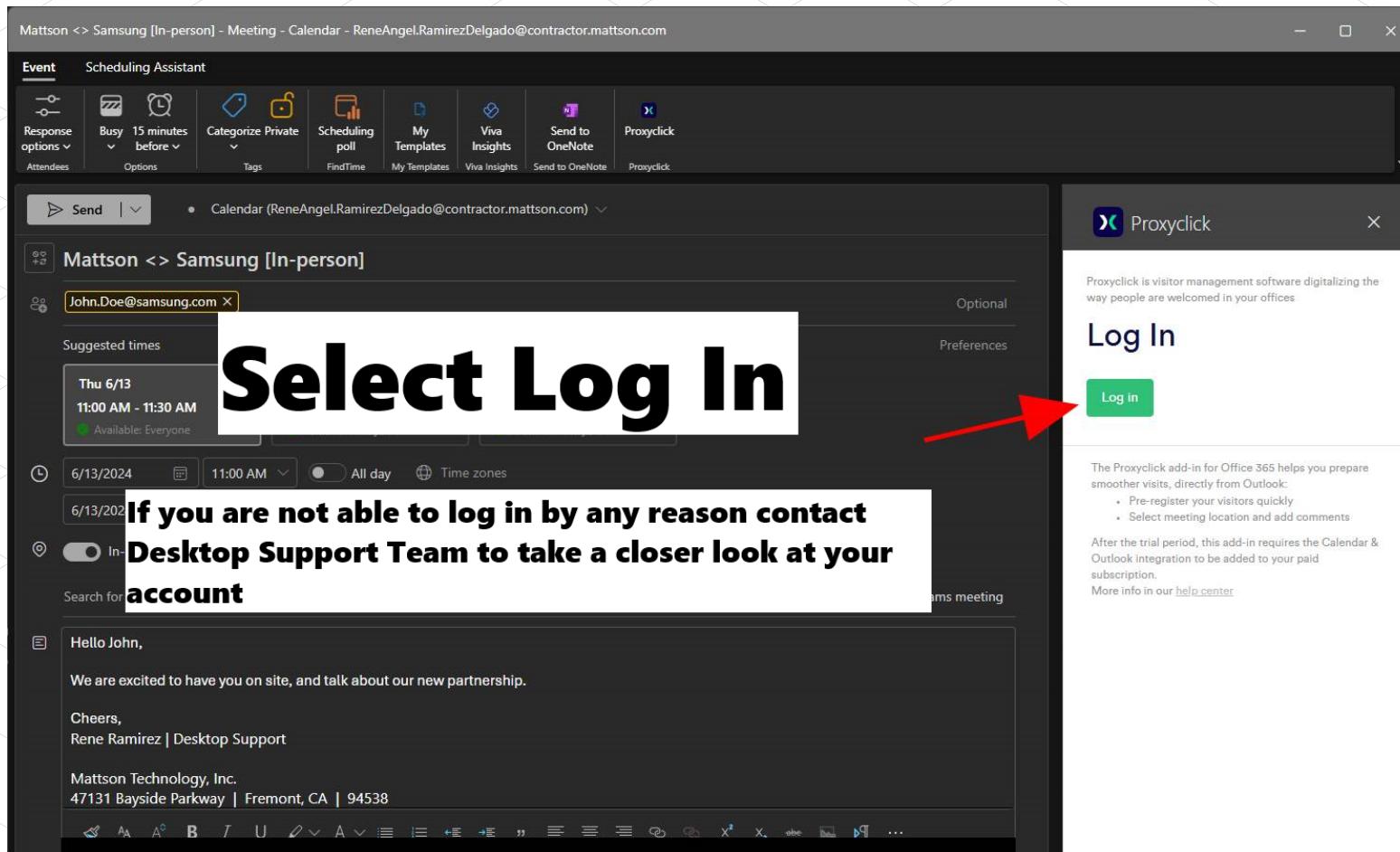
# Step 9

Add Proxy Click to the invite. Select the "Proxy Click" button on the top of the menu



