

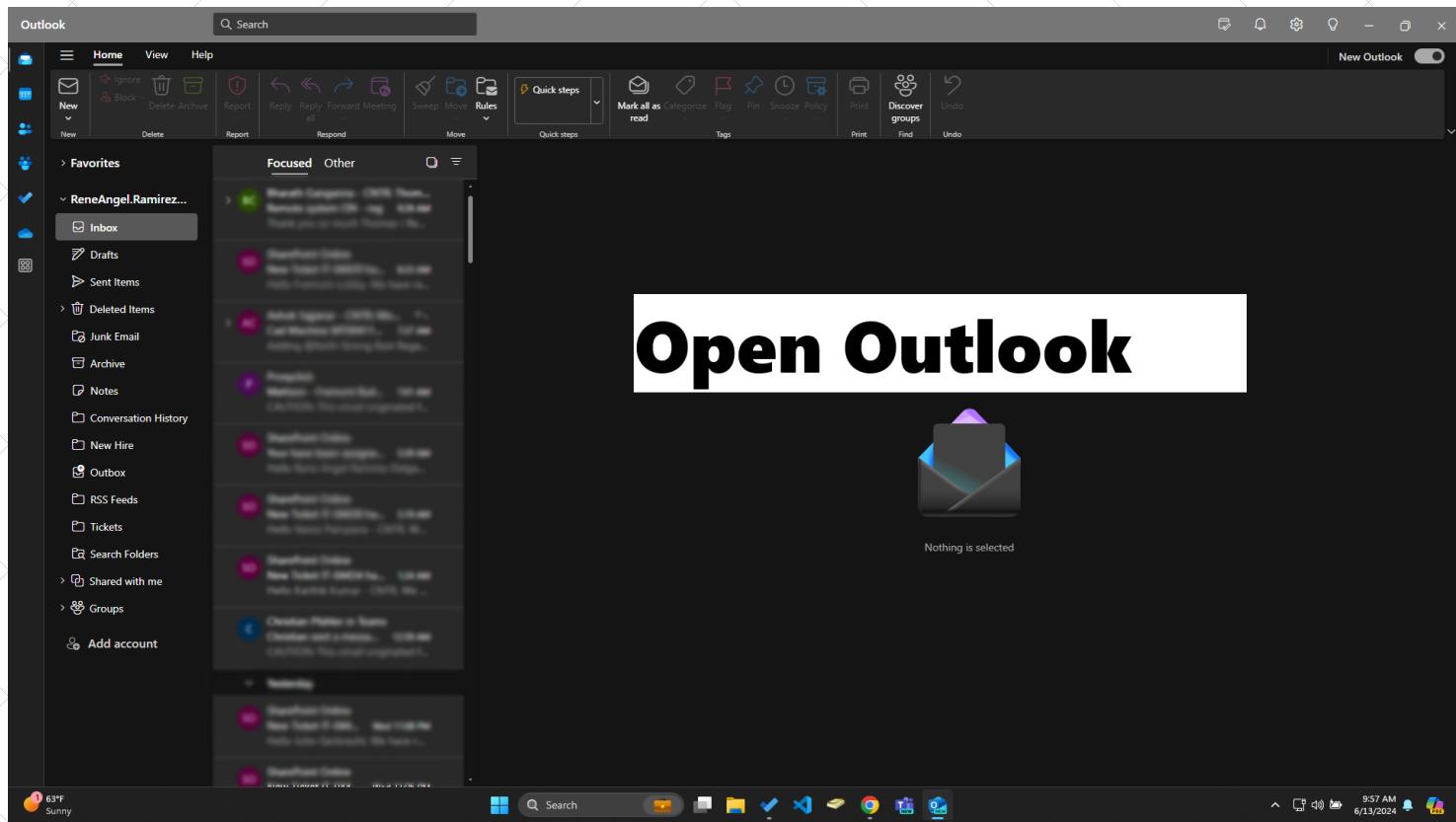
Proxy Click Email Integration

Rene Ramirez

last update:
June 18, 2024

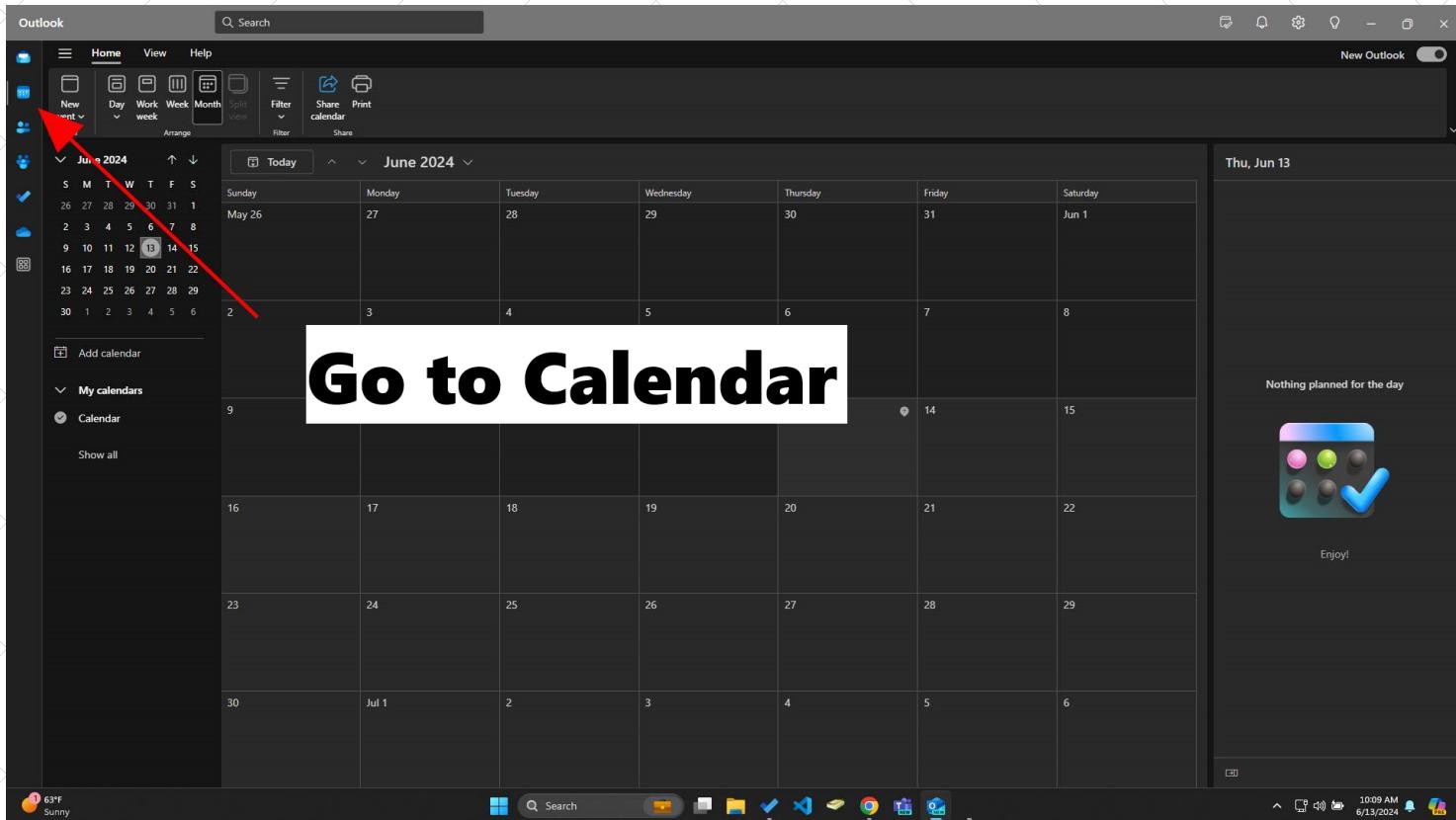
Step 1

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



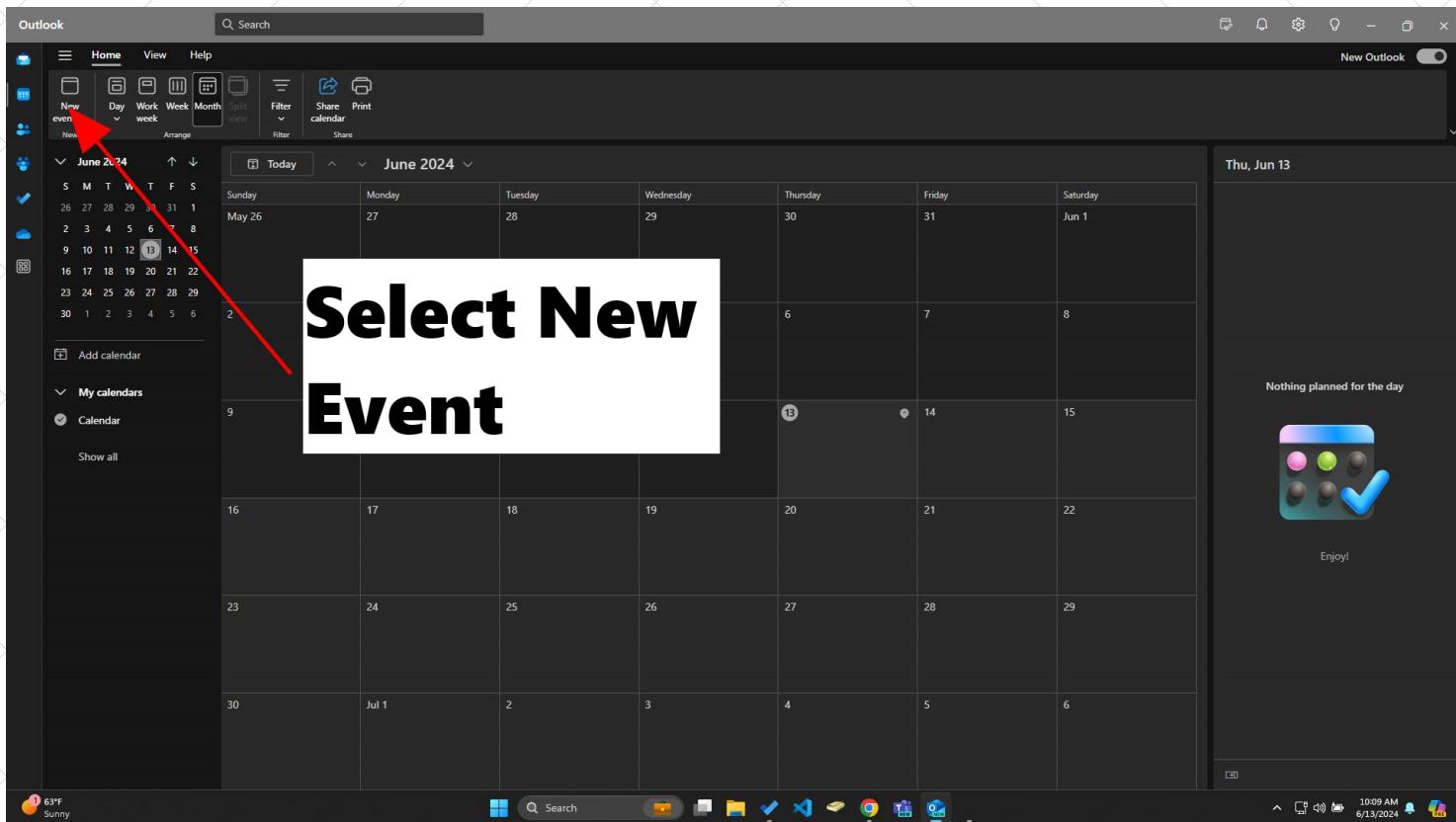
Step 2

Lets now go over to the calendar section



Step 3

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



Step 4

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

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

> 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	Thu 6/13 12:00 PM - 12:30 PM Available: Everyone
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6/13/2024 11:00 AM v All day Time zones
6/13/2024 11:30 AM v Don't repeat v

