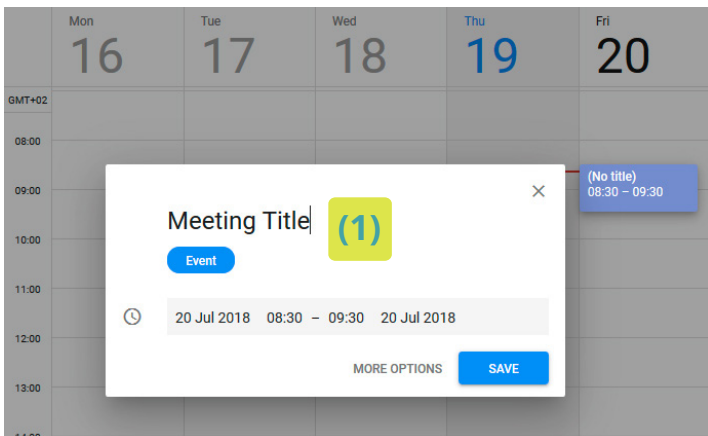# #TPaaS / Types of calls

Booking from Email Clients

### GMail, Outlook, Zimbra, GroupWise...

TPaaS has a series of "connectors" available that allow the creation and management of meetings (Booking) from email clients such as GMail, Outlook, Zimbra, GroupWise... The following images are for guidance and must be adapted to each email client.

In the calendar of our email client we create the meeting and assign title and date. **(1)**
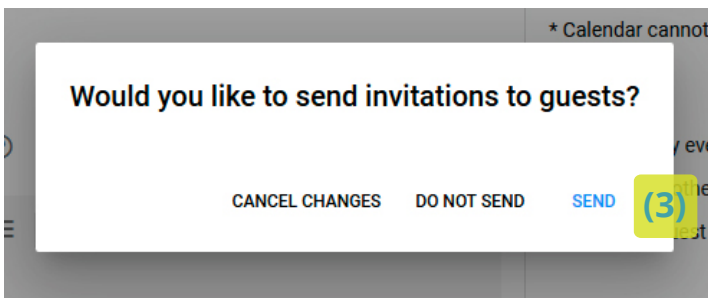
Be aware of notifying the invited participants. **(3)** The service is responsible of automatically sending the corresponding invitation emails. *(see Booking TIP)*
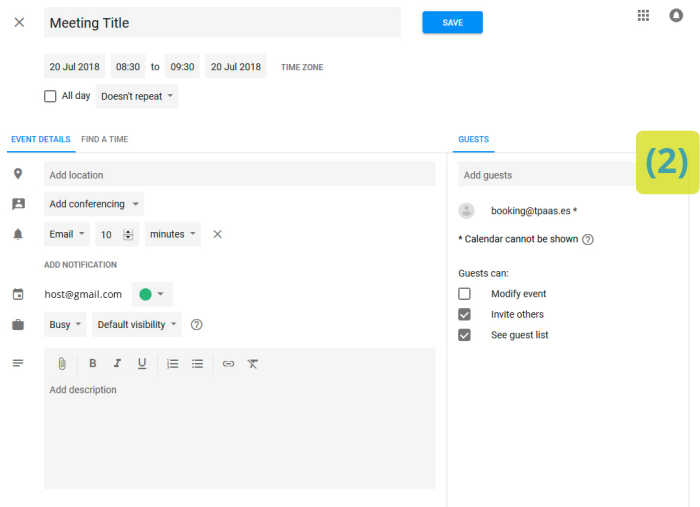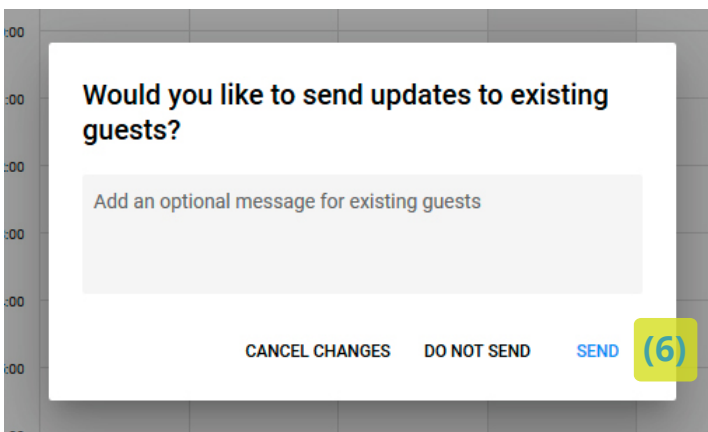

In additional options, we add the details of the meeting and invite the participants. We must always add the user "**booking@tpaas.es/pt/it**", responsible for the "orchestration" and integration of the service. **(2)**

If we have recording licenses, we can record the meeting by adding the user "**recording@video.tpaas.es/pt/it**" at the time of scheduling.
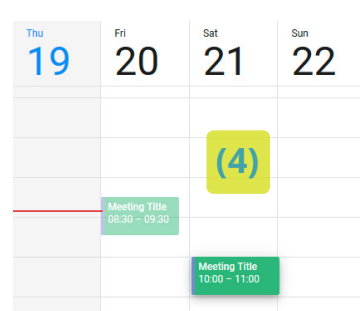
Any modification **(4)** or cancellation of the scheduled meetings **(5)** must be notified to the participants. **(6)**
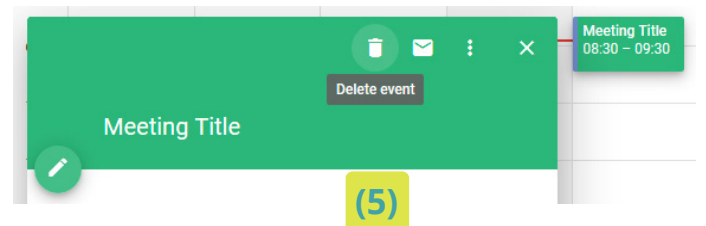
Booking from calendar has been successfully cancelled

booking@tpaas.es