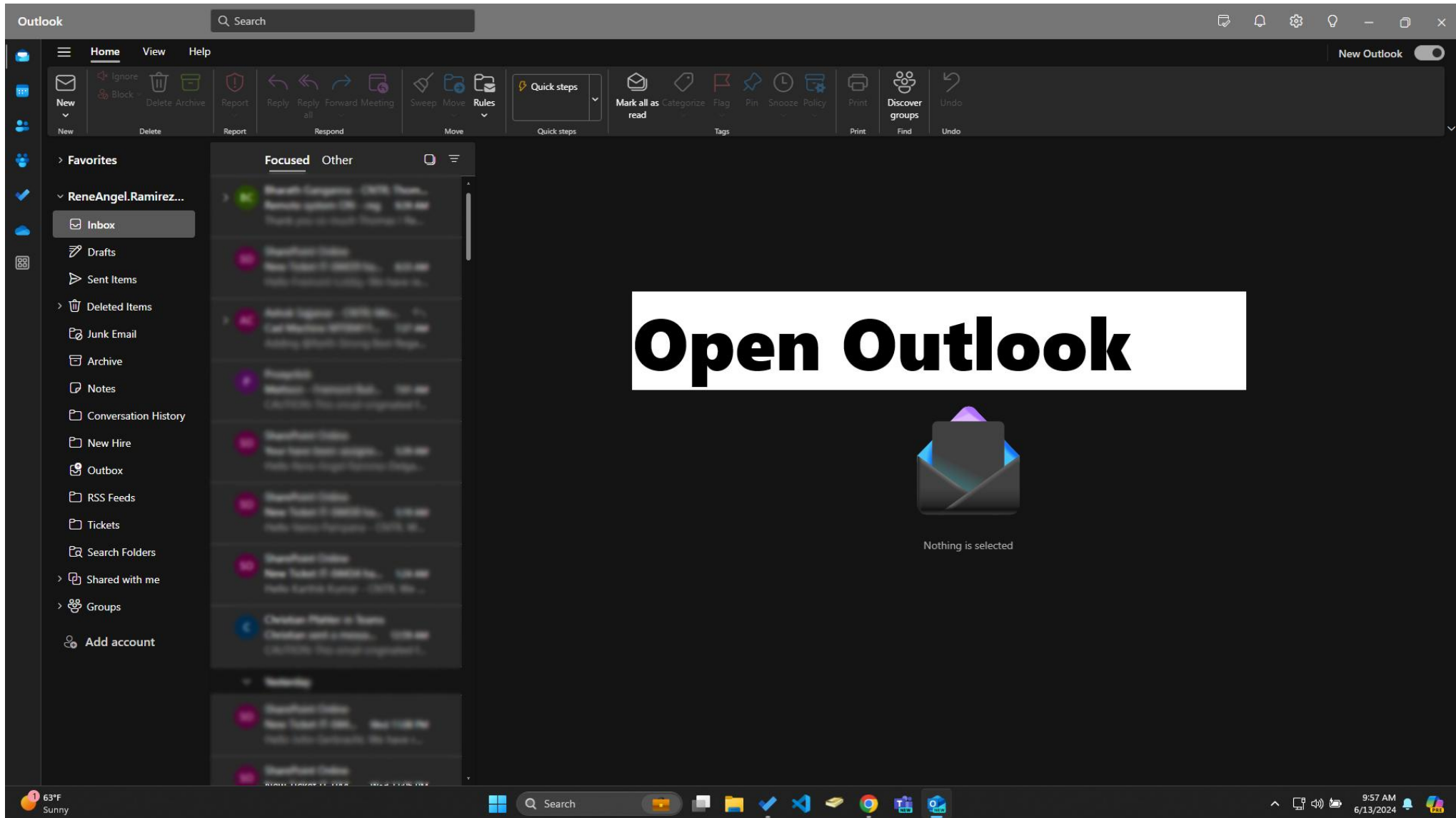