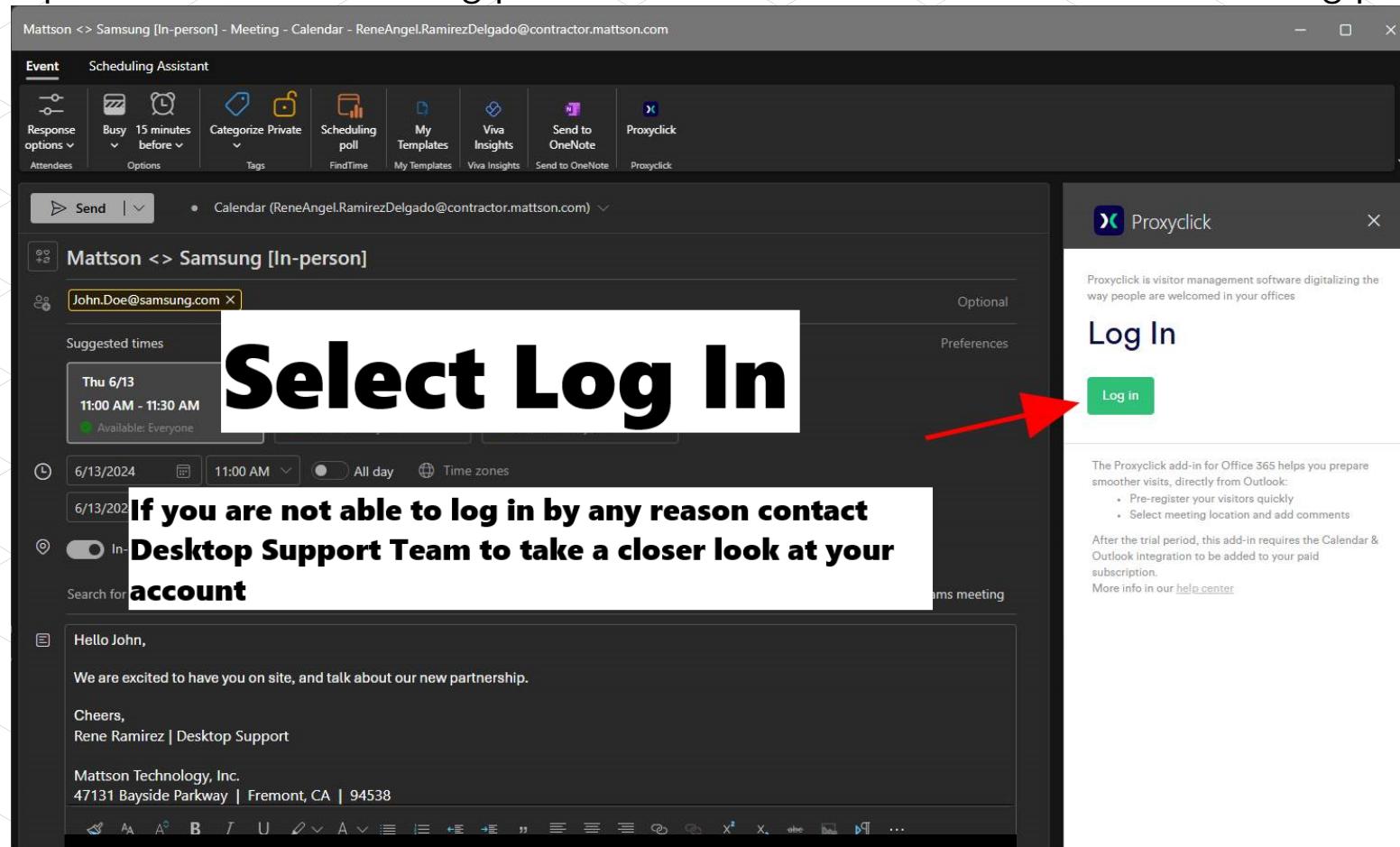
# Step 10

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



