



InterCall Online

Managing Your Meetings



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Managing Your Meetings

+ There are two tools to manage your meetings:

- **Today's Upcoming Meetings (on the welcome page)** - Provides a snapshot view of the meetings you have scheduled on the day you visit the site.
- **My Meetings (on the left hand menu)** - Lists all of your scheduled meetings and you can search amongst your meetings for a particular conference's details.

+ To edit, cancel or invite more participants to a meeting, select the required meeting and click the relevant button along the bottom of the tools.

- **Edit** - Takes you to the 'Meeting Information' screen to enable you to make the required changes and click 'Submit' to save.
- **Cancel** - You'll be asked to confirm whether you want to cancel the call. Click 'Yes' to confirm or 'No' to cancel the command.
- **Invite** - Directs you to the 'Participant List' feature of the call scheduling process to send invitations to the required attendees.
- **Start** - Launches the 'Web Moderator' in a separate browser for Reservationless-Plus calls and so will not show for another conference type.

+ You can export your meetings to an Excel document by clicking 'Export to CSV'.

+ An **R** symbol next to the meeting means the call is a recurring one.

- **Edit** - When editing a recurring meeting, make the amends and click 'Submit'. A pop-up will appear to indicate the call is part of a recurring series and ask whether you want to apply the changes to all meetings in the series.
- **Cancel** - If you click to cancel a recurring call, a pop-up will appear to indicate the call is part of a recurring series and ask whether you want to cancel all calls. You will have the options to cancel just this meeting, all meetings or 'No' to cancel the command.

Scheduling Your Meetings

+ In both call management tools is a 'Schedule Meeting' button allowing you to schedule a Reservationless-Plus, Automated or Operator Assisted conference as well as links to schedule the Web aspect of your call.

+ For a detailed walkthrough on how to schedule a specific type of conference call, please see the guides:

- IOL Bitesize - Scheduling a Reservationless-Plus call
- IOL Bitesize - Scheduling an Automated call
- IOL Bitesize - Scheduling an Operator Assisted call
- IOL Bitesize - Scheduling a Web Conference on IOL



Starting Your Meetings (Reservationless-Plus Web Moderator)

JOIN AS THE LEADER

- + There are 2 ways to start the Web Moderator as the Leader in both the 'Today's Upcoming Meetings' and 'My Meetings' features:
 - **'Start Instant Meeting'** - Click the drop down arrow and select 'Reservationless-Plus' to launch the Web Moderator in a separate browser.
 - **'Start' a Scheduled Meeting** - Select the required meeting and click the 'Start' button in the bottom right corner of the call management tool.

JOIN AS A PARTICIPANT

- + **Please note:** The Leader of the call must have activated the Web Moderator for you to be able to join as a participant. If the Leader has not launched the Web Moderator you will be prompted to try again once the Leader has launched the feature.
- + There are 2 ways to join the Web Moderator as a participant.
 - **Login screen** - In the section titled 'Reservationless-Plus', enter the Conference Code, your name and email address and click 'Join' to launch the Web Moderator in a separate browser.
 - When entering the Conference Code, you'll also see a link appear to 'View Dial-In Numbers' for the call.
 - **Welcome screen** - In the centre of the InterCall Online welcome page is an option to join a meeting as a participant. Simply enter the Conference Code and click 'Join'.

Starting Your Meetings (InterCall Unified Meeting & MeetingCentre)

- + You can start an unscheduled 'InterCall Unified Meeting' or 'MeetingCentre' web conference from both the 'Today's Upcoming Meeting' and 'My Meetings' features.
 - Click the drop down arrow where you can see 'Start Instant Meeting'.
 - Select 'InterCall Unified Meeting' or 'MeetingCentre' to start the web conference in a separate browser.