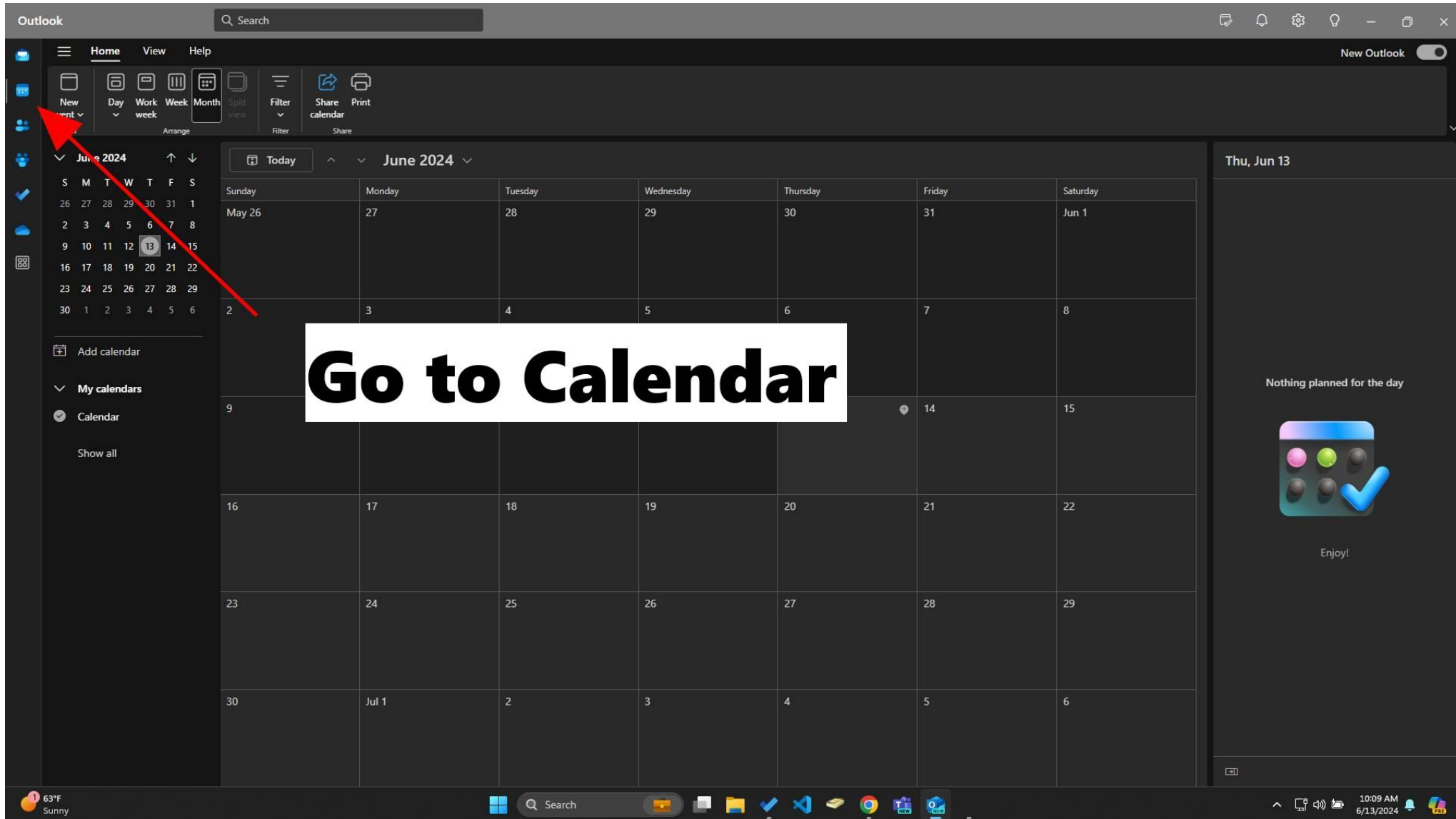


