

MeetingPlace Web: Schedule & Attend Quick Reference Card



Scheduling a Voice and Web Conference via the Web

ATTEND MEETING

SCHEDULE MEETING

FIND MEETING

IMMEDIATE MEETING

To Schedule a Meeting

1. Enter the following URL: _____
2. From the MeetingPlace Web home page, click **Schedule Meeting**.
3. From the Sign In page, sign in with your MeetingPlace user ID and password. Select **Remember Me** to have MeetingPlace remember your sign in information for future sessions.
4. From the New Meeting scheduling page, fill in the meeting information basics, such as the date, time and length of the meeting. If desired, you may also enter a meeting ID.
5. Select your meeting type: **Open Forum** or **Lecture-Style**. Place your cursor over each option for a meeting type description.
6. To invite other participants, add their e-mail addresses in the **E-mail Address** Field and click **Add**.
7. To add attachments, click the **Attachments/Recordings** icon in the right-hand pane. To specify other meeting features, click the **Meeting Options** icon in the right-hand pane.
8. To finish scheduling your meeting, click **Schedule**. A confirmation page appears to confirm that the meeting has been successfully scheduled and e-mail invitations are sent to each of your invitees.

Meeting Information

Meeting ID	<input type="text"/>	(optional)
Phone Number	555-1234	
Date	<input type="calendar"/> FEB 10, 2003	Recurrence
Time	3 PM : 14	(America/Los_Angeles)
Length	30	(minutes)
# of Callers	4	
Billing Code	<input type="text"/>	
Meeting Type	<input checked="" type="radio"/> Open Forum <input type="radio"/> Lecture Style	
Record Meeting	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Subject	akim	

Adding Attachments and Recordings to the Meeting

1. From the right-hand pane of the New Meeting page, click the **Attachments/Recordings** icon
2. To add your attachment, select **New Attachment**.
3. Select what type of file you want to attach: **File Attachment**, **Meeting Comment**, or **URL Attachment**.
4. To locate a file from your computer, click the **Browse** button next to your selection. If you selected **URL Attachment**, enter the internet URL address of the page you want to attach. For example, <http://www.yourcompany.com>.
5. Click **Add Attachment**, then **OK** to finish scheduling the meeting.

Add Attachment

<input type="radio"/> File Attachment	File <input type="text"/>	Browse...
<input type="radio"/> Meeting Comment	WAV File <input type="text"/>	Browse...
<input checked="" type="radio"/> URL Attachment	Address <input type="text"/>	

Changing Meeting Options and Features

1. From the right-hand pane of the New Meeting page, click the **Meeting Options** icon
2. The preferences in this section determine the basic default values for each parameter. Modify the parameter settings as necessary and click **Submit** to finish scheduling your meeting.

Commonly Used Features:

- o Entry Announcement/Departure Announcement - To remove entry and departure prompts, change these settings to **Silent**.
- o Record Meeting - Set to **Yes** to reserve recording space.
- o Meeting Description - Enter a description to have it appear in the meeting notification.
- o Password Required and Password - Set to **Yes** and enter a password to add security to your meeting (*we recommend that you use a password for added meeting security*).

Entry Announcement	Beep+Name
Departure Announcement	Beep+Name
Record Meeting	No
Meeting Description	Staff Meeting
Password Required	No
Password	<input type="text"/>

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Polling

Note: Only users with Presenter permissions can create polls.

1. After the meeting has been scheduled, from the right-hand pane of the New Meeting page, click the Polling icon .
2. Select the type of poll you wish to conduct, enter the poll details and click **Create**.
3. The poll question is available to all attendees during the meeting.

NEW	
POLL	Create a single question poll.
SURVEY	Create a multiple question poll.
BRAINSTORM	Create free text responses to a question.

Attending a Voice and Web Conference via the Home Page

1. Sign in with your MeetingPlace user ID and password.
2. From the MeetingPlace Web home page, enter the meeting ID of the meeting you want to join in the field provided, and then click **Attend Meeting**. MeetingPlace Web takes you directly into the meeting room to start your web conference.

*Note: If you don't know the meeting ID, simply click **Attend Meeting** without filling in the meeting ID field. MeetingPlace Web takes you to the Today's Meetings page where you can search for your meeting.*



Finding a Voice and Web Conference

1. Sign in with your MeetingPlace user ID and password.
2. From the MeetingPlace Web home page, click **Find Meeting**.
3. From the Today's Meetings page, select the correct Meeting Search sublink (Past, Today's or Future). A meeting table displays a list of meetings that match your criteria.
4. To limit your search results, enter the meeting ID or modify the search date parameters, and click **Search**. A meeting table displays your updated list of meetings.
5. To join your meeting, click on a meeting ID link. If this meeting is not scheduled to begin, MeetingPlace Web takes you to the Future Meeting details page.

Meeting Search

Past Today's Future

6/27/2002 3:00 PM Training Prep **54632** 1-800-280-1260

Scheduling an Immediate Meeting via the Home Page

1. Sign in with your MeetingPlace user ID and password.
2. From the MeetingPlace Web home page, click **Immediate Meeting**. This schedules an immediate meeting using your pre-defined scheduling parameters.
 - o MeetingPlace Web takes you directly to the meeting room where you can start your web conference.
 - o It also sends you an e-mail to confirm that the meeting has been successfully scheduled. Forward this e-mail to others who you would like to invite to the meeting.

