AvePoint Meetings Pro is available for both SharePoint Server 2013 and SharePoint Server 2016.

**Outlook Integration**

- **Meeting Invitation** – Embed invitations to Meetings from Outlook using the Meetings Outlook plug-in, allowing end users to easily create, schedule, and modify online meetings from one place.

![Meeting Invitation Example](image)

An end user can create, schedule, modify, and invite attendees from their Outlook ribbon or browser.

- **Meeting Synchronization** – Outlook Calendar and AvePoint Meetings Pro automatically syncs to enable users to view and join any meeting.

- **Task Synchronization** – The automatic sync between Meetings Pro and Exchange Server allows users to view and edit all tasks assigned to them directly through Outlook.

**SharePoint Meetings Management**

- **Create Meetings** – Schedule and invite attendees to a single, multiple, or reoccurring meetings.
- "Roll Call" Capabilities – Automatically create a new meeting, or duplicate a recurring or existing one, invite new and set attendees, and take attendance.

- Enhanced Collaboration – A centralized space for attendees to join discussions and collaborate on meeting items and tasks.

- Resource Sharing – Users can upload attachments or add reference links either before, during, or after meetings. Meeting notes, decisions, actions and shared files are synced in real time.

- Export Meeting Content – Users can export all meeting content into a PDF file.

- Flexible User Interface – Users can move agenda items around with the drag and drop capability.

- Task Overview – End users can view and track tasks, update statuses and see future tasks through a single pane of glass.

- Simple Search – Search through all meetings by keyword to quickly and easily locate important information.

- Manage Meetings On-the-Go – Create, organize, and attend meetings on a mobile device.
- Rich Text Support – Comprehensive text editing tools – including bold, underline, and bulleted text styles—allow end users to easily take notes and enhance text.

**Task Overview**

**Manage Meetings on iOS**

**Simplified and Secure Meeting Management**

- **Search and Classifications** – Classify meeting items with out-of-the-box and configurable tags. Search for meetings by keyword and configurable metadata to quickly locate important information, attachments, attendees, links, etc.

- **Report Dashboard** – Centralized dashboard where administrators can track the status and progress of tasks through intuitive reporting.

**Hosted on Microsoft Azure** – AvePoint Meetings Pro takes advantage of cloud scalability to easily support any number of business users and SharePoint sites. With Azure's 99.95% monthly SLA, business users have reliable access to their most up-to-date tasks and calendars.

- **Granular Restore** – Granularly restore all meeting content.

- **Agenda-Level Security Trimming** – Uses site-level security trimming to delegate and limit the accessibility of meeting information, ensuring it’s only granted to the appropriate audience.
Enterprise-grade Monitoring – System Center Operations Manager (SCOM) plug-in allows system administrators to monitor the health and performance of AvePoint Meetings Pro across multiple dimensions, including but not limited to errors, slow-loading meetings and pages, and time to create meetings.

**Supported Technologies**

- **Browser Support** – Internet Explorer 11 and later, and Google Chrome web browsers
- **Mobile Support** – Apple iPad, Apple iPhone

*Requires installation of a client-side plug-in.

For a comprehensive list of new features in this release, please view our AvePoint Meetings Pro Release Notes.

**Next Steps**

Try It Now
Call: 201.793.1111
E-mail: Sales@AvePoint.com

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