Step 1. Open Outlook either via web or the app, this example uses the new version of Outlook details will be same in any application



Step 2.

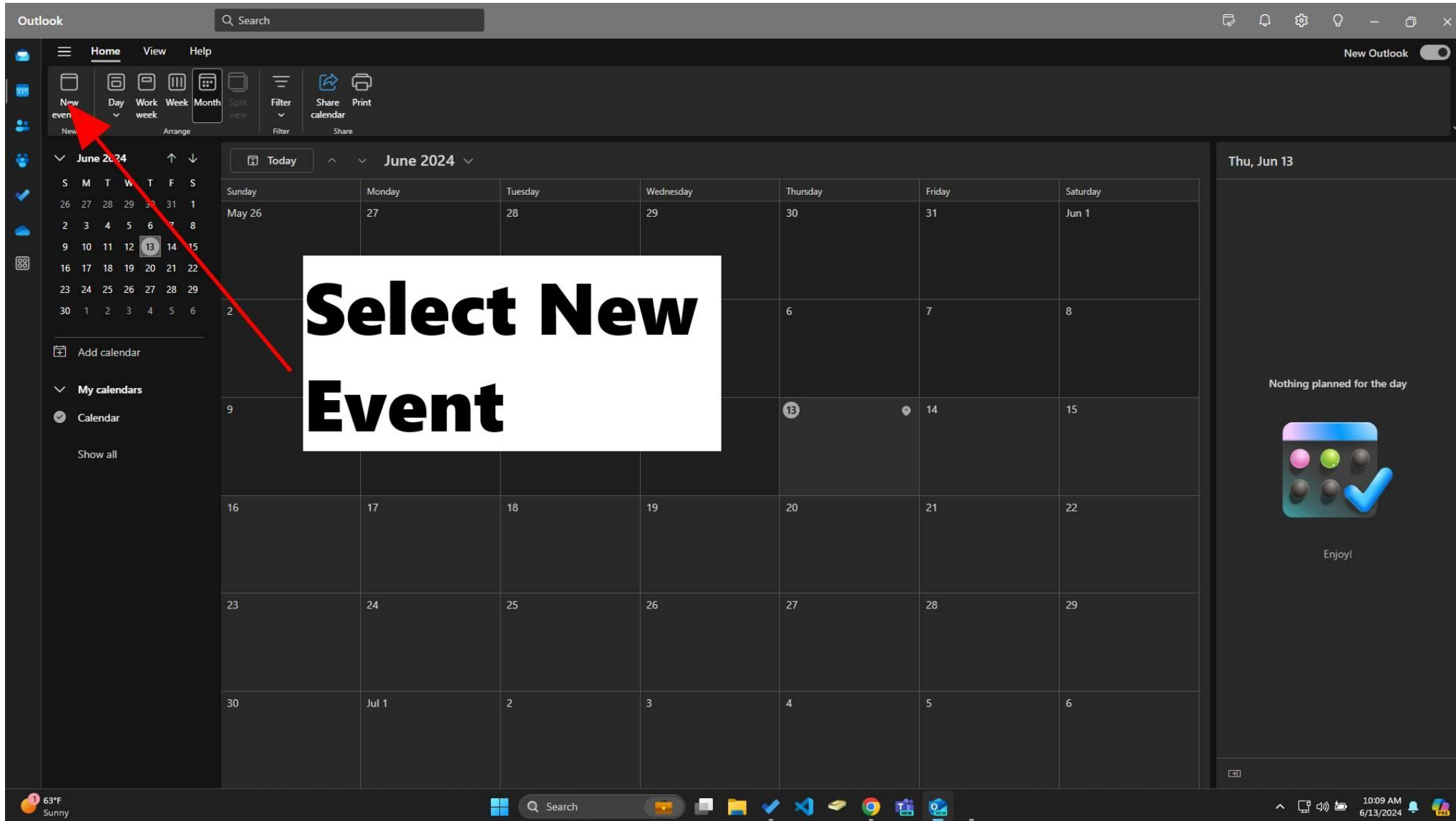
Lets now go over to the calander section



The screenshot shows the Microsoft Outlook application interface. The top bar includes the 'Outlook' title, a search bar, and icons for settings, notifications, and window management. The left sidebar contains navigation icons for Mail, Calendar, People, Tasks, and Notes. The main area displays the calendar for June 2024, with a 'Today' button and a 'June 2024' dropdown. A red arrow points to the 'Calendar' icon in the left sidebar. A large white box with the text 'Go to Calendar' is overlaid on the calendar view. The right sidebar shows the date 'Thu, Jun 13' and a message 'Nothing planned for the day' with a calendar icon and a checkmark.

Go to Calendar

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



The screenshot shows the Microsoft Outlook application window. The top bar includes the 'Outlook' title, a search bar, and icons for mail, calendar, settings, and help. The main ribbon has tabs for 'Home', 'View', and 'Help'. Under the 'Home' tab, there are buttons for 'New event', 'Day', 'Work week', 'Month', 'Split view', 'Filter', 'Share calendar', and 'Print'. A red arrow points to the 'New event' button. A large white text box with the text 'Select New Event' is overlaid on the calendar view. The calendar view shows a monthly grid for June 2024. The right sidebar shows the date 'Thu, Jun 13' and a message 'Nothing planned for the day' with a calendar icon and a checkmark. The bottom status bar shows the weather '63°F Sunny' and the system clock '10:09 AM 6/13/2024'.