In-person event

Search for a room or location Teams meeting

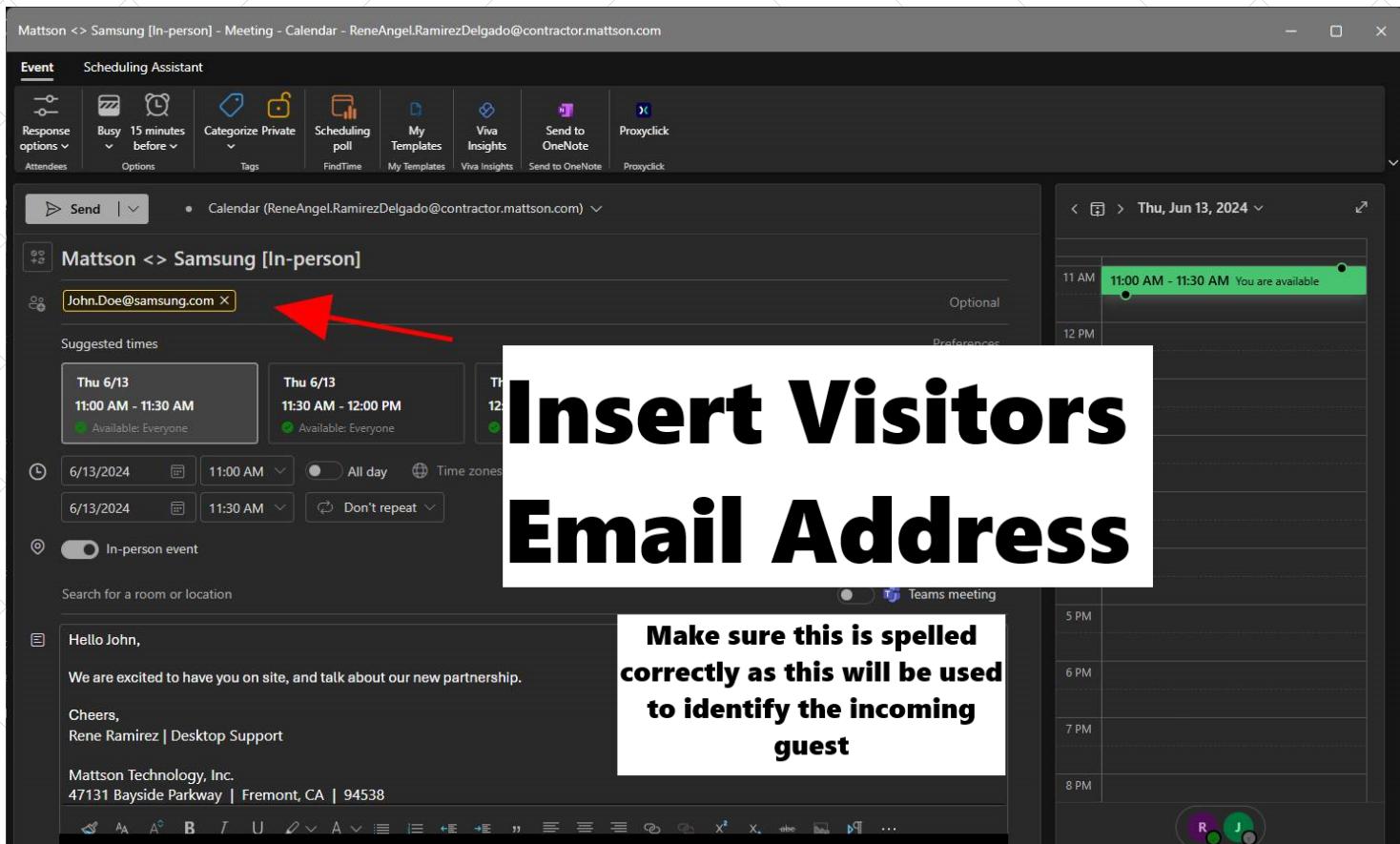
Hello John,
We are excited to have you on site, and talk about our new partnership.
Cheers,
Rene Ramirez | Desktop Support
Mattson Technology, Inc.
47131 Bayside Parkway | Fremont, CA | 94538

R J

Insert Meeting Title

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



Step 6

Lets select this to be an In-Person event

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

Event Scheduling Assistant

Response options: Busy 15 minutes before: Categorize Private: Scheduling poll: My Templates: Viva Insights: Send to OneNote: Proxyclick: Attendees: Options: Tags: FindTime: My Templates: Viva Insights: Send to OneNote: Proxyclick:

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

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

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

6/13/2024 11:00 AM All day Time: 6/13/2024 11:30 AM 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