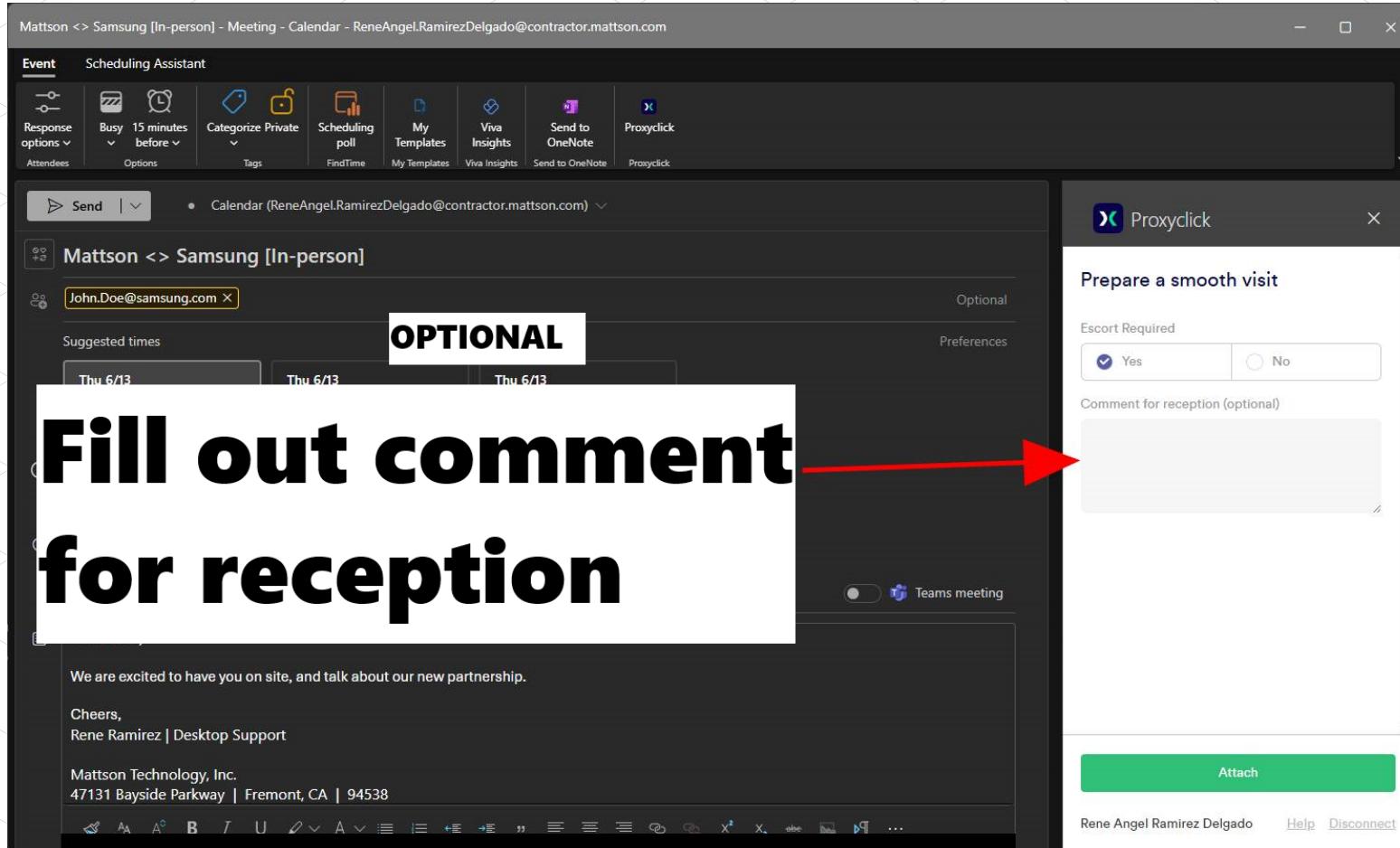
# Step 11

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



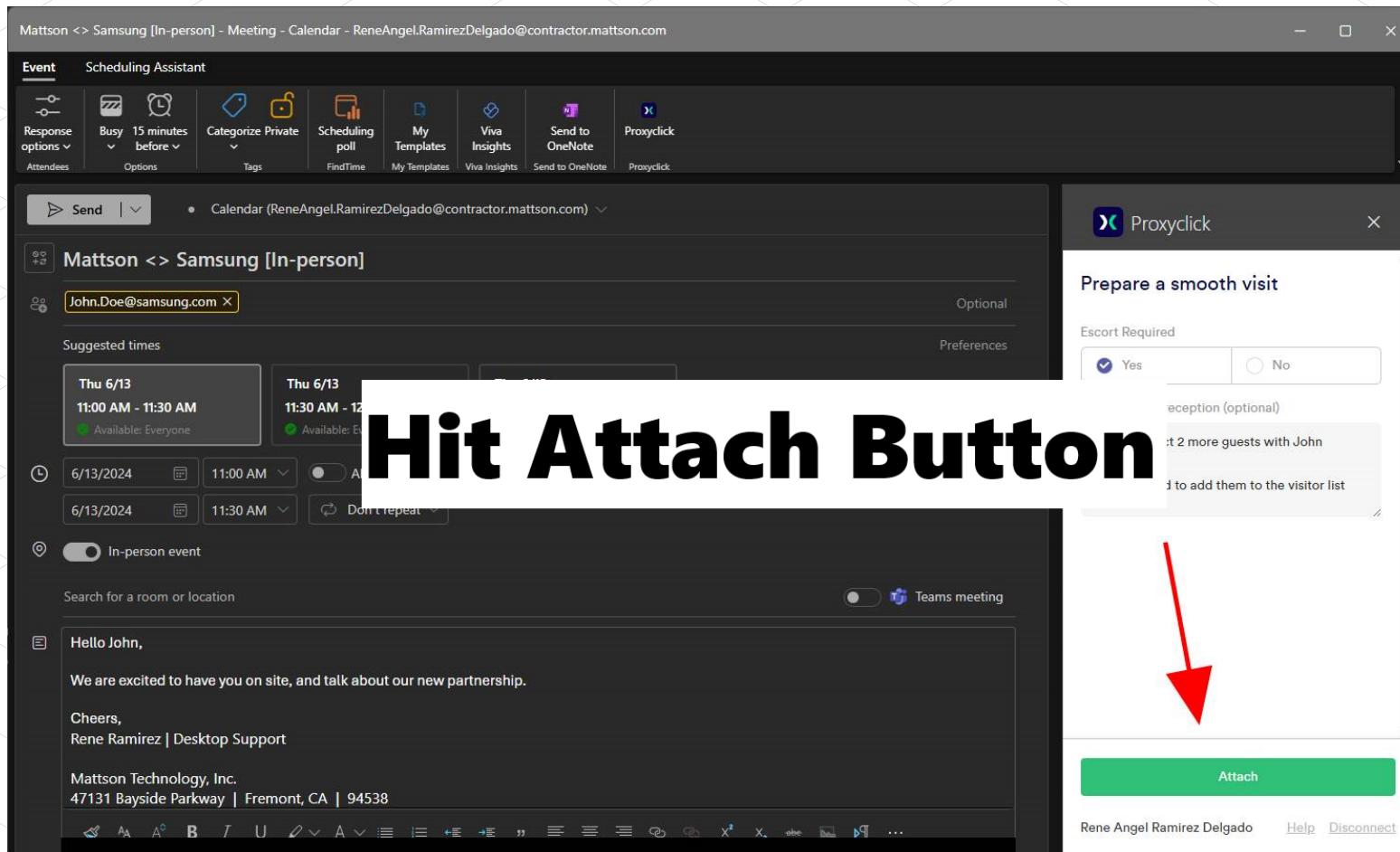