Select New Event

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 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

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 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

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

1 PM
2 PM
3 PM
4 PM
5 PM
6 PM
7 PM
8 PM

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

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

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

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

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

Thu, Jun 13, 2024

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

12 PM

5 PM

6 PM

7 PM

8 PM

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 Optional

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

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

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

12 PM

1 PM

6 PM

7 PM

8 PM

R J

Select In-Person Event

Step 7. Let's remove the Teams Meeting as this will 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

Mattson <> Samsung

John.Doe@samsung.com

Suggested times

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

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

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

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

R J

Uncheck Teams Meeting

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

The screenshot shows the Microsoft Teams scheduling interface. At the top, the window title is "Mattson <> Samsung [In-person] - Meeting - Calendar - ReneAngel.RamirezDelgado@contractor.mattson.com". The interface includes a top bar with various icons for "Response options", "Busy", "15 minutes before", "Categorize", "Private", "Scheduling poll", "My Templates", "Viva Insights", "Send to OneNote", and "Proxyclick". Below this is a "Send" button and a dropdown menu. The main section displays the meeting title "Mattson <> Samsung [In-person]" and the guest "John.Doe@samsung.com". Under "Suggested times", three time slots are shown for Thursday, 6/13: "11:00 AM - 11:30 AM", "11:30 AM - 12:00 PM", and "12:00 PM - 12:30 PM", all marked as "Available: Everyone". Below the time slots, there are fields for the date (6/13/2024), time (11:00 AM and 11:30 AM), and options for "All day", "Time zones", and "Don't repeat". A toggle for "In-person event" is also present. A search bar for "Search for a room or location" is located below the event details. On the right side, a calendar view shows the date "13, 2024" and a time slot "11:30 AM" with the status "You are available". At the bottom, a text area contains the message: "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". A red arrow points from the text area to the "Details are not mandatory" annotation. A large white box with the text "Insert Meeting Details" is overlaid on the top right of the interface.