6 PM

7 PM

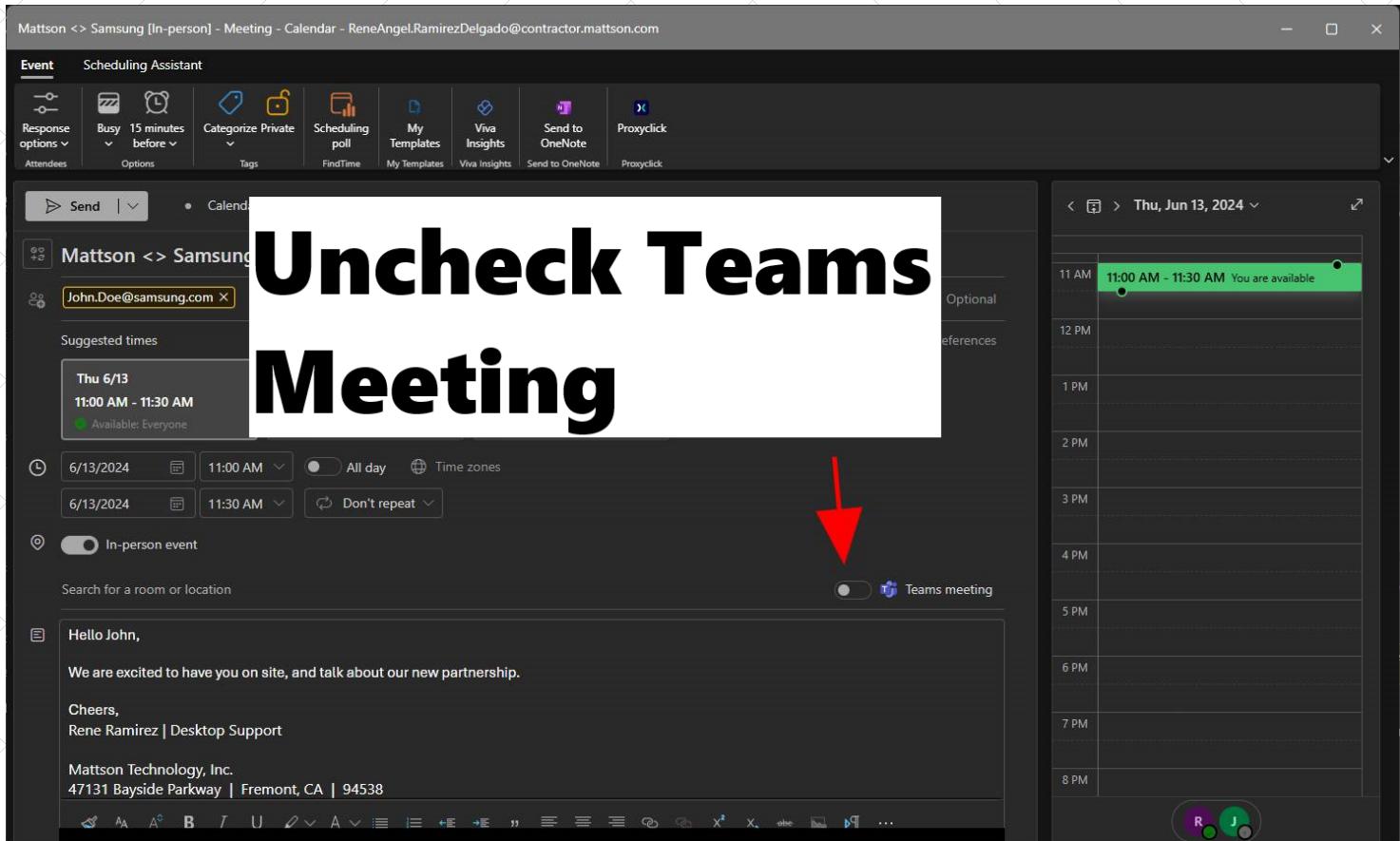
8 PM

R J

Select In-Person Event

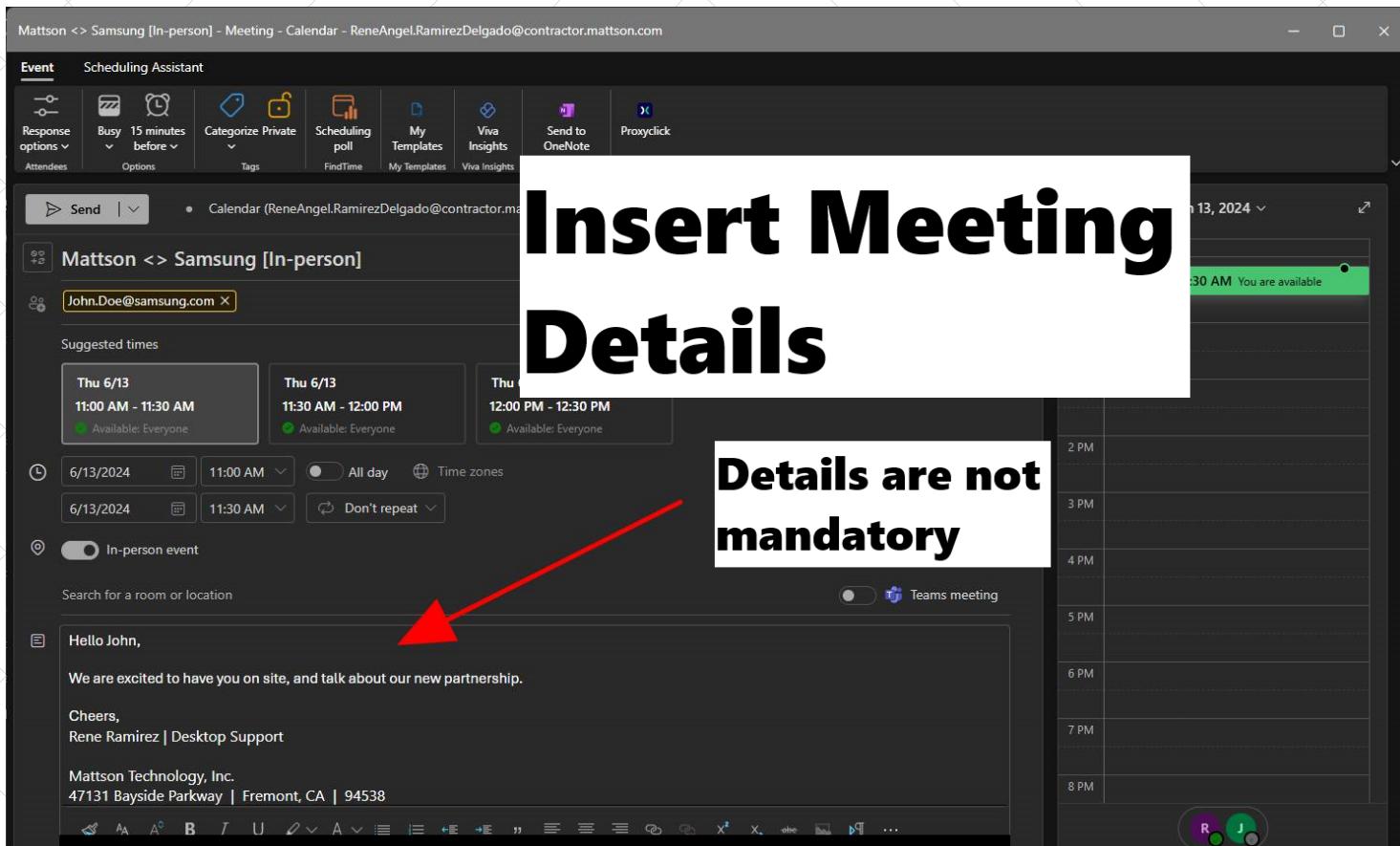
Step 7

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



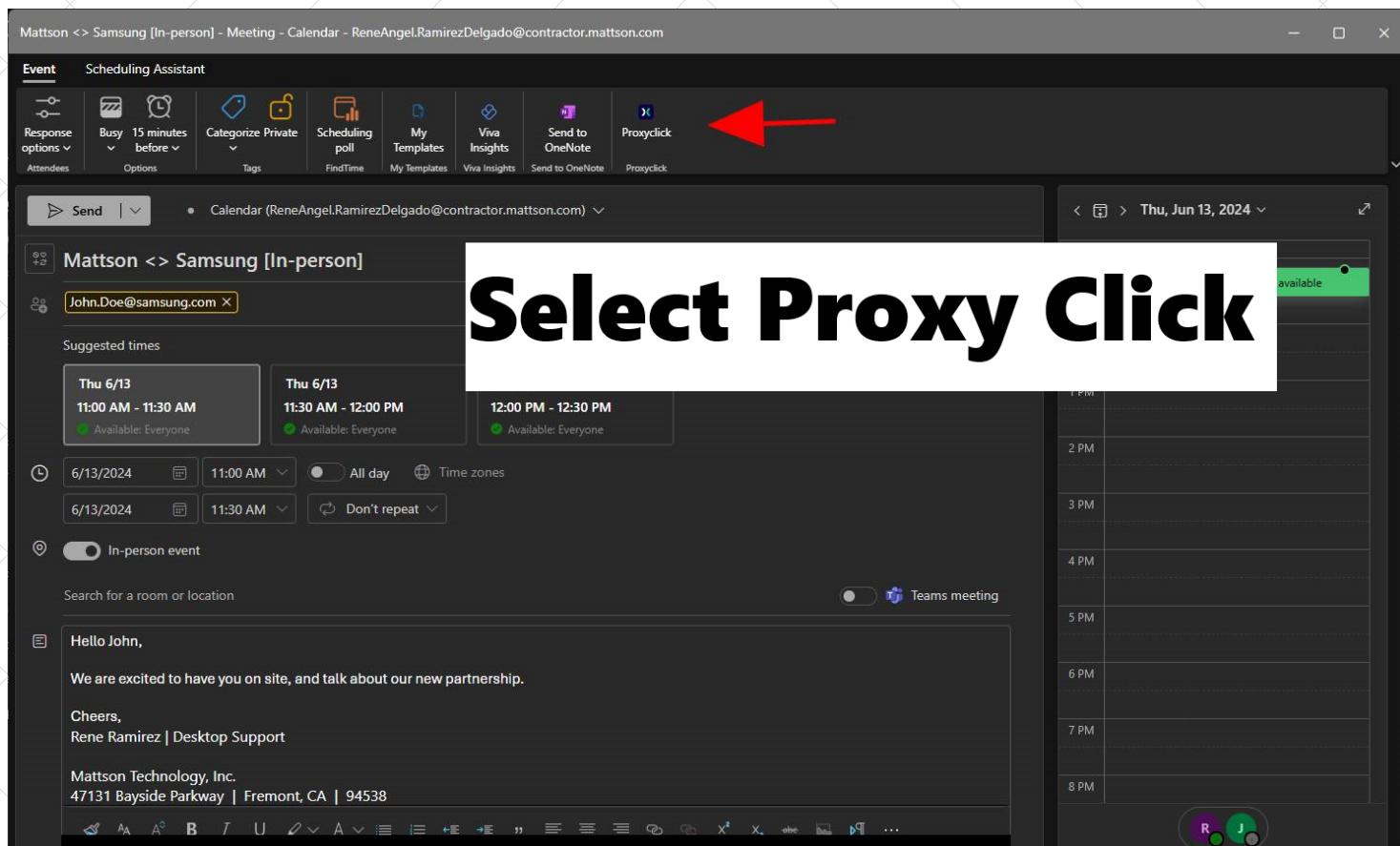