# Step 12

**\*OPTIONAL\*** Provide any information for Front lobby reception about the incoming guests



# Step 13

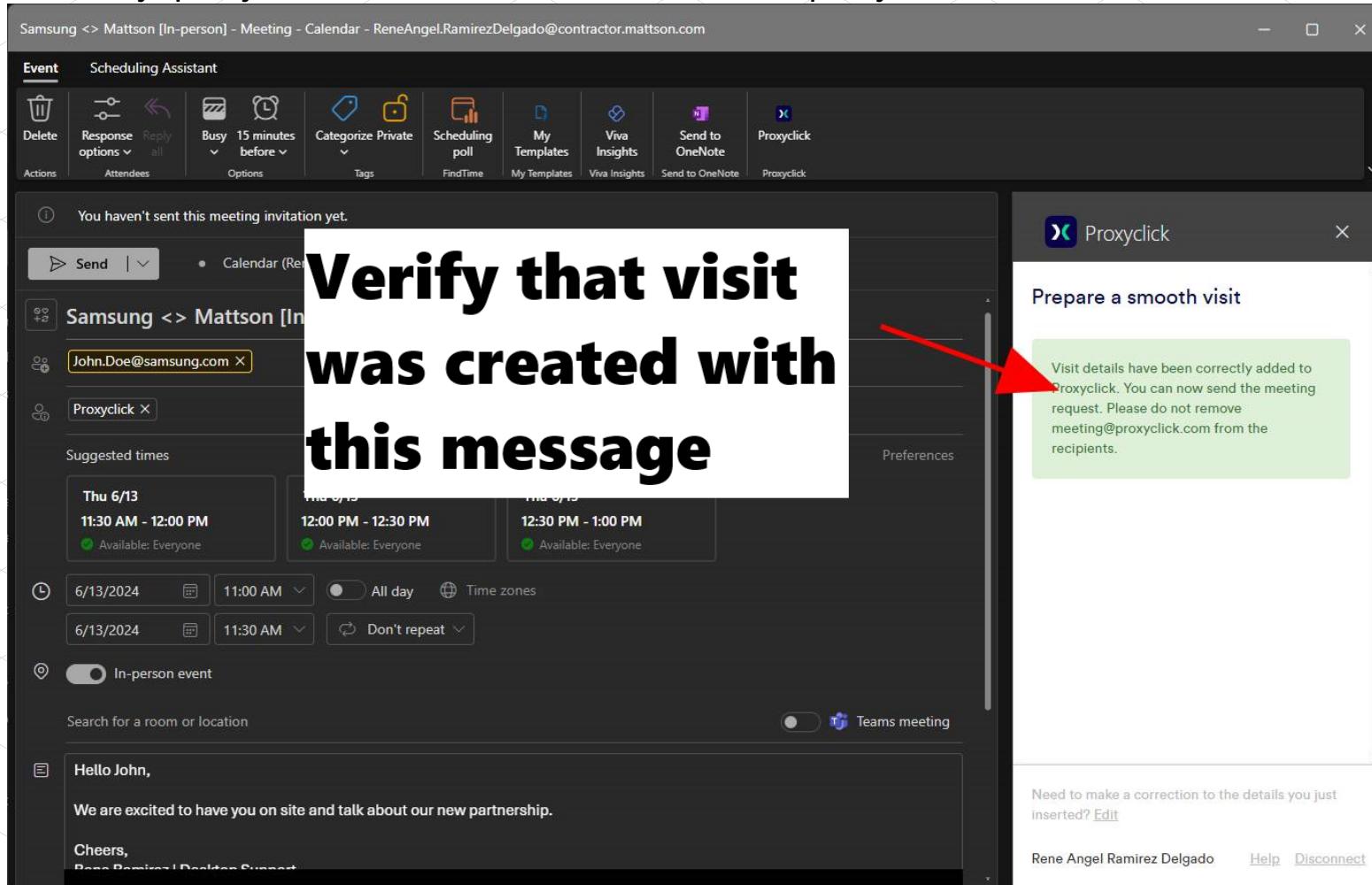
Click the "Attach" button to add proxy click into the meeting