Insert Meeting Details

Details are not mandatory

Search for a room or location

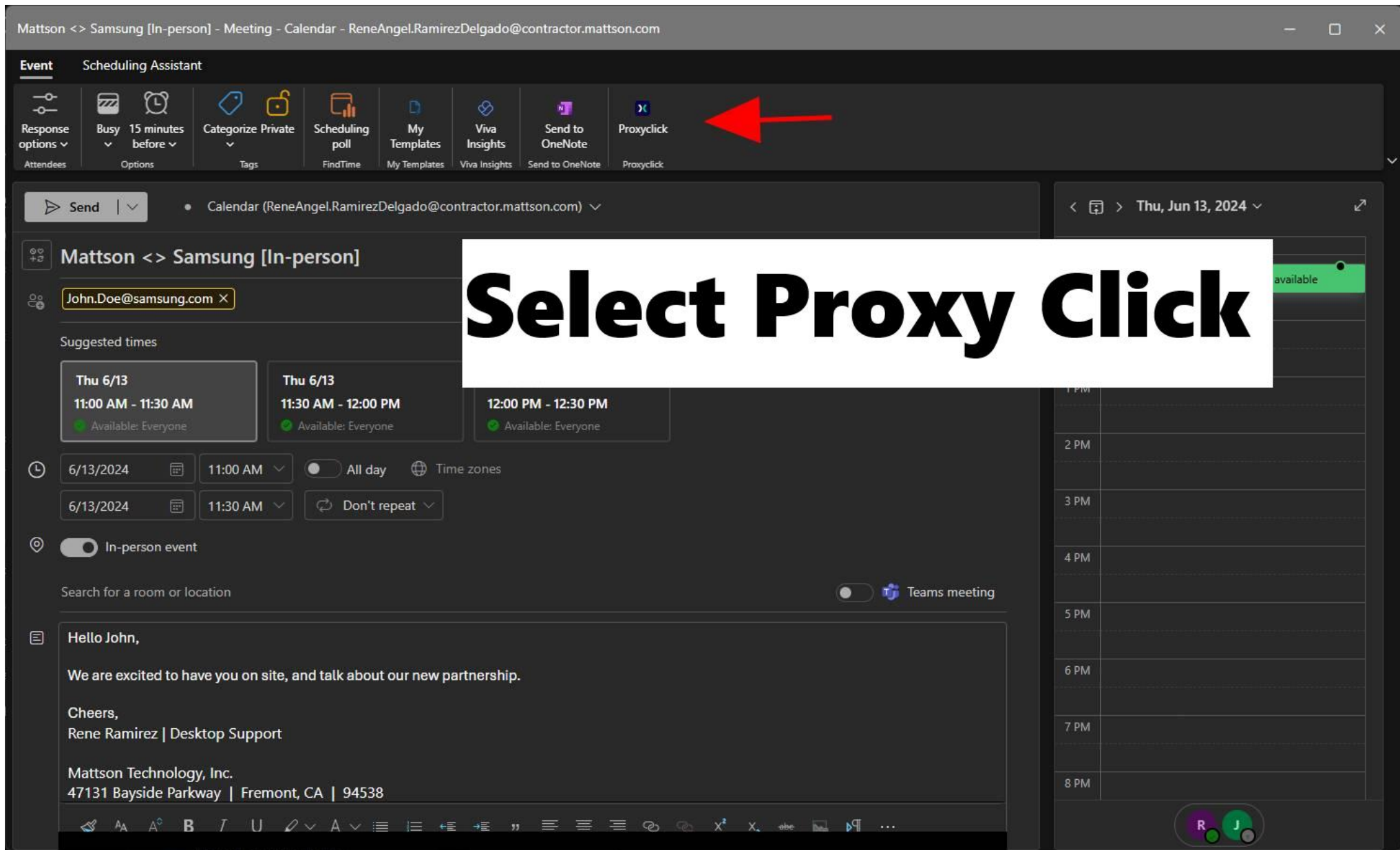
Hello John,

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

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



The screenshot shows the Microsoft Teams meeting scheduler interface. At the top, the window title is "Mattson <> Samsung [In-person] - Meeting - Calendar - ReneAngel.RamirezDelgado@contractor.mattson.com". Below the title bar is a toolbar with various icons. A red arrow points to the "Proxyclick" icon, which is a blue square with a white 'X' and the text "Proxyclick" below it. The main area of the interface shows the meeting details for "Mattson <> Samsung [In-person]". The invitee is "John.Doe@samsung.com". The suggested times are listed as "Thu 6/13" with three options: "11:00 AM - 11:30 AM", "11:30 AM - 12:00 PM", and "12:00 PM - 12:30 PM". Each time slot has a green checkmark and the text "Available: Everyone". Below the suggested times, there are fields for the date and time, a toggle for "All day", a "Time zones" link, and a "Don't repeat" dropdown. There is also a toggle for "In-person event". At the bottom, there is a search bar for "a room or location" and a "Teams meeting" toggle. The meeting description is "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".

Select Proxy Click

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

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

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

Mattson <> Samsung [In-person]

John.Doe@samsung.com

Select Log In

Suggested times

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

6/13/2024 | 11:00 AM | All day | Time zones

6/13/2024

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

Search for

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

Proxyclick

Proxyclick is visitor management software digitalizing the way people are welcomed in your offices

Log In

Log in

The Proxyclick add-in for Office 365 helps you prepare smoother visits, directly from Outlook:

- Pre-register your visitors quickly
- Select meeting location and add comments

After the trial period, this add-in requires the Calendar & Outlook integration to be added to your paid subscription.
More info in our [help center](#)

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

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

Event Scheduling Assistant

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

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

Select if visitor requires escort

Optional Preferences

This is a mandatory step

Proxyclick

Prepare a smooth visit

Escort Required

☒ Yes ☐ No

Comment for reception (optional)

Attach

Rene Angel Ramirez Delgado [Help](#) [Disconnect](#)

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

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

The screenshot shows the Microsoft Teams interface for scheduling a meeting. The main window displays the meeting details for "Mattson <> Samsung [In-person]" with the guest "John.Doe@samsung.com". A large white text box with the word "OPTIONAL" is overlaid on the meeting details. Below this, a large white box contains the text "Fill out comment for reception" with a red arrow pointing to the "Comment for reception (optional)" field in the Proxyclick sidebar. The sidebar is titled "Proxyclick" and contains the following fields:

- Prepare a smooth visit**
- Escort Required**: Radio buttons for "Yes" (selected) and "No".
- Comment for reception (optional)**: A text input field.
- Attach**: A green button.