Step 8

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



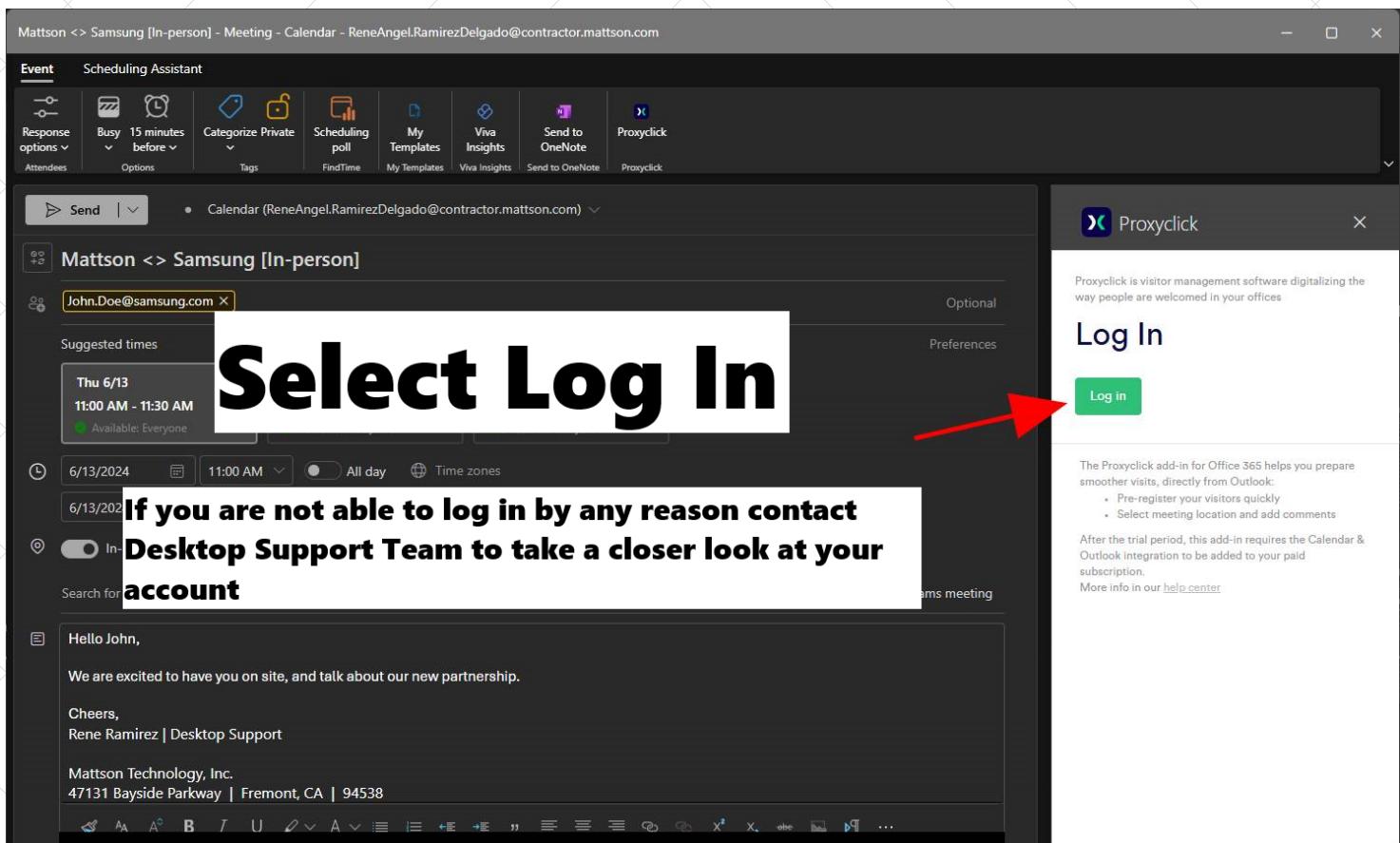
Step 9

Now we have to add proxy click into the invitation, we select the “Proxy Click” button on the top of the menu



