Clearspan PING
Google Calendar Add-in
Installation and Configuration

Version 1

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1 Overview

Clearspan has developed a new collaboration client that supports modern technology leverging WebRTC, End-to-End encryption as well as many other features and functions customers demand.

This Quick Reference Guide provides the steps necessary to add the Google Calendar Extension

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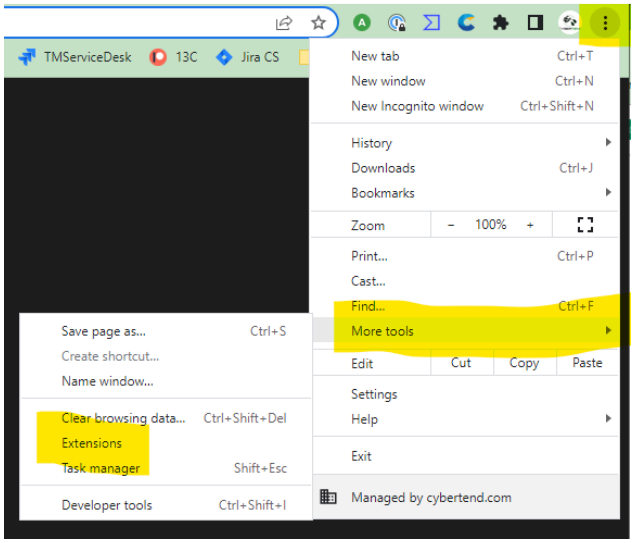
2 Installation

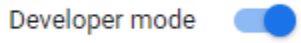
These steps apply to all versions of Chrome running in Windows, MacOS and Linux systems.

In this current release of the client, Clearspan does not have the Google Extension available in Googles Extension library.

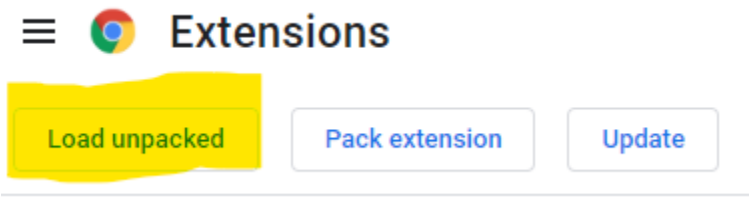
1) Obtain Google Extension installation files from your Clearspan sales representative
    a. The file will be named “Clearspan-Google-Addon.zip”
2) Unzip the file to a folder of your choosing
3) From Google click the three dots in the upper right corner of your screen within the browser, select “More Tools” and Extensions



4) From the Extensions window, turn on developer mode in the upper right corner of the window.



5) You will see three new menu options show up in the upper left corner under Extensions



6) Click “Load unpacked”

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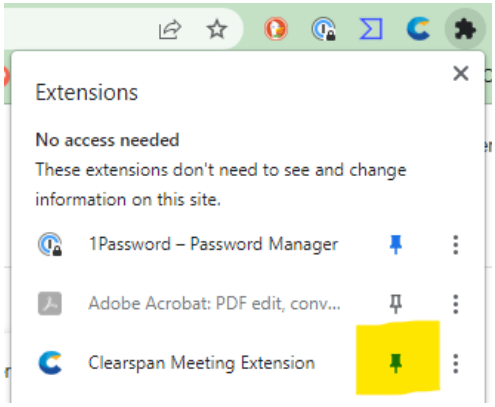
7) A new window will popup asking you to “Select the extension directory”
8) Select the folder where you unzipped the original files
9) You will get a popup message saying “Extension Loaded”
10) Close the Extension tab
11) Navigate to the Google Extension Manager and pin the Clearspan Client extension



12) Close Extension dialauge box
13) Click the Clearspan Client radio button now in the extension list in the upper right corner of Chrome.
14) Paste in your Personal Conference Room Link.
    a. In the Clearspan Client under your Personal Conference Room, you can copy the link
    b.

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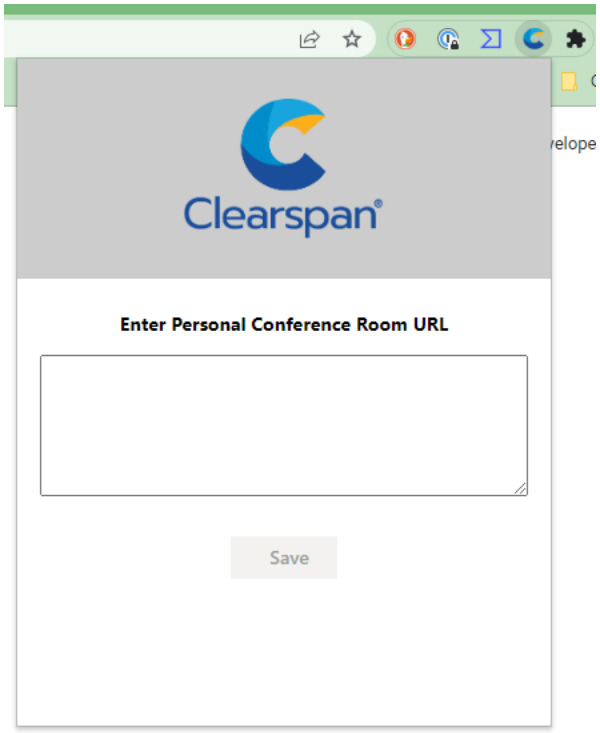
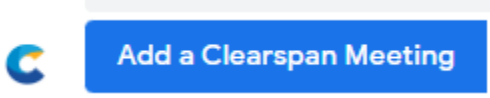


c. Click Save

15) You will need to re-start Chrome in order for the personal conference room link to be read by your calendar

Google Calendar will now have a new option to “Add a Clearspan Meeting”



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