

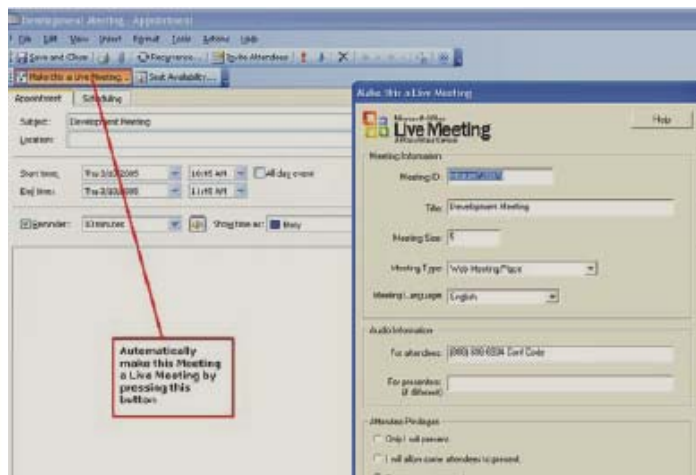
# Guide to Scheduling Meeting

## How to schedule a meeting

You can use Conference Place to schedule meetings and invite participants, just as you would for a meeting in a physical conference room. This topic describes how to:

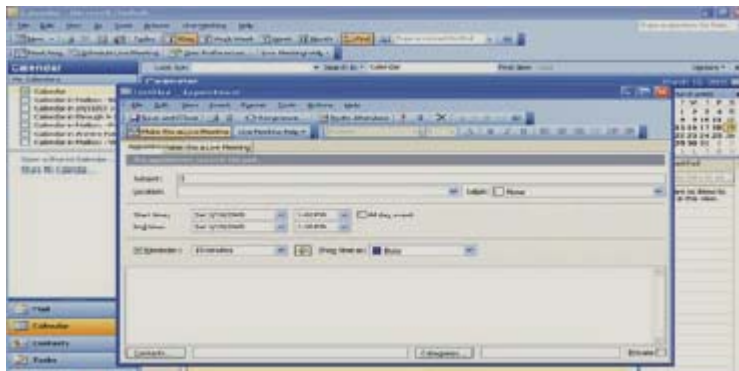
### SCHEDULE A MEETING BY USING OUTLOOK

The easiest way to schedule a meeting is by using Microsoft Office Outlook. To use Outlook to schedule meetings in Conference Place, you must install the Conference Place Add-In for Outlook. With the add-in, you can use Outlook calendar features to schedule meetings so that you can determine if users in your address book are free or busy for a meeting time. You can also look up e-mail addresses in your address book when sending invitations.



### TO SCHEDULE A MEETING USING OUTLOOK

- 1 On the toolbar in Outlook, click **Schedule Live Meeting**.
- 2 Select an appropriate start time in the **Start time** box and an appropriate end time in the **End time** box.
- 3 In the **To** field, enter the participants you want to invite, either by clicking To to look up each participant in your address book or by typing each participant's full e-mail address (for example, someone@example.com), separated by semicolons.
- 4 In the **Subject** box, type a subject for the meeting.
- 5 If you want, in the message area, type a message to the people you are inviting. This message will be added at the beginning of the standard Conference Place invitation text.
- 6 Click **Send**.





Allow several minutes for the meeting invitations to arrive in the inbox of each invitee. Conference Place sends a separate meeting invitation to each of the presenters and attendees you invited. The invitation contains your personal message if you provided one, the standard Conference Place greeting text set by your Conference Place account administrator, and the meeting details that each participant will need in order to join the meeting. Invitees also receive a calendar item that they can directly add to their calendars.

### Accept the meeting invitation and join the meeting

When the scheduled meeting invitation arrives, click Accept to accept the invitation so it is stored in your calendar. When it is time to join the meeting, open the meeting entry in your Outlook calendar, and then click Join Meeting.

## SCHEDULE A MEETING BY USING THE CONFERENCE PLACE MEETING MANAGER

If you do not use the Conference Place Add-In for Outlook, you can schedule meetings by using the Conference Place Meeting Manager.

### To schedule a meeting with the Conference Place Manager

- 1 On the **My Home** page, in the **Meet** area, click **Schedule Meeting**.
- 2 Click **Attendees** to select the attendees you want to invite from the Conference Place address book, and then click **Presenters** to select the presenters you want to invite. For participants who do not appear in the address book, you can type each user's full e-mail address (for example, someone@example.com) in the **Attendees** or **Presenters** box.
- 3 Select the start and end dates and times.
- 4 In the **Occurrence** box, click **One Time** (occurs once only), **Recurring** (occurs on a regular schedule with a specified end date), or **Ongoing** (no end date enforced).
- 5 To override the default scheduled meeting options for this meeting only, click **Meeting Options**, and then make the necessary changes. For more information, see **How to Set Meeting Options**.
- 6 In the **Message** text box, type the custom message that you want to appear in the invitation.
- 7 Click **Send Invitations** to send the invitations to the invitees.



Allow several minutes for the meeting invitations to arrive in the Inbox of each invitee. Conference Place sends a separate meeting invitation to each of the presenters and attendees you invited. The invitation contains your personal message if you provided one, the standard Conference Place greeting text set by your Conference Place account administrator, and the meeting details that each participant will need in order to join the meeting. Invitees also receive a calendar item that they can add to their calendars.

### Schedule and join a test Meeting

To become more familiar with the Conference Place scheduling process, as well as to test the default options you have set for scheduled meetings, you can schedule a test meeting with yourself. This test procedure can help you understand Conference Place scheduling behaviour before you invite a large group of people to your first scheduled meeting. For more information about setting options for scheduled meetings, see **How to Set Meeting Options**.

### To schedule a test meeting using Outlook

- 1 Start Outlook.
- 2 On the toolbar, click **Schedule Live Meeting**.
- 3 Schedule the meeting for the current time by using the **Start time** and **End time** list boxes.
- 4 In the **To** field, type your full e-mail address (for example, someone@example.com). This will instruct Conference Place to send you an invitation to the meeting.
- 5 Optionally, in the Subject box, type a subject for the meeting (for example, "Test Meeting").
- 6 Optionally, in the message area, type a message to the people you are inviting (for example, "Test Message"). This message will be added at the beginning of the standard Conference Place invitation text.
- 7 Click **Send**.

*Note: The meeting invitation may take several minutes to arrive in your Inbox.*



When the meeting invitation arrives, open the invitation, and make sure that it contains the expected information. If you are using phone conferencing for your meetings, make sure that your invitation has the correct phone conferencing number and conference code. If any information is wrong or missing, click **Schedule Live Meeting** in Outlook, click **Meeting Options**, correct the settings as necessary, and then click **Save As Default**. Then schedule a new test meeting.

#### **To join the meeting that you have scheduled**

- 1 Open the e-mail invitation for the meeting.
- 2 In the meeting invitation, click the **Join Meeting** link.
- 3 On the **Join Meeting** page, enter your name, and then click **Join Meeting**.
- 4 Conference Place starts the Conference Place Console, and your scheduled meeting is displayed.