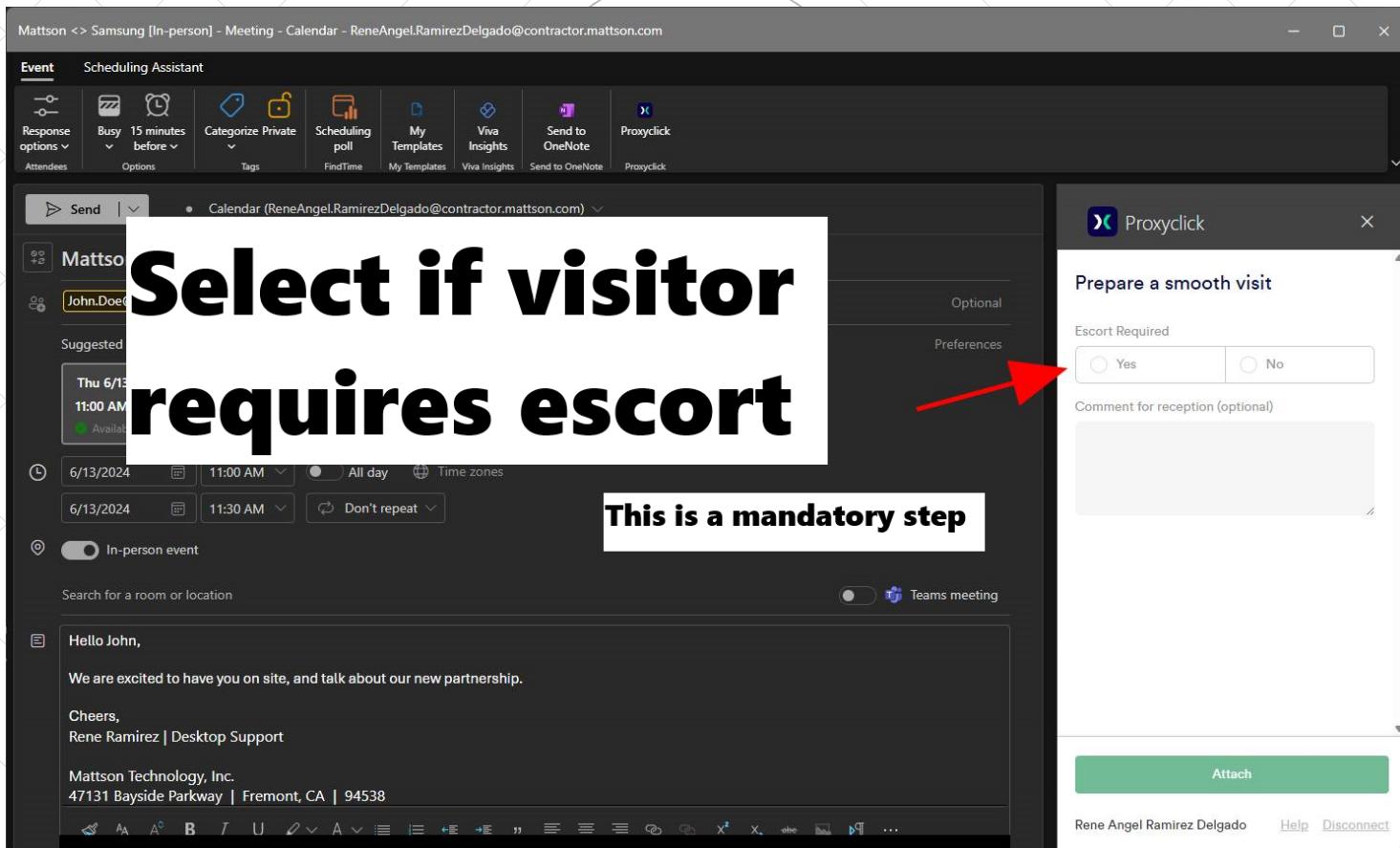
Step 10

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



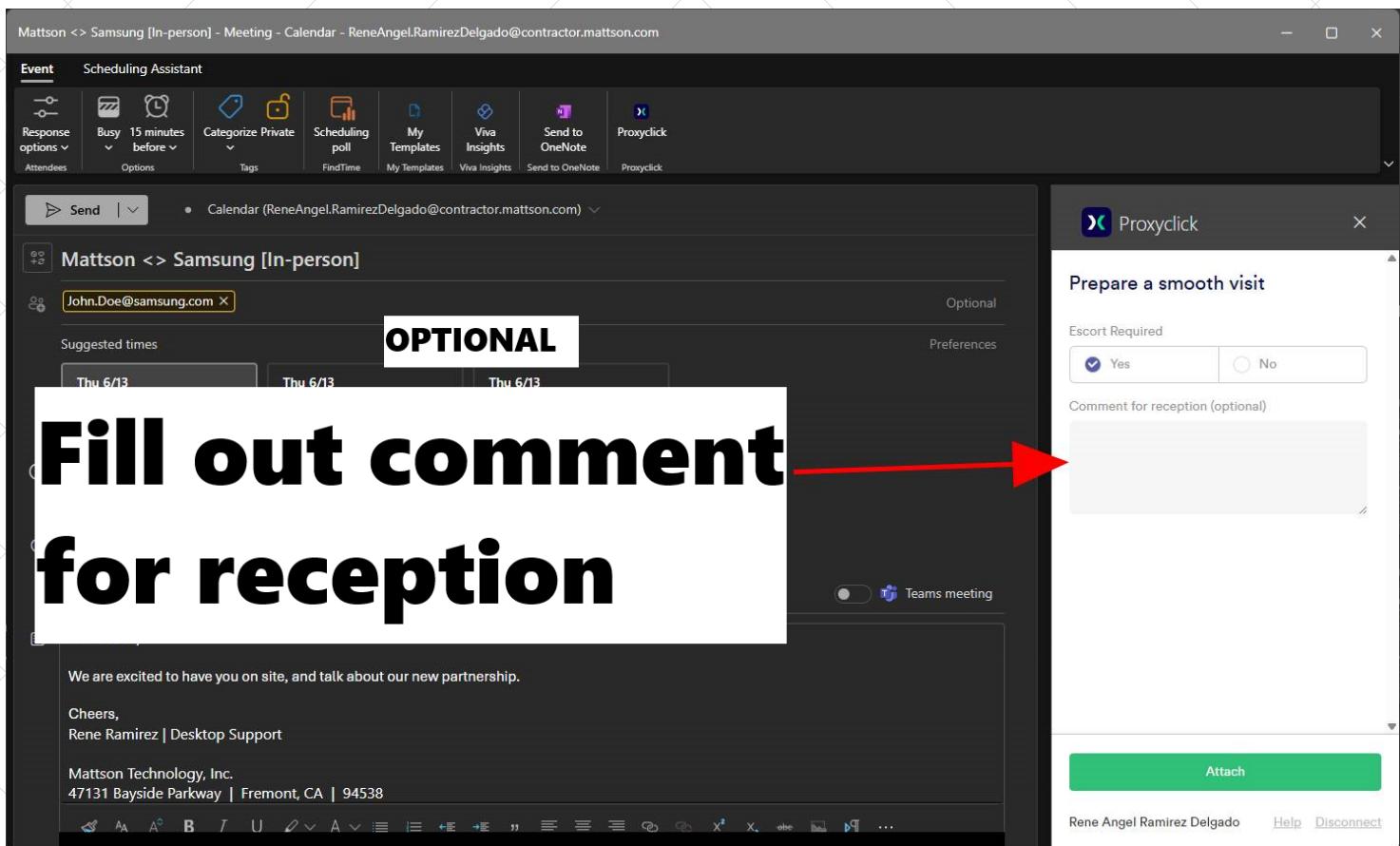
Step 11

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



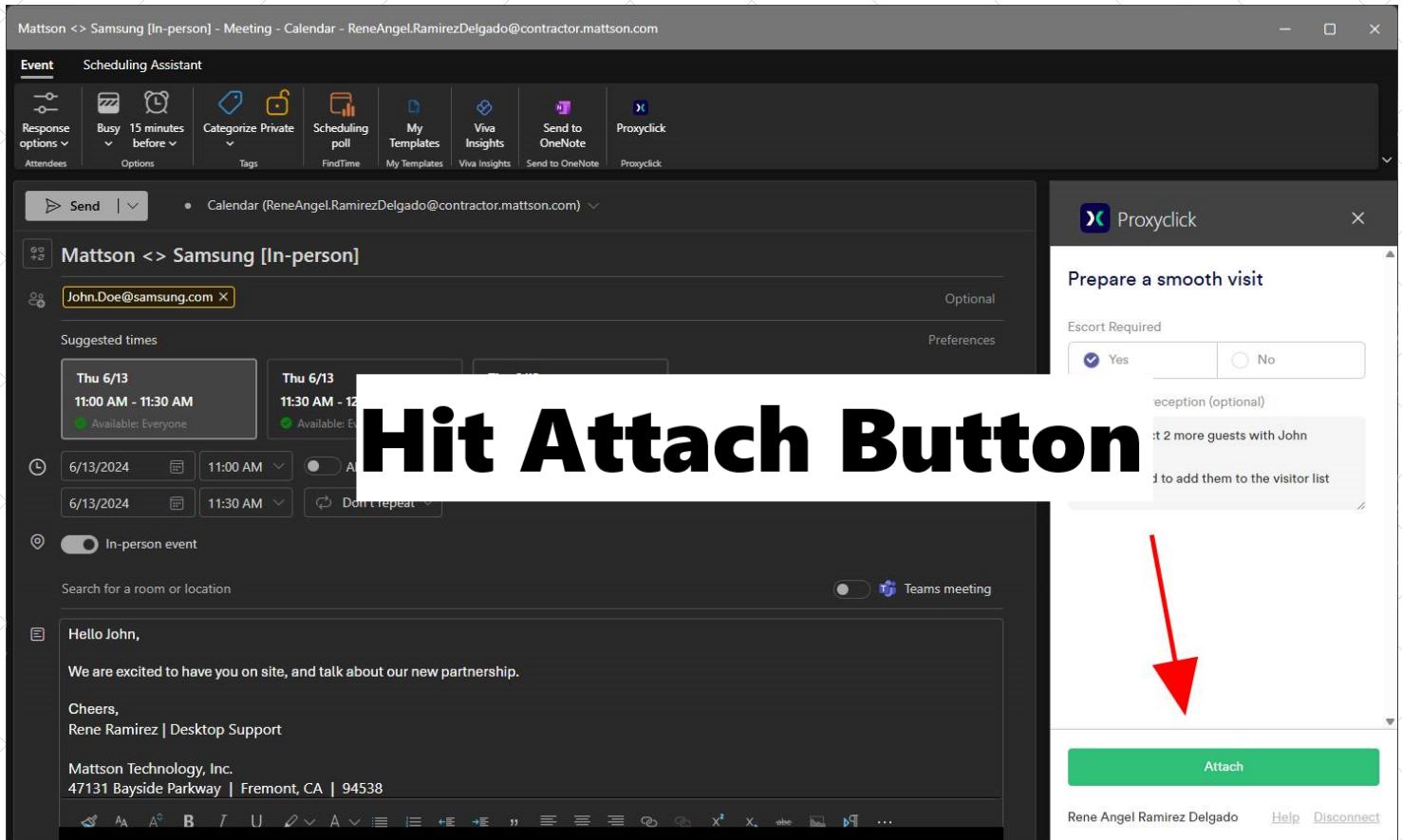
Step 12

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



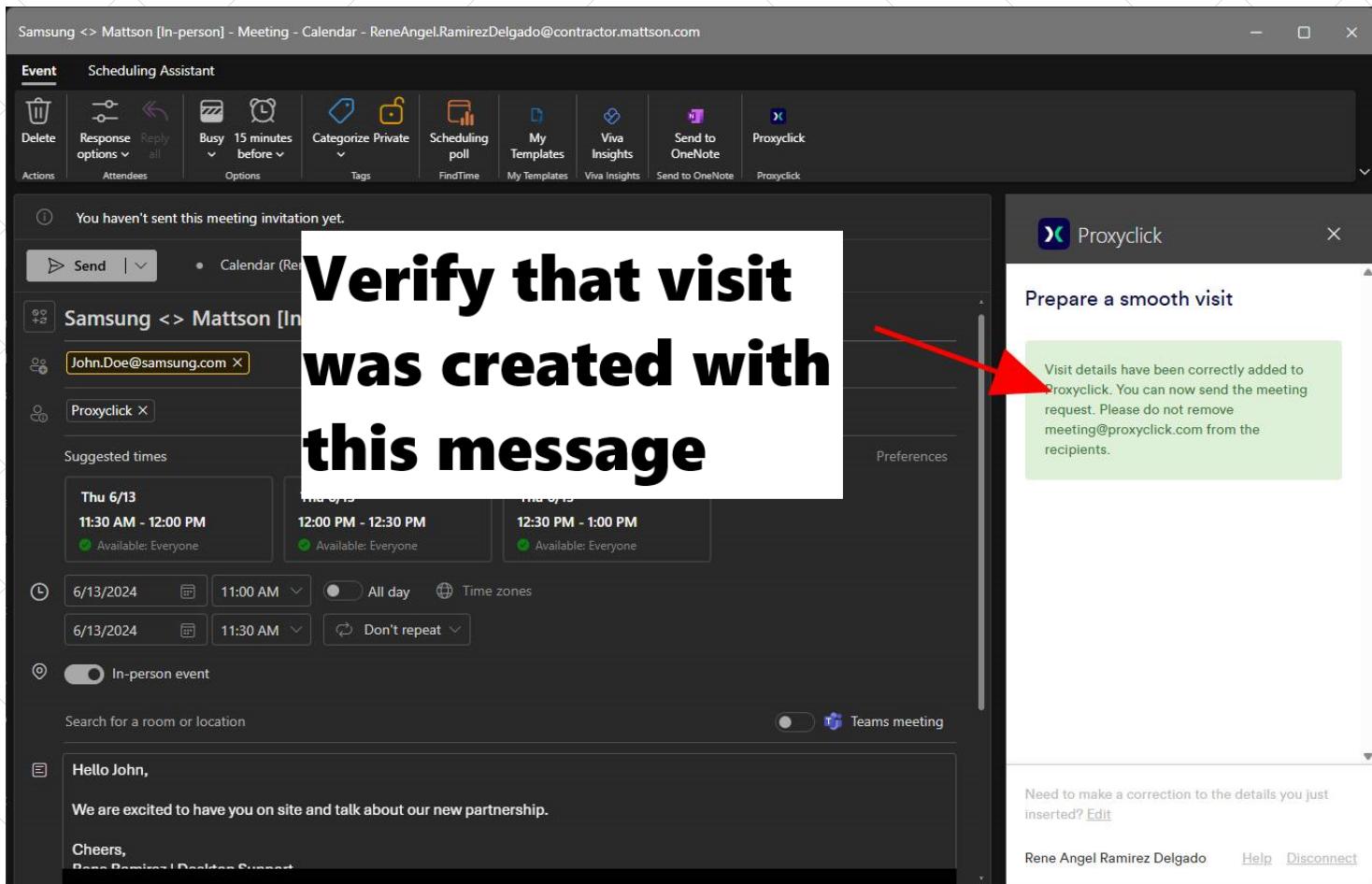
Step 13

Lets hit "Attach" to add proxy click into the meeting



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

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@contractor.mattson.com)

Samsung <> Mattson [In-person]

John.Doe@samsung.com X

Proxyclick X

Proxyclick

Do not remove Proxyclick

Visit

Correctly added to send the meeting move from the

Suggested times

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

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

Thu 6/13 12:30 PM - 1:00 PM 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

