

simplex Meeting & simplex Collector Integration

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1 Overview

With the integration of the two systems [simplex Meeting](#) & [simplex Collector](#), another big step has been taken to use the possibilities across systems.

The *simplex Meeting* & *simplex Collector* integration allows the *simplex Meeting* organizers to upload the meeting summaries and recordings to their *simplex Collector* account automatically just after the meeting.

2 Prerequisites

The *simplex Meeting* & *simplex Collector* integration needs to be configured and activated for each *simplex Meeting* White Label instance separately. Furthermore, the *simplex Meeting* White Label account customer must have also a *simplex Collector* resp. account.

Please contact us if you do not have this feature enabled in your *simplex Meeting* White Label account or if you do not have a *simplex Collector* instance resp. account.

3 Enable simplex Meeting & simplex Collector integration as a Meeting Organizer

Once you have this feature available you can activate the integration in your *simplex Meeting* account under "Settings" > "simplex Collector integration" by confirming the checkbox and selecting "Yes".

Important: Please note that your *simplex Collector* account email address and your email address in this *simplex Meeting* account must be the same in both systems.

Simplex Collector integration

We will automatically upload your meeting summaries and recordings to your Simplex Collector account.

Important information: You need a Simplex Collector account and your email address must be the same in both systems.

I agree to automatically send my meeting documents and recordings to Simplex Collector

Enable Simplex Collector integration Yes No

Simplex Collector integration

We will automatically upload your meeting summaries and recordings to your Simplex Collector account.

Important information: You need a Simplex Collector account and your email address must be the same in both systems.

I agree to automatically send my meeting documents and recordings to Simplex Collector

Enable Simplex Collector integration Yes No

The integration can also be deactivated here at any time by selecting "No".

4 Meeting Documents in simplex Collector

Once enabled for an account and under the account settings of the meeting organizer your meeting summaries and recordings will be upload to your *simplex Collector* account as a private collection under "Collections" > "My collections" under the name of the meeting title automatically just after the meeting was closed.

My collections:

ID	Collection name	Items	Created	Access	Owner	Show in collection bar	Options
1955	My Collection	0	23 December 20	🔒		<input checked="" type="checkbox"/>	🔗 +
1959	Test Collector	3	29 December 20	🔒		<input checked="" type="checkbox"/>	🔗 +
1962	Test Collector permissions	2	29 December 20	🔒		<input checked="" type="checkbox"/>	🔗 +
1963	New Test Collector	2	29 December 20	🔒		<input checked="" type="checkbox"/>	🔗 +
1964	Test Collector Webinar	3	29 December 20	🔒		<input checked="" type="checkbox"/>	🔗 +

"Test Collector" simplex Meeting documents and recording:

