

UCB CONFERENCE CALLING GUIDE

(VIA OUTLOOK)

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CREATING AN INSTANT CONFERENCE

1) Click on Conferences 👡

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2) Click on Create

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Meet Now Create			o,	—,—
My Conferences	Conference	Organizer	Start	End
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3) Enter in the Name of the Conference, then press next

dd New Conference			X
Enter the Conferer	nce Name		
Enter the display name of th	e new conference		
Name: Kristi LePore		 	-

4) Click on Instant Conference

Select one of the options below to create your new contenence Instant Conference Create a conference to start new using the default setings Scheduled Conference Schedule a conference Schedule a conference Deale a conference the inpedia of a specified time Deale a conference the inpedia of a specified time	Choose how to create the new conference
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	Create a conference that repeats at a specified frequency
	< <u>Back</u> <u>Next</u> > Cancel <u>H</u>



5) See your Regenerate PIN, press Next



<u>Note</u>: It is important to remember your Regenerate PIN as you will need to give it to the contacts you would like to join in on the Conference

6) Click Add Unspecified Participants



7) Enter the amount of Participants you would like to join in on the conference (Example: 3), then click next.

Add New Conference	×
Add Unspecified Participants Specify the number of unnamed participants that you wish to reserve connections for and click Next.	
Reserved Connections: 🗐 📑 (Max 15)	
< Back Next > Cancel Help	

<u>Note:</u> The amount of Participants you enter will be the *maximum* amount that will be able to join in on the Conference.



8) See spots in Reserve, Click Next

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Cor	nference Particir	pants	
Click when	on one of the options b complete.	pelow to add new participants o	r conference rooms. Click Next
→	Add a new <u>P</u> ar	ticipant	
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9) Click Send Email Notification, then click Next

Check the box if you w	ant to send an email to all the participant	s with email addresses
them all the details abo	ut the conterence.	
Send Email Notifica	ation	
Name	Address	
Kristi LePore	kiepore@nacgceleco	

10) Click Finish





 B 0 0 Calendar X Delete appointment Stheduling Meeting Wheeting Alegonises-Recurrence Time Categorize 1 Spelling Converd Show have not been sent for this r
 Tom
 Krist LePare

 Subject:
 Conference: Kristi LePare

 Location:
 Conference

 Start time
 Fri 4.16-0010
 V
 12.30 PM
 V
 All day event

 End time
 Fri 4.18-0010
 V
 1.00 PM
 V
 You have been invited to the conference 'Kristi LePore' occurring on 4/16/2010 from 12:30 pm to 1:00 pm Conference: Kristi LePore * Organizer: Kristi LePore * PIN: 165111 * Reserve Time: 10 minutes * Start Date/Time: 4/16/2010 12:0:00 PM * End Date/Time: 4/16/2010 1:00:00 PM Conference Access * External: +1 (604) 5194068 * Internal: 429 Participants * Kristi LePore (Organizer) 2 0

11) Click send for the notification to be emailed to you

<u>Note</u>: You can enter in the email addresses of the Conference Calling Participants for this notification to be sent to them as well as yourself (Or you can simply forward the notification to them once you have received it)



CREATING A SCHEDULED CONFERENCE

1) Click on Conferences 👡

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	Vince V				

2) Click on Create

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🥂 Meet Now 📝 Create.			ø ,	—,—
My Conferences Active	Conference	Organizer	Start	End
History				
Scheduled				

3) Enter in the Name of the Conference, then press next

Add New Conference	×
Enterthe Conference News	
Enter the Conference Name	
Enter the display name of the new conference	
Name: Kristi LePore	
,	
< Back Next > Cancel Help	

4) Click on Scheduled Conference

	Add New Conference
	Choose how to create the new conference
	Select one of the options below to create your new conference
	Instant Conference
	Create a conference to start now using the default settings
	Scheduled Conference
- 1	Schedule a conference to start at a specified time
	→ Recurring Conference
	Cleate a conference that repeats at a specified frequency
1	
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	e Bace Gauss Caucia Dab



5) Enter the start and end time of the conference, then click Next



6) Enter the amount of time you would like to give Participants to call in before Conference begins, then click Next



1) See your Regenerate PIN, press Next



<u>Note</u>: It is important to remember your Regenerate PIN as you will need to give it to the contacts you would like to join in on the Conference



7) Click Add Unspecified Participants

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7	Add a new <u>P</u> a	inticipant
Þ	Add a new Co	nference <u>R</u> oom
5	Add Unspecif	ied Participants
Con	nections Available:	: 15
	Name	Number
8	Kristi LePore	209

8) Enter the amount of Participants you would like to join in on the conference (Example: 3), then click next.

Add New Conference	×
Add Unspecified Participants Specify the number of unnamed participants that you wish to reserve connections for and click Next.	
Reserved Connections: 🖪 🚞 (Max 15)	
< Back Vext > Cancel Help	

<u>Note:</u> The amount of Participants you enter will be the *maximum* amount that will be able to join in on the Conference.

9) See spots in Reserve, Click Next

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Click wher	c on one of the options b n complete.	elow to add new participants or	conference rooms. Click Next
⇒	Add a new <u>P</u> arl	ticipant	
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Add I	lew Conference		
E G	mail Notification teck the box if you want to an all the details about the [Send Email Notification]	send an email to all the part conference.	cipants with email addresses giving
	Name	Address	
5	6 Kristi LePore	Kepore@inatgtele	00

10)Click Send Email Notification, then click Next

11) Click Finish

Add	New Conference	×
1	Verify the Conference Settings The conference will be configured with the following parameters	
	Conference Kosh LePose Noperozec Kolin LePose PN. 110215 Stot: Immediately Conference Access Estancia: +1 (504) 5134060 Estancia: +2/3 Paticapants Kasi LePose Kayule Nooleboo	
	< Book Enish Concel Help	

12) Click send for the notification to be emailed to you



<u>Note</u>: You can enter in the email addresses of the Conference Calling Participants for this notification to be sent to them as well as yourself (Or you can simply forward the notification to them once you have received it).



13) Under your Conference tab, click on Scheduled to view your upcoming Conferences





CREATING A RECCURING CONFERENCE

1) Click on Conferences



2) Click on Create

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My Conferences			•	
Ky Conferences Kernel Kernel Kernel Kernel Scheduled	Conference	Organizer	Start	End

3) Enter in the Name of the Conference, then press next

dd New Conference				×
Enter the Confere	ence Name			
Enter the display name of	the new conference			
Name: Kristi LePore				
	< <u>B</u> xX	Next >	Cancel	Help

4) Click on Recurring Conference

Choose how to cr	eate the new confe	arence
Select one of the options i	elow to create your new co	exercise.
Instant Confe	rence	
Create a conference	to start now using the defa	uit settings
Scheduled C	onference	
Schedule a contere	nce to start at a specified tin	ne .
→ Recurring Co	nference	
Create a conference	that repeats at a specified	trequency



5) Enter the start and end time and the effective from and to date of the conference, then click Next

Add New Conference					×
Conference Date a Select start and end date ar	ind Time d time of the C	onference.			
Start Time: 11:30:00 a	¥M ÷	End Time: 12:0	10:00 PM	÷	
	< <u>B</u> ac	k <u>N</u> ext >	Cance	el	Help

6) Choose when you would like the Conference to recur



7) Enter the amount of time you would like to give Participants to call in before Conference begins, then click Next

dd New Conference				
Reserve Time				
The Reserve time is the interva (connections) will be made ava the ports will only remain availa	I before the start I ilable for participa ble for this period	ime of the confer nts to connect. I after the start time	ence that the po f no participants e	rts connect,
Reserve time: 🔟 🗧 (i	minutes)			
	< <u>B</u> ack	Next >	Cancel	Help



8) Make a note of your regenerate PIN

Conterence Liny PN. [10315] Regenerate PIN Conterence Recording	Ise this security number to enter	r the conference.
Conterence Recording	IN: 110315	Regenerate PIN
	Conterence Recording	
Record this conference Only organizers may download the recording	Becord this conference	nload the recording
Do not allow private recording ut this conference	Do not allow private recording	g of this conference

<u>Note</u>: It is important to remember your Regenerate PIN as you will need to give it to the contacts you would like to join in on the Conference

9) Click Add Unspecified Participants



10) Enter the amount of Participants you would like to join in on the conference (Example: 3), then click next.

Add New Conference	X
	_
Add Unspecified Participants	
Specify the number of unnamed participants that you wish to reserve connections for and click Next.	
Reserved Connections: 3 (Max 15)	
< <u>B</u> ack <u>N</u> ext > Cancel <u>H</u> elp	

<u>Note:</u> The amount of Participants you enter will be the *maximum* amount that will be able to join in on the Conference.



11) See spots in Reserve, Click Next

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Click wher	on one of the options b n complete.	elow to add new participants or conferer	nce rooms. Click Next
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Con	Add Unspecifie nections Available: Name	12 Number	
Con	Add Unspectie nections Available: Name Kristi LePore Reserved Reserved Reserved	12 Number 209 Unspecified	

12) Click Send Email Notification, then click Next

Emi	ail Notification			
Chec them	< the box if you want to all the details about the	send an email to all the p conference.	articipants with en	nail addresses gi
V (S	end Email Notification			
	Name	Address		
88	Kristi LePore	klepore@natgt	eleco	
1				

13) Click Finish





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Carriel Invititio	Calendar Calendar Delete n Actions	Appointment Scheduling	Meeting Workspace	Show As: Busy	Recurrence Time Categorize	ABC ? Spelling Proofing
In itati	ons have not b	en sent for this meeting.				
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	Start time:	Fri 4/16/2010	12:30 PM 🔽 🗌 All d	ay event		
	End time:	Fri 4/16/2010	1:00 PM			
You h Confe * Org = pIN * Res * Stau * End Confe * Ext * Inte Partic * Kris	ave been inv rence: Kristi anizer: Kristi 1:165111 enver Time: 1 th Date/Time: Date/Time: Pate/Time: rence Access: ernal: +1 (60/ ernal: 429 ipants ti LePore (Or	ted to the conference 'Kri .ePore lePore 4/16/2010 12:30:00 PM 4/16/2010 1:00:00 PM :) 5194068 ganizer)	ti LePore' occurring on 4/16	/2010 from 12:30 pm to 1:0	0 pm.	
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14) Click send for the notification to be emailed to you.

<u>Note</u>: You can enter in the email addresses of the Conference Calling Participants for this notification to be sent to them as well as yourself (Or you can simply forward the notification to them once you have received it)

15) Under your Conference tab, click on Scheduled to view your upcoming Conferences

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🕹 My Conferences				
Meet Now 🏾 🎾 Create	a			ø
My Conferences	Month: April	▼ Year: 2010	₩	
- 🐴 History	Conference	Organizer	Start	End
Scheduled	🗘 Kristi LePore	Kristi LePore	4/16/2010 1:30:00 PM	4/16/2010 2:00:00 PM
	🗘 Kristi LePore	Kristi LePore	4/19/2010 1:30:00 PM	4/19/2010 2:00:00 PM
	🗘 Kristi LePore	Kristi LePore	4/20/2010 1:30:00 PM	4/20/2010 2:00:00 PM
	🗘 Kristi LePore	Kristi LePore	4/21/2010 1:30:00 PM	4/21/2010 2:00:00 PM
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	C Kristi LePore	Kristi LePore	4/23/2010 1:30:00 PM	4/23/2010 2:00:00 PM
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	C Kristi LePore	Kristi LePore	4/29/2010 1:30:00 PM	4/29/2010 2:00:00 PM
	White Lerore	Kristi Lemore	4/30/2010 1:30:00 PM	4/30/2010 2:00:00 PM
onference Access: External: +1 (604) 5194068 Internal: 429 My PIN: 536417				
onference Connections: Total: 16 Available: 16 Reserved: 0				



JOINING A CONFERENCE CALL

1) To have a Participant join in on the Conference they will need to call the Conference Access Number (which will be included in the email)



2) The participant will then enter the PIN number to join







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