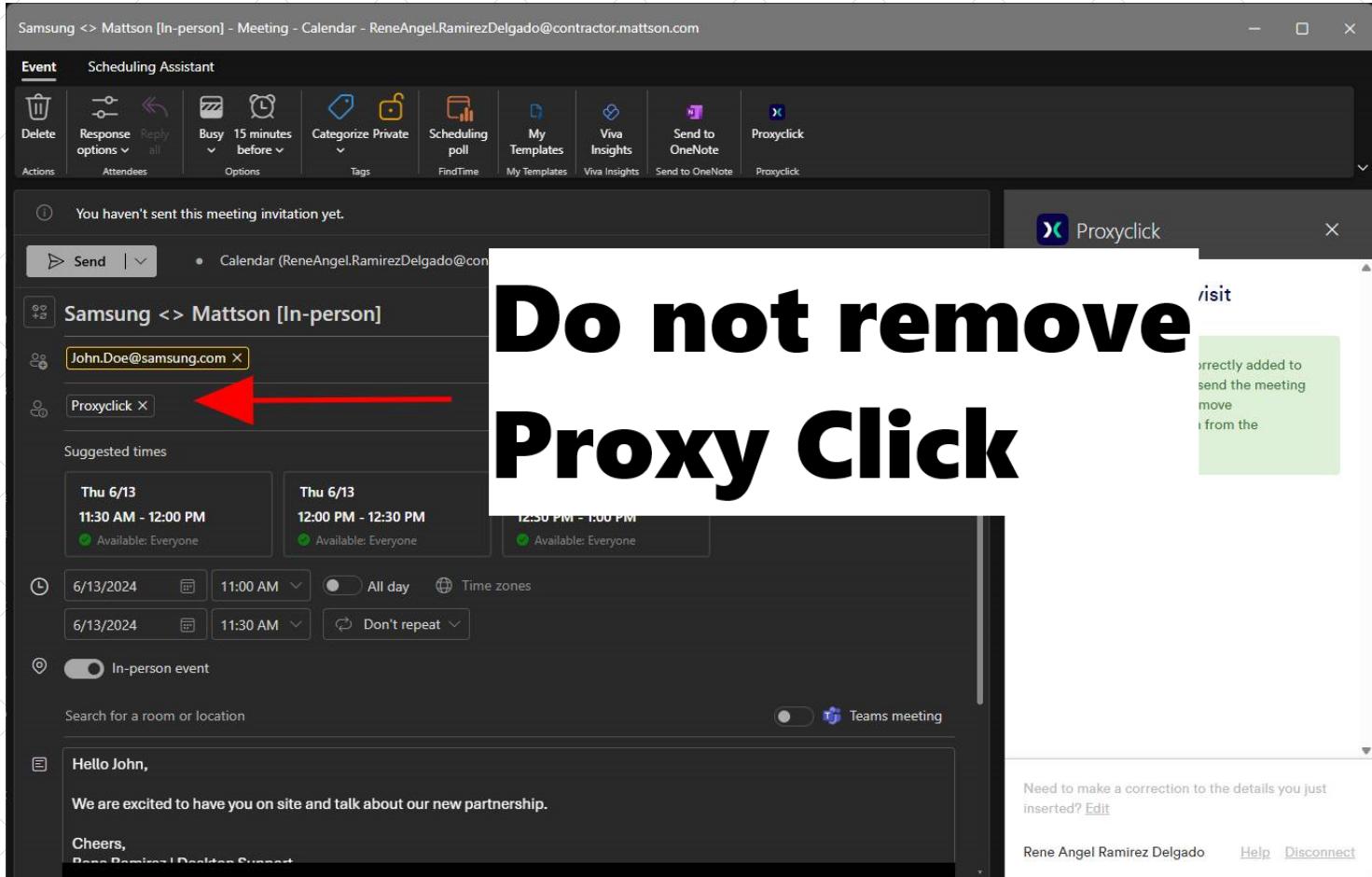
Hello John,

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

Cheers,
Rene Angel Ramirez Delgado

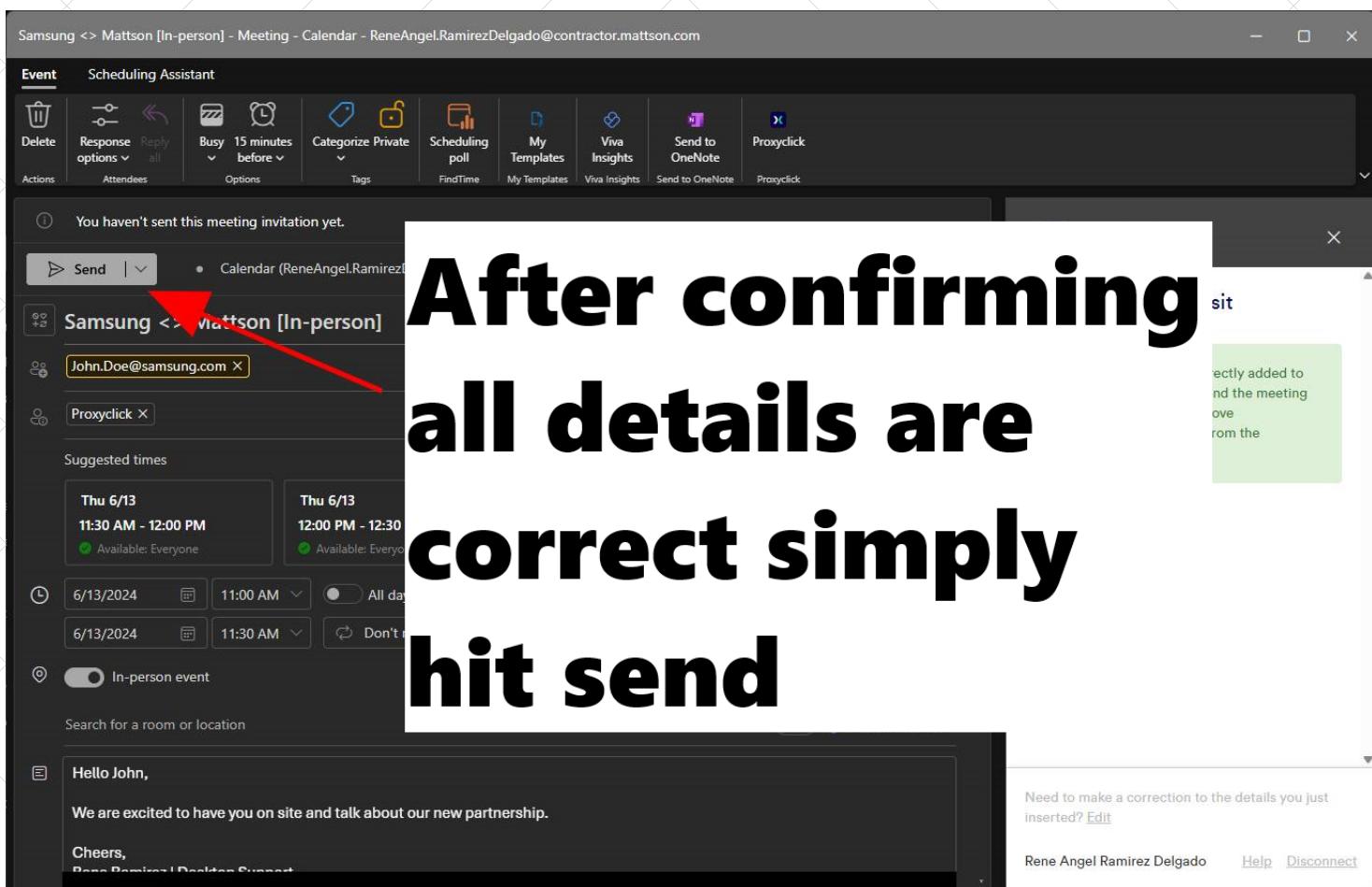
Need to make a correction to the details you just inserted? [Edit](#)

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"



Step 16

Lastly verify the appointment was created by checking your calendar