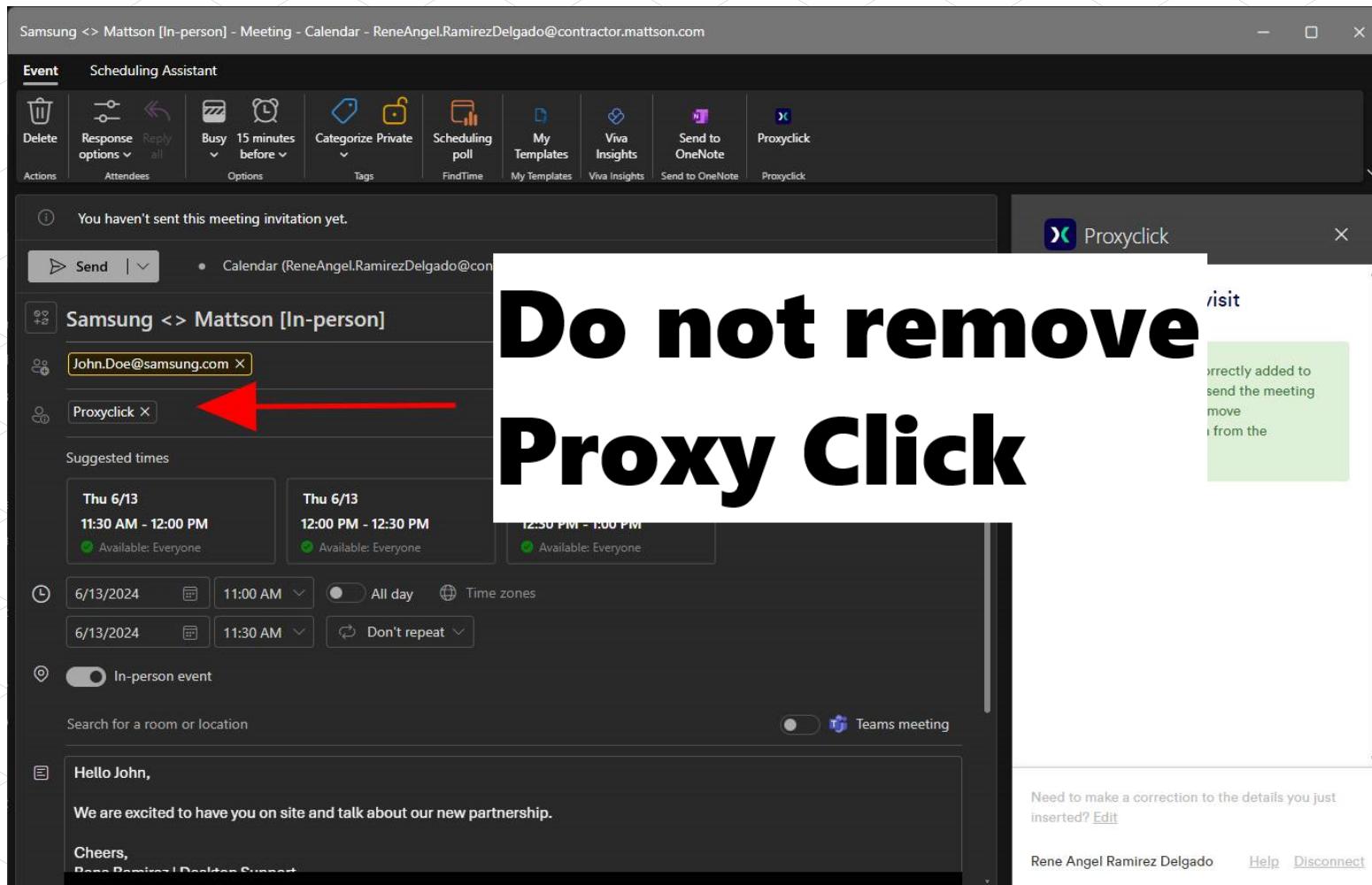


# Hit Attach Button

# Step 14

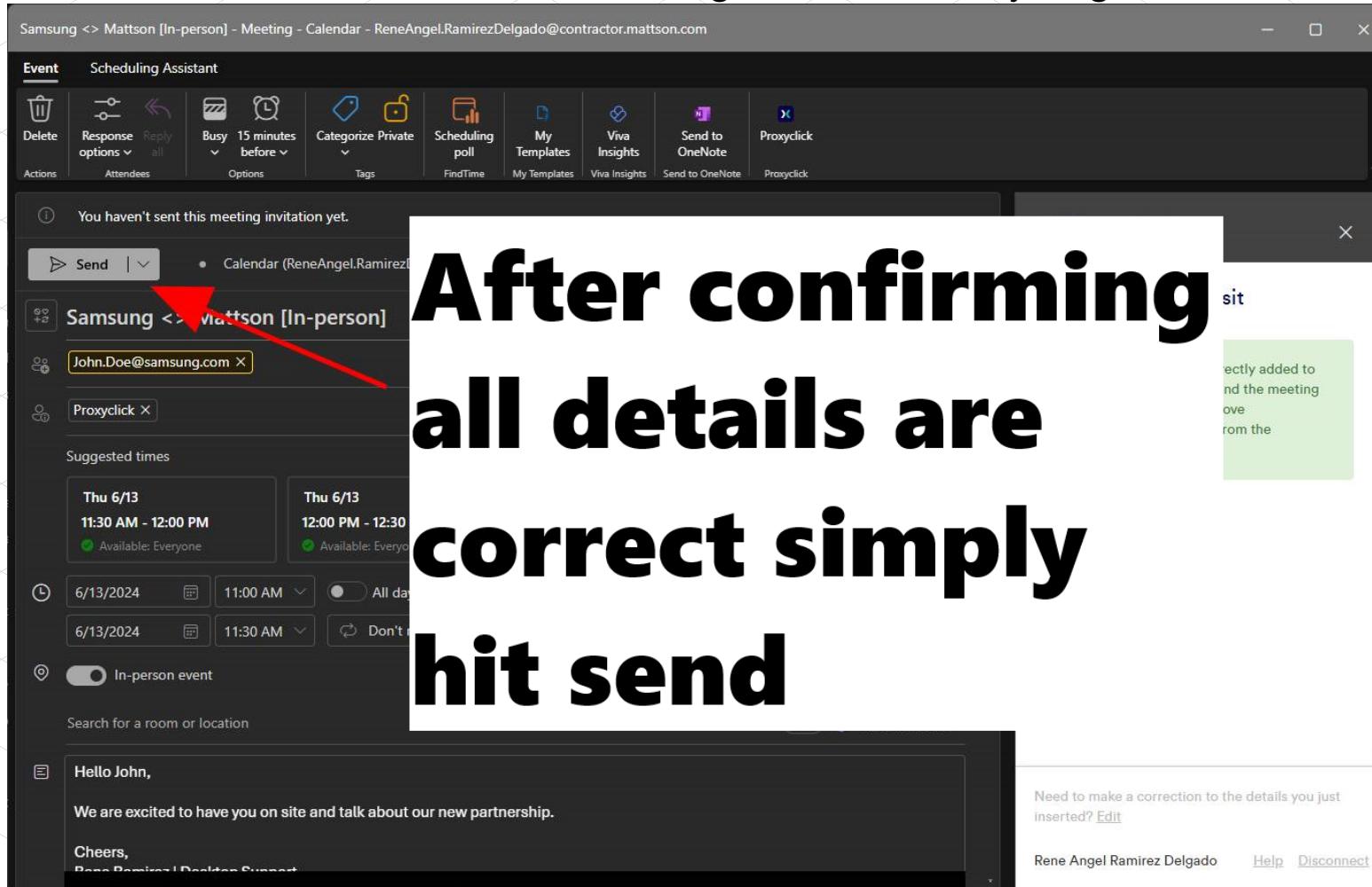
Verify proxy click has been added and that proxy click user has been added as a recipient





# Step 15

Confirm all of the details before hitting send, once everything is validated, click "Send"



# Step 16

Lastly verify the appointment was created by checking you calendar