At the bottom of the sidebar, the user's name "Rene Angel Ramirez Delgado" and links for "Help" and "Disconnect" are visible.

Fill out comment for reception

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

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

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 | 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

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

Hit Attach Button

Proxyclick

Prepare a smooth visit

Escort Required

Yes No

reception (optional)

at 2 more guests with John

to add them to the visitor list

Attach

Rene Angel Ramirez Delgado | Help | Disconnect

Verify that the invitation to proxy click has been added with the message below and that
Step 14. 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 | v • Calendar (Re

Samsung <> Mattson [In

John.Doe@samsung.com X

Proxyclick X

Suggested times

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 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 Delgado

Proxyclick X

Prepare a smooth visit

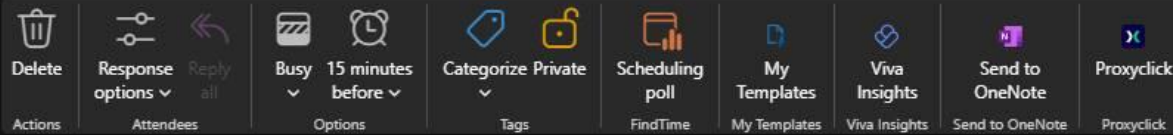
Visit details have been correctly added to Proxyclick. You can now send the meeting request. Please do not remove meeting@proxyclick.com from the recipients.

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

Rene Angel Ramirez Delgado [Help](#) [Disconnect](#)

Verify that visit was created with this message

Event Scheduling Assistant



You haven't sent this meeting invitation yet.

Send

Calendar (ReneAngel.RamirezDelgado@con

Samsung <> Mattson [In-person]

John.Doe@samsung.com X

Proxyclick X

Suggested times

Thu 6/13

11:30 AM - 12:00 PM

Available: Everyone

Thu 6/13

12:00 PM - 12:30 PM

Available: Everyone

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 Ramirez Delgado Support

Do not remove
Proxy Click

Proxyclick

/isit

Correctly 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

The screenshot shows the Microsoft Teams 'Scheduling Assistant' interface. At the top, the browser address bar displays 'Samsung <> Mattson [In-person] - Meeting - Calendar - ReneAngel.RamirezDelgado@contractor.mattson.com'. The interface includes a toolbar with various actions like 'Delete', 'Response options', 'Reply all', 'Busy', '15 minutes before', 'Categorize', 'Private', 'Scheduling poll', 'My Templates', 'Viva Insights', 'Send to OneNote', and 'Proxyclick'. A notification at the top states 'You haven't sent this meeting invitation yet.' Below this, the 'Send' button is highlighted with a red arrow. The meeting details section shows the title 'Samsung <> Mattson [In-person]', the email 'John.Doe@samsung.com', and the location 'Proxyclick'. The 'Suggested times' section lists two time slots for Thursday, 6/13: '11:30 AM - 12:00 PM' and '12:00 PM - 12:30 PM', both marked as 'Available: Everyone'. The 'Event' section shows the date '6/13/2024', the time '11:00 AM', and the option to toggle 'In-person event'. The bottom section contains a message template: 'Hello John, We are excited to have you on site and talk about our new partnership. Cheers, Rene Ramirez | Desktop Support'. A large, bold, black text overlay reads 'After confirming all details are correct simply hit send'. A green notification bubble on the right says 'Successfully added to the meeting overview from the'. At the bottom right, a footer message says 'Need to make a correction to the details you just inserted? [Edit](#)' followed by 'Rene Angel Ramirez Delgado' and links for 'Help' and 'Disconnect'.

After confirming all details are correct simply hit send

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

The screenshot displays the Microsoft Outlook application window. The top bar includes the 'Outlook' title, a search bar, and standard window controls. Below this is a ribbon with tabs for 'Home', 'View', and 'Help'. The 'View' tab is active, showing options for 'New event', 'Day', 'Work week', 'Month', 'Split view', 'Filter', 'Share calendar', and 'Print'. The main calendar area is set to 'Month' view for June 2024. A calendar grid shows dates from May 26 to July 6. A meeting titled '11 AM Samsung <-> Matts' is scheduled for Thursday, June 13th at 11:00 AM. A red arrow points from a text box to this meeting. On the right, a sidebar shows the date 'Thu, Jun 13' and a list of events, including the same meeting. A 'Now' button is also visible. At the bottom, a small notification says 'Update sent'.

Verify meeting created in calendar

Update sent